



EXHIBIT SERVICES CATERING 2018

This form is your official invoice – please keep a copy for your records. All services are sold on a per booth or per exhibitor basis, and must be accompanied by payment in Canadian funds. All prices are subject to applicable taxes and/or change without notice. Credit will not be given for orders cancelled with less than 5 business days' notice.

EVENT #

BOOTH #

EVENT INFORMATION

EVENT NAME

EVENT DATES

CONTACT INFORMATION

COMPANY NAME

ADDRESS

Street

City

Province / State

Postal / ZIP Code

CONTACT NAME

EMAIL

TELEPHONE

Please use a separate order form for each day an order is required, then fax directly to the Exhibit Services Department at 604-647-7325. A more extensive menu is available on our website www.vancouverconventioncentre.com, or please call 604-647-7480 to speak with Exhibit Services.

FOOD

Item	Qty.	Price	Total
Assorted muffins , scones or croissants served with butter & assorted preserves (min order of 12 pieces of any type)		\$54.00/dozen	
Carrot cake with cream cheese icing , belgian chocolate brownies , maple pecan tarts or coconut Nanaimo bars (min order of 12 pieces of any type)		\$54.00/dozen	
Assorted house made cookies		\$48.00/dozen	
Hearty sandwiches (one sandwich per person, min quantity 12)		\$14.00/guest	
Hearty sandwiches with salad (one sandwich per person, min quantity 12)		\$20.00/guest	
Individual natural yogurts (min quantity 12)		\$4.25/each	
Sliced fresh fruit & berries platter (min quantity 12)		\$7.00/guest	
Fresh whole fruit basket (min quantity 12)		\$3.25/guest	
Canadian & international cheese tray with baguette and biscuits (min quantity 12)		\$17.00/guest	
Fresh vegetable crudité with herb dip (min quantity 12)		\$6.00/guest	
Kettle chips (half pound basket, suggested serving size for 8 guests)		\$17.00/basket	
Pretzels or Japanese dry snacks (1 pound basket, suggested serving size for 8 guests)		\$17.00/basket	
Individual bags of smart food popcorn, kettle chips, pretzels (min quantity 12)		\$3.00/bag	

BEVERAGE

Item	Qty.	Price	Total
Freshly brewed Moja Certified Organic Coffee or decaf (serves 10 cups)		\$47.50/airpot	
Hot water with selection of tea bags (serves 10 cups)		\$47.50/airpot	
6 pack bottled orange or grapefruit juice (single servings)		\$30.00/pack	
6 pack soft drinks: Coke , Diet Coke , Sprite or Ginger Ale (single servings)		\$27.00/pack	
6 pack bottled water (single servings)		\$27.00/pack	
Water cooler/equipment rental (includes power, does not include water jug)		\$25.00/day	
Water jug 18 L (does not include equipment rental)		\$18.00/each	
Ice (one bin is 20 lbs)		\$20.00/bin	



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OTHERS	Item	Qty.	Price	Total
	Rental of black or white tablecloth in the size of 53"x53" or 90"x90"		\$20.00/each	

SUBTOTAL

18% SERVICE CHARGE

SUBTOTAL

GST 5%

PST 7% (RENTAL ONLY)

TOTAL

PAYMENT INFORMATION

Make cheques payable to:
 Vancouver Convention Centre
 1055 Canada Place
 Vancouver, BC, Canada
 V6C 0C3

Visa MasterCard American Express

Bank Wire Transfer (Processing fees apply)

CREDIT CARD #

EXP

NAME AS IT APPEARS ON CARD

To fax your form or for further inquiries Call: 604-647-7480 or Fax: 604-647-7325

I hereby authorize the Vancouver Convention Centre or its agents to perform the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature

Name & Title of Authorized Representative

Date MM/DD/YY

TERMS & CONDITIONS

- The Vancouver Convention Centre is the exclusive supplier of all food and beverage services. No other products can be brought into our building.
- Please allow for a minimum of (10) ten business days to process booth delivery orders.
- Upon receipt of the order, a 'Service Order Confirmation' will be sent to you for approval and signature. All orders must be prepaid in full by credit card to be considered as confirmed.
- Any orders received within 3 business days prior to service are subject to 20% surcharge.
- On-site orders are subject to additional banquet labour charge of \$140 per delivery.
- All beverage orders will be charged in full, regardless of consumption.
- Should any order be cancelled with less than 5 business days' notice, the total amount of the order will be charged fully.
- All prices are quoted in Canadian funds, subject to 18% service charge, 5% GST and 7% PST on Rentals.
- A designated banquet attendant can be arranged through the Catering Department, and the cost is \$35.00/hour, minimum 4 hour shift.
- For all booth delivery orders, compostable and disposable utensils will be supplied and the costs are included in the menu prices. Additional charges may apply for request of table, linen, chinaware and glassware.