



**Edmonton Convention Centre
Booth Catering Order Form**

EVENT NAME:			
EXHIBITOR INFORMATION			
BOOTH NUMBER(S):		SHOW DATES:	
COMPANY NAME:		CONTACT NAME:	
ADDRESS:		PROVINCE/STATE:	
CITY:		EMAIL:	
PHONE NUMBER:		CELLPHONE NUMBER:	
CATERING INFORMATION			
<ul style="list-style-type: none"> All catering orders should be received no later than 14 days prior to the start of the show. All food and beverage orders placed on-site will be from a reduced menu (Chef's Choice). Each booth must order a minimum of \$75.00 (before applicable service charges and taxes) or a delivery fee of \$25.00 will be applicable. 			
<p>Show sponsors and/or exhibitors may distribute food and/or beverage samples ONLY with prior written authorization by ECC (Food Sample Release Form).</p> <p>The following guidelines must be adhered to:</p> <ul style="list-style-type: none"> Food product – sample size not to exceed 1 oz (28 grams) per serving. Food or beverage items used as traffic promoters (i.e., popcorn, coffee, bar service) MUST be purchased from ECC. Exhibitors will be responsible to comply with all Alberta Health Services – Environmental Public Health regulations; it is mandatory these standards are maintained and food safe handling regulations adhered to; further information can be obtained by visiting www.albertahealthservices.ca. Services related to food and beverage products brought in from the outside including storage, delivery or kitchen-use are not the responsibility of and will not be provided by the Edmonton Convention Centre. An ECC Food Liability Release Form must be filled out and returned prior to the event. 			
BOOTH CATERING MENU			
DESCRIPTION		PRICE	QUANTITY
Canadian Morning Cheese Board (20 order minimum) Vegetarian		\$10/person	
ECC Deli Stop (50 order minimum)		\$15/person	
Mediterranean Mezze (25 order minimum) Vegetarian		\$20/person	
Garden Crudites with Buttermilk Herb Dip Vegetarian		\$6/person	
Sliced Fresh Fruit Vegan, Gluten Free		\$6/person	
Warm Caramel Filled Traditional Beignet Vegetarian		\$40/dozen	
Flavored Popcorn (20 order minimum): Classic Butter, BBQ, Chili Lime, Frank's Red Hot and Caramel (\$1.50 extra for caramel) Gluten-free, Vegetarian		\$3.50/person	
Morning Loaf Breads		\$48/dozen	
The Tart Break: classic lemon meringue, chocolate salted caramel, fresh fruit		\$42/dozen	
The Bar Break: white chocolate saskatoon berry blondie, dark chocolate fudge brownie, lemon squares		\$48/dozen	
Fresh Baked Assorted Cookies		\$36/dozen	
Fresh Brewed Coffee (regular or decaf)		\$60/gallon	
Assorted Teas		\$48/gallon	
Fruit infused water (see Event Manager for seasonal flavours)		\$1.50/person	
Assorted Coca-Cola Canned Soft Drinks (BOC)		\$3.50 each	
Assorted Juices (BOC)		\$3.75 each	
Grab and Go Boxed Lunches Includes the following: Chef's choice salad, sandwich, and cookie. Choose from the following sandwiches: Lemon Chicken Wrap, Egg Salad, Classic Tuna, Ham and Gouda, Roast Beef with Horseradish Mayo		\$23.25/person with pop: \$26.75/person	
Hosted Bar All host bars are subject to a bartender labor charge of \$30/hr. (minimum four hours) if revenue per bar is less than \$500. (Premium bars available, please ask for pricing)		\$7.50/drink +GST & Gratuity	



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Additional Menu items: ECC Menus	Description:			
			SUBTOTAL:	
CATERING TOTAL				
SUBTOTAL OF CATERING CHARGES:				
SERVICE CHARGE OF 18%:				
SUBTOTAL:				
GST 5%:				
TOTAL AMOUNT DUE:				
<p>100% payment is required when sending in your order form. Orders placed within 1 week of the event and onsite additions are subject to a 20% surcharge (based on availability). All prices are subject to 18% service & 5% GST</p>				
CATERING INFORMATION				
SERVICE DATE(S)		SERVICE TIMES(S)		

BOOTH CLEANING SERVICES		PLEASE READ
Vacuuming services	Y / N	<ul style="list-style-type: none"> - Cleaning services are charged at \$30/booth per cleaning - ECC is not liable for any loss or damaged items left in the exhibitor booth during cleaning after hours. - Items/cords must be lifted from ground for vacuuming services. Areas not kept clear will not be serviced. - Booths not cleaned due to items/cords being left in place will not receive refund.
Wipe down furniture	Y / N	
Empty Waste Receptacles	Y / N	
Please specify requested time for cleaning and any notes:		

EXHIBITOR INFORMATION		PLEASE READ
SHOWDATES:		<p>I, the undersigned, am the card holder of the credit card specified below.</p> <p>I further verify that the signature below is my signature as indicated on the reverse of the card specified.</p> <p>I hereby authorize the Edmonton Convention Centre to charge my credit card for all catering/equipment services ordered.</p> <p>For a breakdown of the charges, please see Exhibitor Catering Order Form.</p>
BOOTH NUMBER(S):		
COMPANY NAME:		
CONTACT NAME:		
ADDRESS:		
CITY:		
PROVINCE/STATE:		
PHONE NUMBER:		
EMAIL:		

CREDIT CARD INFORMATION	
Card Type:	
Cardholder Name (As shown on card):	
Card Number:	
Expiry (mm/yy):	
CVS Number:	
Amount to charge:	
Postal Code:	

I, _____, authorize the Edmonton Convention Centre to charge my credit card above for all agreed upon catering charges/equipment services ordered.

Signature:

Date: