Exhibitor Catering Daily Order Form

Terms and Conditions

Exclusivity:

- The Metro Toronto Convention Centre (MTCC) is the exclusive supplier of Food & Beverage services. No other products can be brought into our building, this includes bottled water.
- A more extensive menu is available on our website at www.mtccc.com or please call a Catering representative at (416) 585-8144.
- To ensure availability of menu items, we encourage you to place your order 10 business days prior to your scheduled event.

Billing and Cancellations:

- 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 to be considered as confirmed.
- Any orders received within three (3) business days are subject to a 15% surcharge.
- Should any orders be cancelled with less than five (5) business days of notice, the total amount of the order will be charged fully.
- All menu prices are subject to change at any time; this also includes administrative charges and sales tax.
- Full payment of the total estimated food and beverage and signed contract (BEO) is due at least one (1) week prior to the first scheduled food function.
- Event pre-payments of less than $5000.00 can be processed by credit card. All other payment must be by company cheque or wire transfer.
- On-site orders will require payment by credit card.

Employees, Service and Labour:

- Catering employees will deliver food and beverage, service, and clean related areas.
- Catering personnel are not permitted to perform any non-food service related duties or act as badge checkers or ticket takers.
- On-site orders are subject to additional banquet labour charge of $120.00 per delivery.
- Each booth delivery must be a minimum of $60.00 (before taxes and administrative charges) or a $25.00 fee applies. Booth orders on a Statutory Holiday are subject to a 5% increase on listed items.
- All prices are quoted in Canadian dollars, subject to 18% administrative charges, 13% HST. An administrative charge (18%) is added to your bill for this catered event / function (or comparable service). 6.65% of the total amount of this charge is used to defray the cost of house expenses and will be maintained by the MTCC. 11.35% of the total amount of this administrative charge is distributed to employees providing the service including servers, bartenders and porters.
- A designated banquet attendant can be arranged through the Catering Department, and the cost is $45.00 / hour, minimum 4-hour shift.
- For all booth deliveries, compostable and disposable utensils are included in the menu prices. Additional charges may apply for tables, linen, chinaware and glassware.

Instructions:

Step 1 Fill out the contact & billing information (Page 2)

Step 2 Set the quantity for the desired menu items to calculate totals for each item, and to generate a grand total (Page 3-7)

Step 3 Fill out the credit card form attached

Step 4 Save and submit this file electronically to your MTCC representative

Step 5 Once complete, scan and email this form directly to MTCC at catering@mtccc.com.

Please discuss any specialty orders with the Catering Department (416) 585-8144

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Booth #: _____

Show: _____

Company Name: _____

Contact Name: _____

Address: _____

City: _____ Province / State: _____ Postal Code / ZIP: _____

Telephone: _____ Email: _____

BILLING INSTRUCTIONS: ☐ Cheque ☐ Credit Card* ☐ Wire Transfer

*Credit cards accepted only for orders under $5,000.

☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

CREDIT CARD #: _____ EXP. DATE: ___/___ (mm yy) NAME ON CARD: _____

CARD HOLDERS SIG.: _____ CARD HOLDER'S EMAIL: _____

Delivery Date:	Delivery Time:	Number of People:

Notes:

255 Front Street West, Toronto, Ontario M5V 2W6
T: (416) 585-8144 | E: catering@mtccc.com | www.mtccc.com

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A-la-Carte Beverages	Quantity	Price	Total
Coffee (gallon)		84.00	0.00
Tea (gallon)		72.00	0.00
Decaf coffee (gallon)		84.00	0.00
Brewed iced tea (gallon)		60.00	0.00
Lemonade (gallon)		60.00	0.00
Assorted soft drinks		4.75	0.00
Bottled water		4.00	0.00
Sparkling water		4.50	0.00
Bottled juices		4.50	0.00
Infused water station (9 Litre) orange-lemon-lime / cucumber-mint		37.00	0.00

Specialty Items	Quantity	Price	Total
Nespresso machine 1-day show* (200 servings per day)		900.00	0.00
Nespresso machine 2-day show* (200 servings per day)		1,600.00	0.00
Nespresso machine 3-day show* (200 servings per day)		2,000.00	0.00
Nespresso machine 4-day show* (200 servings per day)		2,250.00	0.00
Professional Cappuccino Machine with Barista* (unlimited coffe) Full day show (10 hours max)**		2,760.00	0.00
Half day show (5 hours max)**		1,380.00	0.00
Popcorn machine (includes 900 20-gram servings)*		800.00	0.00
Pretzel cart (includes 50 pretzels)*		550.00	0.00

***NOTE:** power & labour not included in the above pricing. Requires 110V - 20amp power.
**Must supply: floorplan of booth indication location for set up, countertop or table, set up 1 hour prior to the scheduled start time.

From the Bakery / Pantry	Quantity	Price	Total
Fruit breads (loaf)		33.50	0.00
Two-bite scones (dozen)		49.00	0.00
Coffee cake (loaf)		33.50	0.00
Decadent chocolate brownies & blondies (dozen)		40.00	0.00
Homestyle cookies (dozen)		38.00	0.00
Cupcakes with logo (dozen)		77.00	0.00
Cupcakes (dozen)		57.00	0.00
Mini French pastries (dozen)		60.00	0.00
Mini muffins (dozen)		40.00	0.00
Breakfast bundle (croissant / danish / juice / coffee & tea) **(minimum 10 people)**		18.00	0.00
Granola & cereal bars		3.00	0.00

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From the Bakery / Pantry (continued)	Quantity	Price	Total
Whole fruits		4.00	0.00
Chewy homestyle powers bars (dozen)		34.00	0.00
Kettle chips per person		4.75	0.00
Retro ice creams (per person)		4.75	0.00
Gelato fresco fruit tubes		4.75	0.00
Individual bag of popcorn		4.75	0.00
Individual bag of chips & pretzels		3.75	0.00
Individual bag of dried fruits & nuts		4.75	0.00
Individual yogurt		4.75	0.00

Lunch	Quantity	Price	Total
Assorted Sandwiches*		16.75	0.00
Working Lunch Option #1* (minimum order 20) Soup, 1 salad selection, 3 sandwich selections, dessert, coffee & tea		40.00	0.00
Working Lunch Option #2* (minimum order 20) Soup, 2 salad selections, 4 sandwich selections, dessert, coffee & tea		42.00	0.00
Boxed Lunch* (minimum order 20) 1 salad selection, 3 sandwich selections, dessert		27.00	0.00
*Visit **www.mtccc.com/planners/food/menu/lunch.aspx** for details and specify your selections at the end of this form.			

Water Service	Quantity	Price	Total
Rental price for water dispenser is per event based on a three day show and begins on the first day of delivery, not the first day of usage. Client to provide power (110 volts, 15 amp)			
Water dispenser		85.00	0.00
18.5 litre water jug		30.00	0.00

Ice Delivery	Quantity	Price	Total
Bus pan of ice (25 lbs)		20.00	0

Platters	Quantity	Price	Total
Selection of artisan cheeses (20 portions)		285.00	0.00
Seasonal market vegetable platter (20 portions)		140.00	0.00
Fresh fruit platter (per person)		9.50	0.00
Antipasto platter (20 portions)		210.00	0.00
Rustic bread display (20 portions)		85.00	0.00
Charcuterie platter (20 portions)		390.00	0.00

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Reception Items (minimum 3 dozen per item)	Quantity	Price	Total
Smoked Blue Haze cheese, rhubarb compote on ficelle (dozen)		54.00	0.00
Fine ratatouille & green bean salad, goat cheese polenta cake (dozen)		54.00	0.00
Asian soft spring roll selection & futomaki (dozen)		54.00	0.00
Mini shrimp & scallop salad, vine tomato salsa (dozen)		54.00	0.00
Romaine wrapped prosciutto ficelle, creamy garlic drizzle (dozen)		54.00	0.00
Mini opened face Atlantic smoked salmon potato rösti, Boursin cheese (dozen)		54.00	0.00
Beef carpaccio, parmesan feather, truffle paste on crostini (dozen)		54.00	0.00
Lobster salad, fennel citrus slaw (dozen)		54.00	0.00
Poached tiger shrimp, vodka tomato gazpacho shooter, celery stick swizzle (dozen)		54.00	0.00
Prosciutto wrapped figs, chocolate dipped walnuts, mascarpone cheese and honey drizzle (dozen)		54.00	0.00
Smoked King Cole duck, white navy bean hummus, apple radicchio slaw, toasted crostini (dozen)		54.00	0.00
Mushroom rosemary scone, brie, tomato confit (dozen)		56.00	0.00
Braised short rib, leeks & smoked Gouda micro Yorkie, pepper scallion salsa (dozen)		56.00	0.00
Mini empanadas (beef stuffing OR root vegetable soffrito stuffing) (dozen)		56.00	0.00
Stuffed veal meatballs, charred red pepper jam, three cheese gratinée on baked brioche (dozen)		56.00	0.00
Mini lobster chorizo pané, wilted leek & jack cheese with herb aioli (dozen)		56.00	0.00
Slow roasted pulled pork on savoury cheddar cheese waffle, sticky bourbon BBQ sauce (dozen)		56.00	0.00
Vegetarian spring rolls, Thai chili sauce (dozen)		56.00	0.00
Vegetable samosas, tamarind chutney (dozen)		56.00	0.00
Fried chicken slider, coleslaw (dozen)		56.00	0.00
Trio of dim sum with sauces (dozen)		56.00	0.00
Mushroom cappuccino (dozen)		56.00	0.00
Beer & aged cheddar croquettes, smoky tomato ketchup (dozen)		56.00	0.00

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Stations	Quantity	Price	Total
Candy Station (serves 100ppl) Assortment of sweets displayed in a clear bowls Select five (5) of the following: Licorice nibs, m&m's, gummy bears, yogurt-covered raisins, jolly ranchers, jube jubes, sour gummy worms, chocolate *(Includes displays bowls / jars, scoops and paper candy bags)* *3x2 feet counterspace required*		750.00	0.00
Trail Mix Station (serves 100ppl) Selection of nuts and savoury snacks Includes: assorted nuts, pretzel sticks, dried cranberries, yogurt chips, raisins, dark chocolate & banana chips *(Includes displays bowls / jars, scoops and bamboo cones)* *3x2 feet counterspace required*		800.00	0.00
Chocolate Break (serves 100ppl) Assorted chocolate bark, chocolate silk pops, milk chocolate fondue with fruits & lemon cake cubes *4x2 feet counter space required*		800.00	0.00
Cupcake Station (dozen) Decorate your own cupcakes with creative edible toppings *4x3 feet counter space required*		77.00	0.00
Gourmet Snack Bar (serves 100ppl) Fresh kettle chips, salts & dips, Muskoka firewood honey bar nuts, wasabi peas, pretzel rods *3x2 feet counter space required*		900.00	0.00
Hot Chocolate (50 cups) Local organic 2% milk infused with dark chocolate and topped with marshmallows, chiselled chocolate and spun cream *4x3 feet counter space required*		240.00	0.00
Retro Ice Cream / Novelty Bar Chest (dozen) Ice Cream Chest included *4x3 feet counter space required*		57.00	0.00
Nacho Bar with Tex-Mex (serves 100ppl) Condiments and dips *4x3 feet counter space required*		900.00	0.00
Charcuterie, cheese, antipasto selection, artisan bread & crostini (serves 100ppl) *4x3 feet counter space required*		1,375.00	0.00

Labour Charges (minimum 4 hours)	Number of Staff	Total Hours	Price	Total
Booth Attendant			45.00	0.00

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Host Bar	Quantity	Price	Total
All alcohol sales and consumption in the Metro Toronto Convention Centre is regulated by the Alcohol and Gaming Commission of Ontario (AGCO) and the Metro Toronto Convention Centre is responsible for the administration of those regulations. No alcoholic beverages are allowed to be served by anyone other than a Metro Toronto Convention Centre Bartender. The Convention Centre prohibits exhibitors and event participants from removing alcohol from the premisis.			
Featured brands (1 oz)		8.50	0.00
Canadian beer / ale		7.50	0.00
Imported & Premium beer		8.50	0.00
Liqueurs (1 oz)		10.25	0.00
Wine by the glass		8.75	0.00
Sparkling water (300 ml)		4.75	0.00
Soft drinks		4.75	0.00
Domestic Beer by the Keg (50 litre)		1,100.00	0.00
Imported Beer by the Keg (50 litre)		1,185.00	0.00

Bartender Charges (minimum 4 hours)	Number of Staff	Total Hours	Price	Total
A **bartender** *is required to distribute all alcoholic beverages.*			55.00	0.00

Client to supply a 6'x4' work space, trash removal and clean up, and power for keg units (110V).

**Special order wines, beers and champagnes are sold by the case only and are not based on consumption.*

Subtotal	**$0.00**
18% Administrative Charge	$0.00
13% HST	$0.00
Total ($CAD)	**$0.00**

Notes: