



Food & Beverage Order Form

Contact Name: _____

Company: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Facsimile: _____ Email: _____

Show/Conference Name: _____ Dates: _____

Booth Number: _____ Booth Name: _____ Meeting Room Number: _____

BILLING INSTRUCTIONS: Cash Cheque Credit Card

Catering Payment Policy

All Food and Beverage requires full payment one week prior to the start of your event. Credit Cards will be required to cover any on site incidentals.

(If you are paying by credit card, fill out the attached credit card authorization form. Credit cards accepted only for orders under \$5,000.)

Catering Rules and Regulations

The Metro Toronto Convention Centre has exclusive Food and beverage distribution rights within the Convention Centre. Exposition sponsoring organizations and/or exhibitors may distribute sample Food and/ or Beverage only upon written request, pending authorization. A Sample Food and/or Beverage Authorization Request can be found in your Exhibitor kit.

Ordering Deadline

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.

All booth orders must meet a minimum of \$60.00 (before applicable taxes & service charges) or a \$25.00 delivery fee will be applicable. Booth deliveries on a Satutory Holidays are subject to 5% increase on listed menu prices.

Please discuss any specialty orders with the Food & Beverage Department (416) 585-8144



Food & Beverage Order Form

MEAL TICKET

Function Date: _____
Delivery Time: _____ AM / PM
Method of Delivery (Mail or On-site Pickup): _____
Location of Delivery: _____
Quantity of Tickets: _____
Value of Tickets: _____
On-site Contact Pickup Name: _____

BREAKFAST

Function Date: _____
Meeting Start Time: _____ Meeting End Time: _____
Food or Beverage Delivery Time: _____
Food or Beverage Clean-Up Time: _____
Number of People: _____ Menu Price: _____

Menu Selection:

Room Set-Up:

PLEASE COMPLETE AN ORDER FORM FOR EACH DATE.



Food & Beverage Order Form

MORNING BREAK

Break Start Time: _____ Break End Time: _____

Food or Beverage Delivery Time: _____

Food or Beverage Clean-Up Time: _____

Number of People: _____ Menu Price: _____

Menu Selection:

LUNCH

Function Date: _____

Meeting Start Time: _____ Meeting End Time: _____

Food or Beverage Delivery Time: _____

Food or Beverage Clean-Up Time: _____

Number of People: _____ Menu Price: _____

Menu Selection:

Room Set-Up:

PLEASE COMPLETE AN ORDER FORM FOR EACH DATE.



Food & Beverage Order Form

AFTERNOON BREAK

Break Start Time: _____ Break End Time: _____

Food or Beverage Delivery Time: _____

Food or Beverage Clean-Up Time: _____

Number of People: _____ Menu Price: _____

Menu Selection:

RECEPTION

Function Date: _____

Dinner Start Time: _____ Dinner End Time: _____

Number of People: _____ Menu Price: _____

Menu Selection:

Room Set-Up:

PLEASE COMPLETE AN ORDER FORM FOR EACH DATE.



Food & Beverage Order Form

DINNER

Function Date: _____

Reception Start Time: _____ Reception End Time: _____

Number of People: _____ Menu Price: _____

Menu Selection:

Room Set-Up:

PLEASE COMPLETE AN ORDER FORM FOR EACH DATE.



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CREDIT CARD CHARGE AUTHORIZATION

Conference / Trade Show Name: _____

Total Amount \$: _____

I hereby authorize the Metro Toronto Convention Centre to place any charges I incur at the facility to my credit card account. To ensure the proper processing, please mark an X in the appropriate box below to indicate where your credit card was issued.

Canada

Other (USA and International)

Company Name

Credit Card number

Credit Card expiry date

Name of card holder

Signature of credit card holder

NOTE:

We require a photocopy of both the front and back of the signed credit card to be returned with this form.