



PRODUCT PREPARATION SHEET 2020

Use only for products that require preparation or delivery by Vancouver Conventions Centre staff

EVENT #

BOOTH #

EVENT INFORMATION

EVENT NAME

EVENT DATES

CONTACT INFORMATION

COMPANY NAME

ADDRESS

Street

City

Province / State

Postal / ZIP Code

CONTACT NAME

EMAIL

TELEPHONE

DEADLINE FOR SUBMISSION: Two weeks prior to event move-in day

PRODUCT NAME:

PRODUCT DETAILS: Please use separate page for each product.

Include description of product, size of case, portions per case and number of cases.

TOTAL QUANTITY OF PRODUCT TO BE PREPARED:

PREPARATION & COOKING INSTRUCTIONS

Include detailed instructions for Convention Centre staff to prepare your product (storing, thawing, cooking, portioning etc.) Attach recipes if required.

INDICATE ITEMS REQUIRED TO PURCHASE FROM THE VANCOUVER CONVENTION CENTRE

(Toothpicks, portion cups, plastic cutlery, plates, napkins etc.) Please note: No equipment is included.

WILL YOUR PRODUCT BE DELIVERED TO THE CONVENTION CENTRE FRESH OR FROZEN ?

WHEN WILL YOUR PRODUCT BE DELIVERED TO THE CONVENTION CENTRE? Day:

Time:

Frozen product must arrive 3 days prior to the event day and fresh product must arrive at least 24 hours prior to event day. The Vancouver Convention Centre reserves the right to refuse any preparation on product delivered after these timelines. All deliveries to the Convention Centre must be clearly labeled with event name, event dates and exhibitors on-site contact. Please note that all deliveries must be made Monday through Friday, 8:00 – 16:00.

PREPARED PRODUCT BOOTH DELIVERY DATE:

Please note: Prepared food will be delivered to your booth one time. If you require multiple deliveries, there will be a banquet runner required at a cost of \$35.00/hour, with a minimum of 4 hours.

BOOTH DELIVERY TIMES & AMOUNTS: Times:

Amounts:

(For prepared product).

Please email request to exhibitservices@vancouverconventioncentre.com. Quotes for services will be provided after requirements have been assessed. Requests for food preparation received after the deadline may not be considered. **Please refer to the Food Sampling Guidelines for our policies and procedures.**