

# APPENDIX D

## Rogers Centre Ottawa Booth Catering Form

NAME		COMPANY NAME	
SHOW NAME			
SHOW DATE		BOOTH #	
ADDRESS			
PHONE	FAX	E-MAIL	
ONSITE CONTACT		ONSITE CELL	

DELIVERY DATE	DELIVERY START TIME	EVENT END TIME	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE

- The Rogers Centre Ottawa is the exclusive food and beverage provider within the facility. As the exclusive provider, the Rogers Centre Ottawa strictly prohibits any and all food, beverage, candy, logo water and other similar items from being brought into the facility without prior authorization.
- Orders must be received no later than 14 days prior to the event. Full charges will apply to cancellation made within 5 days prior to delivery.
- Please see our current menu for options: [rogers-centre.ca/planner/menu/](http://rogers-centre.ca/planner/menu/)
- Attendant & bartender labour charges are \$45.00/hour (minimum 4 hours).
- The Rogers Centre Ottawa does not provide skirted tables or electrical hook-ups in your exhibit space, including meeting rooms utilized for exhibits. Please order these requirements through the exhibitor supplier.

SUB-TOTAL  
18% Admin  
Labour  
13% HST  
**TOTAL**

### Method of payment

(Must be made at time of ordering):

CREDIT CARD (please check): ☐ Visa ☐ Mastercard ☐ AMEX

CARDHOLDER'S NAME (Please print)

CARD NUMBER WITH 3 DIGIT SECURITY CODE

CARDHOLDER'S SIGNATURE CLIENT

EXP. DATE

3 DIGIT SECURITY CODE

SIGNATURE

DATE

Save, print and fax the completed form to the Rogers Centre Ottawa at 613-563-7646, or scan and e-mail to [eventservices@rogers-centre.ca](mailto:eventservices@rogers-centre.ca).