

## EXHIBITOR CATERING FORM

MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST CALGARY, ALBERTA, CANADA T2G OP3

PH 403.261.8500 | FX 403.261.8510

The Calgary Marriott Downtown Hotel is the exclusive provider of all catering services at the Calgary TELUS Convention Centre

**NO OUTSIDE FOOD AND BEVERAGE ALLOWED**

<b>NAME OF SHOW</b>					
<b>EXHIBITOR INFORMATION</b>					
BOOTH #					
COMPANY NAME					
ADDRESS					
CITY		PROVINCE / STATE		CODE	
PHONE		EMAIL			
<b>CATERING INFORMATION</b>					
<p>The management of banquet services at the Calgary TELUS Convention Centre offers a range of services to booths during the exhibit. If you wish to obtain other suggestions or information with respect to booth reception, please contact the Catering Sales Office at the Calgary TELUS Convention Centre. Please note that no outside beverages and/or food may be brought on the premises by the promoter, or the promoter's exhibitors, participants or suppliers.</p> <p style="text-align: center;">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).</p>					
<b>BOOTH CATERING SERVICES   19% service charge and 5% GST will be added to all orders</b>					
		PRICE		QUANTITY	TOTAL
Starbucks Coffee (Regular or Decaf); 15 mugs/gallon		\$74.00 / gallon			
Premium Teavana Tea Selections		\$54.00 / gallon			
Soft Drinks		\$4.50 / can			
Bottled Fruit Juices		\$4.50 / bottle			
Bottled Water		\$4.50 / bottle			
Pastry Chef's Selection of Breakfast Pastries		\$42.00 / dozen			
Coffee Loaves		\$42.00 / dozen			
Fresh Baked Cookies		\$38.00 / dozen			
Sweet Squares & Brownies		\$38.00 / dozen			
Vegetable Platter & Dip (minimum 10 orders)		\$10.00 / person			
Sliced Fruit Tray (minimum 10 orders)		\$10.00 / person			
Cheese Board (Canadian Cheeses, Fruit, Preserves, Crackers)		\$25.00 / person			
Wraps (Turkey, Beef, Vegan); 3 pieces/person		\$25.00 / person			
Quinoa Power Bowl (Chicken or Vegan)   Gluten Free		\$18.00 / person			

*continued on next page*

<b>BOOTH CATERING SERVICES CONTINUED   19% service charge and 5% GST will be added to all orders</b>			
	PRICE	QUANTITY	TOTAL
Popcorn Package (minimum 25 orders) <i>bags of salted/buttered popcorn, selection of seasonings</i>	\$3.50 / bag		
Noto Gelato (minimum 50 orders) <i>individual ice cream servings, ice bins</i>	\$5.00 / serving		
Client providing own espresso machine (corkage); upon facility approval	\$250.00 / booth / day		
Client providing their own "special label" bottled water (corkage); upon facility approval	\$200.00 / booth / day		
Ice Cubes (includes delivery)	\$15.00 / 16lbs.		
Host Domestic / Imported Beer <i>***minimum charges applicable</i> <i>Alcoholic beverages cannot be at a booth without a bartender</i>	\$10.50 / bottle		
Host House Wine <i>***minimum charges applicable</i> <i>Alcoholic beverages cannot be at a booth without a bartender</i>	45.00 / bottle		
Custom Order Description			
<p><i>***Alcohol Orders   Bartender/Cashier charge of \$50 per hour/per associate (minimum 3 hours) will be applied if consumption is less than \$500 per bar/3 hours</i></p> <p>Full payment is required when sending in your order form. Any balance / remittance will be processed at the end of the function by credit card</p>	Subtotal		
	19% Service Charge		
	Subtotal		
	5% GST		
	<b>TOTAL</b>		

<b>CATERING GUARANTEES</b>		
Service Date(s)	Number of Persons	Service Time

**AUTHORIZATION REQUEST**  
*third party food / beverage distribution form*

The Calgary Marriott Downtown Hotel is the exclusive caterer of all food and beverage services at the Calgary TELUS Convention Centre. As the exclusive provider the facility strictly prohibits any and all food, beverage, candy, logo water and other similar items from being brought into the facility without prior authorization.

In order to obtain written authorization from the Calgary Marriott Downtown Hotel to distribute and food or beverage items one of the conditions noted below must exist. The Calgary TELUS Convention Centre nor the Calgary Marriott Downtown Hotel will be responsible for the quality or the state of the food and beverage served by an authorized vendor. The vendor must adhere to all food and beverage guidelines as outlined by Alberta Health Services. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Calgary TELUS Convention Centre services.

Facility kitchen facilities, fridges, freezers etc. are not available to vendors. Parties are responsible for their own refrigeration etc. The Calgary Marriott Downtown Hotel will prepare third party menu selections, however labour charges as well as fees to cover electricity, oil etc. are applicable.

The Calgary TELUS Convention Centre provides exclusive material handling, hence all arrangements for delivery/pick-up must be made with contracted Show Services company.

If the privilege is granted to provide food and beverage services at the facility a hold harmless waiver needs to be signed. The waiver form (including \$5,000,000.00 liability insurance as well as release the Calgary Convention Centre Authority, the Hotel owner, hotel manager, Marriott International etc. from any damages) is in addition to the insurance requirements requested in the CTCC license agreement.

**FOOD RELATED INDUSTRY SHOWS**

Items dispensed are limited to products manufactured, processed, or distributed by the exhibiting firm and are related to the purpose of the show.

All items are limited to sample size (approximate 2 ounces of liquid or bite size items 2" x 2"; 2 ounces).

Samples are distributed only from the exhibitor's booth.

Alcoholic beverages are generally not permitted, however will be addressed based on the individual show or event.

**NON-FOOD RELATED INDUSTRY SHOWS / FUNCTIONS**

Items dispensed are limited to products manufactured, processed, or distributed by the exhibiting firm and are related to the purpose of the show.

All items are limited to sample size (approximate 2 ounces of liquid or bite size items 2" x 2"; 2 ounces).

Samples are distributed only from the exhibitor's booth.

Alcoholic beverages are generally not permitted, however will be addressed based on the individual show or event.

Sponsorship of donations involving food and/or beverage products are subject to loss or revenue/user fee (food & beverage replacement fee). This charge is determined based on the individual show/event. The fee will be similar; not to exceed full published retail menu pricing.

**UNUSED FOOD OR BEVERAGE PRODUCT**

Product that requires pickup after the show/event is the responsibility of the company marketing the product. No refunds of food and beverage replacement fees or corkage fees will be given for food and beverage products which or not consumed during the show/event.

**TAXABLE SERVICE CHARGES**

All food and beverage type charges associated with functions/events/shows are subject to 19% taxable service charges (gratuity) and 5% Goods and Services Tax.

The company named below acknowledges they have sole responsibility for the use, servicing, or other disposition of all food and/or beverage items (including alcoholic beverages if applicable) in compliance with all applicable policies and laws. Accordingly, the company agrees to provide the Calgary Marriott Downtown Hotel and the Calgary Convention Centre Authority with a duly signed copy of the “Food waiver and indemnification agreement” as well as be responsible for any legal fees, disbursement, penalties or fines resulting directly or indirectly from their use, serving or other disposition of all food and beverage items (including alcoholic beverages if applicable).

DATE			
NAME OF EVENT		BOOTH #	
COMPANY NAME			
CONTACT NAME			
PHONE NUMBER			
EMAIL ADDRESS			
COMPANY ADDRESS			
	CITY, PROVINCE		POSTAL CODE

Items and purpose of distribution (to include quantity, portion size and method of dispensing)

ITEMS	
PURPOSE OF DISTRIBUTION	
QUANTITY	
PORTION SIZE	
METHOD OF DISPENSING	
ADDITIONAL INFORMATION	

<b>OFFICE USE ONLY</b>	
REQUEST APPROVED BY	