



Authorization Request - Sample Food and/or Beverage Distribution

Please complete this form to receive authorization to distribute food or beverages not purchased through the Food & Beverage Department of the **Metro Toronto Convention Centre**.

Metro Toronto Convention Centre Corporation has exclusive food and beverage distribution rights within the Convention Centre. Exposition sponsoring organizations and/or exhibitors may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to **ALL** of the conditions outlined below. Metro Toronto Convention Centre Corporation will **NOT** be responsible for the quality or state of the food or beverage served by an authorized vendor. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Metro Toronto Convention Centre services.

General Conditions – Non Food Industry Related Shows

1. Items dispensed are limited to products **Manufactured, Processed or Distributed** by exhibiting firm and are **related to the purpose of the Show**.
2. All items are limited to **SAMPLE SIZE** and must be dispensed/distributed in accordance with Local Public Health Codes
 - a) Sample or promotional non-alcoholic beverages must be approved by the Catering Department and will be limited to a maximum **4oz/118ml** Sample Size
 - b) Sample food items limited to "Bite Size" (**2X2 inches/5X5cm or 2oz/58gr portions**)
3. **ALCOHOLIC BEVERAGES** not purchased through the Food & Beverage Department that are **Manufactured, Processed or Distributed** by the exhibitor and are **related to the purpose of the show** may be sampled if the following policies are strictly adhered to:
 - a) A charge of \$800.00 per day, per distribution location will be paid to the Metro Toronto Convention Centre Food & Beverage Department, in full prior to show/event. This fee is non-negotiable and non-refundable
 - b) Vendors are responsible for Provincial Laws (LLBO) pertaining to the distribution of alcohol and may be asked for proof of Exhibitor Insurance
 - c) Samples must be **4oz/118ml** or less and served in disposable cups. No cans or bottles will be permitted
4. Sponsorships of donations involving Food and/or Beverage products are subject to "Loss of Revenue/User Fee" for Food Products and "Corkage Fee" for Beverage Products. This charge is determined based on the individual show/event
5. Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar service) **MUST** be purchased from the Catering Department.

General Conditions – Food Industry Related Shows

1. Items dispensed are limited to products **Manufactured, Processed or Distributed** by exhibiting company
2. All items are limited to **SAMPLE SIZE** and must be dispensed/distributed in accordance to Local Public Health Codes:
 - a) Non-alcoholic Beverages are limited to a maximum of **4oz/118ml** and Alcoholic Beverages are limited to a maximum of **4oz/118ml** Sample Size, served in disposable cups. No cans or bottles will be permitted
 - b) Food items are limited to "bite size" portions, not to exceed **2oz/58gr**
 - c) Vendors **MUST** submit proof of having Liability Insurance for exhibiting and must name the Metro Toronto Convention Centre as an additional insured, and are responsible for Provincial Laws (LLBO) pertaining to the distribution of alcohol
 - d) Samples are distributed from Exhibit Booth



Authorization Request - Sample Food and/or Beverage Distribution

IF YOU DO NOT MEET THE CONDITIONS LISTED ON THE PREVIOUS PAGE, THE FOLLOWING POLICIES APPLY:

LOSS OF REVENUE (USER FEES) / CORKAGE FEES APPLY FOR THE FOLLOWING:

Any food and beverage brought on the premises without Written Authorization from the Food & Beverage Department of the Metro Toronto Convention Centre is strictly prohibited.

1. Requests for all alcoholic and non-alcoholic beverages brought on the premises for consumption at hosted banquet / booth events will incur a **Corkage Fee** equal to Fifty Percent (50%) of the Metro Toronto Convention Centre's retail pricing and is subject to all applicable taxes and service charges
2. Requests for all Food Products brought on the premises for consumption at hosted banquet / booth events will incur a **Loss of Revenue / User Fee** equal to Fifty Percent (50%) of the Metro Toronto Convention Centre's retail pricing and are subject to all applicable taxes and service charge

UNUSED FOOD OR BEVERAGE PRODUCT that requires pick-up or shipment after the show / event is the responsibility of the Company that is exhibiting the product. Absolutely **NO REFUNDS** of Loss of Revenue/User or Corkage Fees will be given for Food or Beverage Products that are not consumed during show / event.

FOOD AND BEVERAGE RELATED SERVICES including storage, delivery, kitchen use or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will **NOT** be provided by the Metro Toronto Convention Centre. If these services are required the following charges will applicable and will be **based on availability**:

- a) \$120.00 per Day/Pallet for Refrigerated/Freezer and Dry Storage
- b) \$100.00 one-time Handling Fee for 1-4 skids and \$180.00 Handling fee for 5 or more skids
- c) \$45.00 Delivery Charge for each time product is delivered (on a 2'x4' cart) to the Booth / Room
- d) \$250.00 per Hour for Kitchen Space. **Kitchen Space is reserved on a first come first serve basis and based on availability**
- e) Additional charge for Rental of Equipment, subject to availability

For all Food and Beverage not purchased through the Metro Toronto Convention Centre, all standard fees mentioned above will be charged where applicable, including 15% Service Charge and Applicable Sales Tax

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of all food and beverage items (including alcoholic beverages) in compliance with all applicable policies and laws. Accordingly, the Company agrees to fully indemnify and hold harmless the Metro Toronto Convention Centre from all liabilities, damages, losses, costs, expenses, legal fees and disbursements, penalties or fines resulting directly or indirectly from their use, serving or other disposition of all food and beverage items (including alcoholic beverages)

Date: _____ Name of Event: _____ Booth Number: _____
month/day/year

Company Name: _____ Contact: _____

Telephone: _____ Fax: _____ E-Mail: _____

Address: _____ Prov./State: _____ Country: _____ Postal/Zip Code: _____

Item and Purpose of distribution, please include quantity, portion size and method of dispensing

for office use only

Event #: _____ Coordinator Name: _____ Coordinator Signature: _____

Date: _____ Approved: _____ Not Approved: _____

Remarks: _____

For additional information on services available, please call the Catering Department at (416) 585-8144



Bar Service Order Menu

HOST BAR

Premium Brands	\$ 7.25
Domestic Beer	\$ 6.25
Canadian, Coors Light, Blue, Steam Whistle etc.	
Imported Beer	\$ 6.65
Heineken, Corona, Becks etc.	
Liqueurs	\$ 9.25
Wine by the Glass	\$ 7.25
Sparkling Water	\$ 4.00
Soft Drinks	\$ 3.55
Bottled Water	\$ 3.60
Domestic Beer by the Keg	\$ 665.00

- Cocktails Available upon request
 Our full wine list is available at www.mtccc.com
 Each Host Bar requires a sales guarantee of
 \$450.00 or labour charges will be applicable

SNACK ITEMS

Individual Chips / Pretzels	\$ 2.70 ea.
Pretzels or Chips (20 Portion)	\$ 30.00 Bowl
Mixed Nuts	\$ 35.00 lb.

HOSPITALITY ITEMS

Assorted Sandwiches	
3 half Sandwiches	\$ 13.50
Assorted Wraps	
2 half Wraps	\$ 13.50
Canadian Cheese Platter	
20 Portion	\$ 225.00
Crudités Platter	
20 Portion	\$ 118.00
Fruit Platter	
20 Portion	\$ 111.00
Deli Meat Platter	
20 Portion	\$ 165.00
Salsa, Guacamole & Tortilla Chips	
20 Portion	\$ 108.00

BARTENDER/SERVER

Let our staff members handle the preparation
 and serving of your Show Stopper product
 while you are meeting and greeting with attendees
 Bartender - \$220.00 + GST, per 4 hour shift

All prices are subject to Sales Taxes and Service Charges

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. A Bartender is mandatory at any booth ordering over \$100.00, net, bar service, and/or requiring Liquor Service.

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. Each booth order must be a minimum of \$60.00 (before applicable taxes & service charge) or a \$25.00 delivery fee will be applicable. Booth deliveries on a Statutory Holiday are subject to a 5% increase on listed menu prices.

Catering Payment Policy

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

Booth Service Menu

Hot Beverages

Freshly Brewed Coffee/ Tea (Regular & Decaffeinated Paper Service) Served in an insulated thermos with condiments	
10 Cup Thermos	\$ 31.00
100 Cup Urn	\$ 310.00

Cold Beverages

Assorted Soft Drinks	\$ 3.55 ea.
Bottled Water	\$ 3.60 ea.
Bottled Juices	\$ 4.10 ea.
Perrier Water	\$ 4.00 ea.
Lemonade/ Iced Tea 10 Cup	\$ 30.00
100 Cup	\$ 300.00

From the Bakery

Assorted Cookies	\$ 29.00 dz.
Assorted Muffins	\$ 3.70 ea.
Assorted Danish	\$ 3.65 ea.
Assorted Fruit Breads	\$ 27.00 dz.
Assorted Dessert Squares	\$ 36.00 dz.
Decadent Chocolate Brownies	\$ 33.00 dz.

Snack Items

Individual Chips/ Pretzels	\$ 2.70 ea.
Chocolate Bars	\$ 2.80 ea.
Nestle Ice Cream Novelties	\$ 3.60 ea.
Haagen Dazs Ice Cream	\$ 5.40 ea.
Mixed Nuts	\$ 35.00 lb.

Hospitality Items

Assorted Sandwiches (3 half Sandwiches)	\$ 13.50
Assorted Wraps (2 half Wraps)	\$ 13.50
Canadian Cheese Platter (20 Portion)	\$ 225.00
Crudités Platter (20 Portion)	\$ 118.00
Fruit Platter (20 Portion)	\$ 111.00
Deli Meat Platter (20 Portion)	\$ 165.00
Salsa, Guacamole & Tortilla Chips (20 Portion)	\$ 108.00

Booth Attendants / Server

Let our staff members handle the preparation and serving of your Show Stopper product while you are meeting and greeting with attendees
\$260.00 + GST per 4 hour shift, with a 1 shift minimum

Specialty Show Items

"Nespresso" Cappuccino Service	
1 Day Show	\$2000.00
2 Day Show	\$2500.00
3 Day Show	\$2800.00
4 Day Show	\$3000.00
- Charges based on 500 cups per day	
- Additional Charge of \$900.00 every 500 Cups	
- Power and Labour not included	
- Requires 220 V YP19, 11 Amp, NEMA 6-15P	
- Based on automatic dispense machine	

Specialty Drinks

Machine Rental	\$ 600.00
Frozen Drink Mix (Yield is approx 120 - 8 oz servings)	\$ 250.00
- Flavour options include Iced Cappuccino, Fruit Smoothies, Non-alcoholic Daiquiri's etc.	
- Power and Labour not included	
- Requires 110 V, 20 amp Electrical hook-up	

Scooping Ice Cream Cart

Machine Rental	\$ 200.00
Ice Cream Tubs (Yield is approx 100 - 4 oz servings)	\$ 300.00
- Includes cones, cups, spoons and napkins	
- Power and Labour not included	
- Requires 110 V, 20 amp Electrical hook-up	

Popcorn Cart / Pretzel Cart

Machine Rental (3 Day Show)	\$ 385.00
Popcorn Kernels (Yield is approx 900- 20 gram servings)	\$ 325.00
Pre-popped Popcorn (Yield is approx 50- 20 gram servings)	\$ 60.00
Jumbo Pretzels (50 Pretzels per case, condiments included)	\$ 135.00
- Power and Labour not included	
- Requires 110 V, 20 amp Electrical hook-up	

Ice Delivery

25 Lbs	\$ 20.00 ea.
75 Lbs	\$ 45.00 ea.
150 Lbs	\$ 75.00 ea.

All prices are subject to Sales Taxes and Service Charges

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Fire Safety Reply

Event: _____

Complete and return by: _____

A copy of the Fire Regulations for exhibitors is provided in this manual. Please review the regulations to ensure that your exhibit meets the requirements. In some instances, aspects of your booths **MUST BE APPROVED IN ADVANCE** by Show Management, the Metro Toronto Convention Centre and the Toronto Fire Department.

	YES	NO
1. Exhibit configuration is 1,000 sq.ft. or more	<input type="checkbox"/>	<input type="checkbox"/>
2. Exhibit has roof/mezzanine/second storey	<input type="checkbox"/>	<input type="checkbox"/>
3. Exhibit has a raised platform	<input type="checkbox"/>	<input type="checkbox"/>
4. Exhibit exceeds 12 feet in height	<input type="checkbox"/>	<input type="checkbox"/>
5. Exhibit material exceeds 10,000 lbs. gross weight	<input type="checkbox"/>	<input type="checkbox"/>
6. Exhibit material exceeds 300 lbs./sq.ft. limit	<input type="checkbox"/>	<input type="checkbox"/>
7. Exhibit has prohibited material	<input type="checkbox"/>	<input type="checkbox"/>
8. Materials/processes/equipment require special permit	<input type="checkbox"/>	<input type="checkbox"/>
9. Exhibit has suspended signs/banners/lights	<input type="checkbox"/>	<input type="checkbox"/>
10. Exhibit has hard wall (in-line booths N/A)	<input type="checkbox"/>	<input type="checkbox"/>
11. Exhibit has motorized vehicle/combustion engine	<input type="checkbox"/>	<input type="checkbox"/>
12. Exhibit contains liquid fuels/natural gas/propane (6 weeks notice to process request)	<input type="checkbox"/>	<input type="checkbox"/>
13. Exhibit contains cooking appliances	<input type="checkbox"/>	<input type="checkbox"/>
14. Exhibit contains hazardous material which do not comply with Government regulations on material handling in the work place	<input type="checkbox"/>	<input type="checkbox"/>

Note: a) If questions 1 to 4 are answered "Yes" specific floorplans must be submitted
b) If questions 5 to 14 are answered "Yes" specific details must be included

Details:

Notice: All exhibitors must wear protective footwear during move-in/out.

Email completed form and necessary floorplans to:

Metro Toronto Convention Centre
Operations Department
fsr@mtccc.com

Exhibitor/Company Name: _____

Contact Person: _____

Address: _____

Postal Code: _____ Booth #: _____

Telephone #: _____ Fax #: _____

[1. CLICK HERE TO SAVE](#)

[2. CLICK HERE TO SEND](#)

Return completed forms to:
Metro Toronto Convention Centre, Operations Department
255 Front Street West, Toronto, Ontario M5V 2W6
Telephone: 416-585-8135
Email: fsr@mtccc.com Website: www.mtccc.com



MTCC Recycling Program

Where does all the cardboard, wood, and plastic go?

The MTCC has an aggressive waste reduction program. We want to be good corporate citizens and reduce landfill by recycling whenever possible. We invite our exhibitors and service providers to join us as recycling partners. By developing a close partnership, we can work together to meet the global mandate of reducing landfill - an environmental and economical common sense program.

As with every partnership, we need your help to make these programs successful!!

Cardboard and paper recycling on the show floor: When our Cleaning Department removes the cardboard boxes and left over brochures/flyers, they automatically break them down and put them in a special compactor - separate from other garbage.

Plastic waste is also placed in this special compactor. We pick up plastic waste from the show floor, and make sure it's kept away from other garbage - the separation of cardboard/paper from plastics happens at the recycling plant.

Wood is also picked up and placed in a designated wood bin. You would be surprised at how much wood is left for garbage after shows, especially from wooden pallets/skids and booth construction.

Clearly marked 3-part waste, can/bottle & /paper receptacles are conveniently located throughout the centre - in meeting rooms and pre function areas. It is important to note that it is only accepted for recycling when it is separated at the source.

We are proud partners with local Toronto shelters for all prepared food surplus. Our feed-the-shelter program is in concert with an ongoing farm-food program, which sees all of our biological waste sent to local area farms.

We have installed light sensors in meeting rooms and emergency stairwells, to reduce electrical waste.

Our Administrative Staff are active participants in our Recycling Program - there's a blue box under everyone's desk - and we make a point of using it for paper and pop/plastic containers.

What can Exhibitors do?

Help us by clearly marking boxes that are for recycling - even if they are full of brochures. Even if it is an entire skid full. If you are not taking it home with you, we can recycle it here as part of the bulk trash

What can Show Managers do?

Help us promote our recycling program in all of your printed materials, programs, brochures. Every little bit helps, and it starts with the planning and communication from you.

We are proud of our program, we stand behind it. We want you to benefit from it too!!

Our People are the Centre

255 Front Street West, Toronto, Ontario M5V 2W6
Telephone: 416-585-8199 Facsimilie: 416-585-8224
Website: www.mtccc.com



Notice to Exhibitors / Display Companies

1. Alterations to any part of the structure of the Centre, or to items of furniture or equipment forming part of it, may not be made without prior written authorization from the Director of Event Coordination in each individual case. These prohibitions include the drilling of holes, mechanical fastening (nails, staples, push pins etc), or adhesive fastening (tape, glue, sticky Velcro etc), and the attaching in any manner of decals, promotional literature or items. Failure to comply will result in a \$50.00 minimum penalty per occurrence to the client. Labour/Repair charges will apply to remove prohibited tapes from MTCC property.
2. Use of masking, clear packaging and plastic-based tape are prohibited. To secure booth flooring to Exhibit Floor, only cloth-based tapes such as Polyken are acceptable. Labour/Repair charges will apply to remove prohibited tapes from MTCC property.
3. Helium balloons, animals, birds or pets of any description require written authorization. Please call for authorization form.
4. Sample food/or beverage products may not be distributed or sold by sponsoring organizations except upon written authorization.
5. Passenger elevators and escalators ARE NOT TO BE USED for transporting freight or equipment from level to level. This includes hand dollies/handcarts and hand carrying boxes, easels, chairs, tables, etc.
6. Protective footwear must be worn during move-in and move-out. At specific times, the Exhibit Floor (or parts therein) may be deemed as 'Construction' areas by the Show Manager. If you have been given permission to be on the floor at these times you will be required to wear an approved hard-hat in the designated 'Construction' zone. When working higher than 3 meters (10ft) you must use fall protection.
7. It is recommended, as a safety precaution, and for insurance purposes, no one under the age of 16 years be allowed in the exhibit area during move-in/out.
8. During move-in/out, exhibit halls, loading dock areas and back of the house service areas are considered hazardous work areas. As such, there shall be absolutely no drinking of alcoholic beverages, no horseplay and in general, any and all unsafe conditions or activities are to be corrected promptly.
9. For North Building West Ramp and South Building Truck Elevator load-ins, there are no docks. It is direct floor unloading and alternate arrangements may be required for special needs (ie. ramps, forklifts). The South Building Truck elevator has a truck length restriction of 38' or less.
10. Storage for crates or other materials are not provided in the Centre. Exhibitors must make their own arrangements. All materials, boxes, signs and other materials must not be sent to the Centre prior to the official move-in date as specified in your Exhibitor Manual and must be removed upon the completion of the event.



Notice to Exhibitors / Display Companies

11. Use of pyrotechnics, hazers, fog/smoke machines, or any other special effect/activity requires MTCC approval at least 2 weeks in advance. The Fire Safety Manager will need a full production schedule including rehearsals. Labour charges will apply for a fire watch.
12. Access to / or the use of the Exhibit Hall floor-ports is exclusive to MTCC staff and our Official Electrical/Mechanical Service provider. Exhibitors are not permitted to use these for any purpose.
13. Smoking is NOT PERMITTED anywhere inside the MTCC.
14. You are required to report any unsafe condition or accident of which you have knowledge to a security guard or event management employee.

