

EVENT INFORMATION

EVENT NAME

EVENT DATES

BOOTH #

BILLING INFORMATION

COMPANY NAME

ADDRESS

Street

City

Province / State

Postal / ZIP Code

CONTACT NAME

EMAIL

TELEPHONE

ON-SITE CONTACT NAME

MOBILE

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

DATES REQUIRED

FOOD	Item	Qty.	Price	Total	Serving Time
	Assorted muffins , scones or croissants served with butter & assorted preserves (min order of 12 pieces of any type) • v		\$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) • v		\$60.00/dozen		
	Assorted house made cookies: cranberry oatmeal , Belgian chocolate chip , raspberry bird nest or chunky peanut butter cookies (min order of 12 pieces of any type)		\$48.00/dozen		
	Hearty sandwiches: turkey , ham and cheese , grilled vegetable (one sandwich per person, min quantity 12) • ve		\$15.00/guest		
	Hearty sandwiches with green salad w/ dressing: turkey , ham and cheese , grilled vegetable (one sandwich per person, min quantity 12) • gf v		\$21.00/guest		
	Individual natural yogurts (min quantity 12)		\$4.25/each		
	Sliced fresh fruit & berries platter (min quantity 12) • gf ve		\$7.50/guest		
	Fresh whole fruit basket (min quantity 12) • gf ve		\$3.50/guest		
	Canadian & international cheese tray with baguette and biscuits (min quantity 12) • v		\$19.00/guest		
	Fresh vegetable crudité with herb dip (min quantity 12) • gf v		\$7.00/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		

Our menus offer gluten free (gf), dairy free (df), vegetarian (v) and vegan (ve) options.

BEVERAGE	Item	Qty.	Price	Total
	Freshly brewed Moja Certified Organic Coffee (serves 10 cups)		\$49.50/airpot	
	Freshly brewed Moja Certified Organic DECAF Coffee (serves 10 cups)		\$49.50/airpot	
	Hot water with selection of tea bags (serves 10 cups)		\$49.50/airpot	
	6 pack canned orange , or apple juice (single servings)		\$30.00/pack	
	6 pack soft drinks: Pepsi , Diet Pepsi , 7-Up or Ginger Ale (single servings)		\$30.50/pack	
	6 pack canned water (single servings)		\$34.50/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 bag is 20 lbs)		\$20.00/bag	

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

Quote request	SUBTOTAL
Additional notes	19% SERVICE CHARGE
	MANUAL PROCESSING FEE \$40.00
	SUBTOTAL
	GST 5%
Looking for more options? If so, please provide details below:	PST 7% (RENTAL ONLY)
	TOTAL

PAYMENT INFORMATION

Preferred Method of Payment

Credit Card

Once your order has been processed, a secure payment link will be sent to complete the payment. Accepted Credit Cards: Visa, MasterCard and American Express. Payment must be received 3 days before event move-in.

Bank Wire Transfer

Additional fees apply. Bank Information will be provided with the confirmation email. Payment must be received 10 business days before event move-in.

Cheque

Information will be provided with the confirmation email. Payment must be received 10 business days before event move-in.

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

To place your order complete this form and email it to exhibitservices@vancouverconventioncentre.com

TERMS & CONDITIONS

- 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.
- 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 and are subject to availability.
- On-site orders are subject to additional banquet labour charge of \$160 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 19% service charge, 5% GST and 7% PST on Rentals.
- A designated banquet attendant can be arranged through the Catering Department, and the cost is \$40.00/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.