

**MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST CALGARY, ALBERTA, CANADA T2G OP3 PH 403.261.8500 FX 403.261.8510**  
The Calgary Marriott Downtown Hotel is the exclusive provider of all catering services at the Calgary TELUS Convention Centre.

**No outside Food & Beverage allowed**

NAME OF SHOW: \_\_\_\_\_

**EXHIBITOR INFORMATION**

Booth #(s): \_\_\_\_\_ Show Dates: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Province/State \_\_\_\_\_ Code \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**CATERING INFORMATION**

The management of banquet services at the Calgary TELUS Convention Centre offers a range of services to booths during the exhibit. If you wish to obtain other suggestions or information with respect to booth reception, please contact the Catering Sales Office at the Calgary TELUS Convention Centre. **Please note that no outside beverages and/or food may be brought on the premises by the promoter, or the promoter's exhibitors, participants or suppliers.**

- 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 (Chef's Choice).
- Each booth must order a minimum of \$75.00 (before applicable service charges and taxes) or a delivery fee of \$25.00 will be applicable.

**BOOTH CATERING SERVICES**

	PRICE	QUANTITY	TOTAL
Client providing own espresso machine (corkage); upon facility approval.	\$247.00/booth/day		
Client providing their own "special label" bottled water (corkage); upon facility approval.	\$195.00/booth/day		
Client providing own popcorn machine (corkage); upon facility approval.	\$195.00/booth/day		
Facility providing popcorn machine; inclusive packages available upon request.			
Freshly Baked Croissants	\$34.00/dozen		
Assorted Danish Pastries	\$34.00/dozen		
Freshly Baked Muffins	\$34.00/dozen		
Freshly Baked Cookies	\$34.00/dozen		
Assorted Sweet Squares and Brownies	\$34.00/dozen		
Assorted Loaves	\$34.00/dozen		
Assorted Wraps/Sandwiches (3 pieces)	\$23.00/person		
Bagged Lunch to include (Sandwich, Caesar salad, Bottled Water, chips, granola bar)	\$32.00/box		
Vegetable Platter with Dip (min. 10 orders)	\$10.00/serving		
Cheese Board & Fruit & Crackers (min. 10 orders)	\$19.00/serving		
Sliced Fruits & Berries (min. 10 orders)	\$9.00/serving		

Continued On Next Page

**BOOTH CATERING SERVICES CONTINUED**

	<b>PRICE</b>	<b>QUANTITY</b>	<b>TOTAL</b>
Starbucks Coffee (regular or decaf); 15 mugs/gallon	\$71.00/gallon		
Premium Tazo Tea Selections	\$49.00/half gallon		
Assorted Soft Drinks	\$4.50/can		
Bottled Water	\$4.50/bottle		
Bottled Assorted Fruit Juices	\$4.50/bottle		
Ice Cubes (includes delivery)	\$11.00/16 lbs.		
(Host) Domestic &/or Imported Beer - minimum charges applicable (plus a taxable 19% service charge and 5% GST)	\$8.00/Bottle		
House Wine (Host) - minimum charges applicable (plus a taxable 19% service charge and 5% GST)	\$43.00/Bottle		

**RENTAL OF SPECIAL EQUIPMENT AVAILABLE ON REQUEST**

Description of Equipment or Service			
A deposit of 50% is required when sending in your order form. Balance payable at the end of the function by credit card. <b>Prices subject to change without notice.</b> <b>All prices are subject to 19% service &amp; 5% GST</b>		<b>Sub Total</b>	
		<b>Service Charge 19%</b>	
		<b>Sub Total</b>	
		<b>GST 5%</b>	
		<b>TOTAL</b>	

**CATERING GUARANTEES**

Service Date(s)	Number of Persons	Service Time	

**METHOD OF PAYMENT**

COMPLETE ONE COPY OF THE CATERING CREDIT CARD AUTHORIZATION FORM FOR ALL SERVICES ORDERED.

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<b>NAME OF SHOW:</b>		
<b>EXHIBITOR INFORMATION</b>		<b>IMPORTANT – READ CAREFULLY</b>
Booth #(s): _____ Show Dates: _____ Company Name: _____ Contact Name: _____ Address: _____ City: _____ Province/State _____ Code _____ Phone #: _____ Fax #: _____ E-mail: _____		<p>I, the undersigned, am the card holder of the credit card specified below.</p> <p>I further verify that the signature below is my signature as indicated on the reverse of the card specified.</p> <p>I hereby authorize the Calgary TELUS Convention Centre to charge my credit card for all catering/equipment services ordered.</p> <p>For a breakdown of the charges, please see Exhibitor Catering Order Form.</p>

Check one   MasterCard  Visa  Amex

Card Number: \_\_\_\_\_ (Please print numbers clearly)      Expiry Date: \_\_\_\_/\_\_\_\_      Security Code \_\_\_\_\_ (CSC/CVV)

Cardholder Name (Print name as it appears on the card): \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

<b>Subtotal of Catering Charges</b>	<b>\$</b>
<b>Service Charge of 19%</b>	<b>\$</b>
<b>Subtotal</b>	<b>\$</b>
<b>GST</b>	<b>\$</b>
<b>Total Amount Due</b>	<b>\$</b>

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The Calgary Marriott Downtown Hotel is the exclusive caterer of all food and beverage services at the Calgary TELUS Convention Centre. As the exclusive provider the facility strictly prohibits any and all food, beverage, candy, logo water and other similar items from being brought into the facility without prior authorization.

In order to obtain written authorization from the Calgary Marriott Downtown Hotel to distribute and food or beverage items one of the conditions noted below must exist. The Calgary TELUS Convention Centre nor the Calgary Marriott Downtown Hotel will be responsible for the quality or the state of the food and beverage served by an authorized vendor. The vendor must adhere to all food and beverage guidelines as outlined by Alberta Health Services. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Calgary TELUS Convention Centre services.

Facility kitchen facilities, fridges, freezers etc. are not available to vendors. Parties are responsible for their own refrigeration etc. The Calgary Marriott Downtown Hotel will prepare third party menu selections, however labour charges as well as fees to cover electricity, oil etc. are applicable.

The Calgary TELUS Convention Centre provides exclusive material handling, hence all arrangements for delivery/pick-up must be made with contracted Show Services company.

If the privilege is granted to provide food and beverage services at the facility a hold harmless waiver needs to be signed. The waiver form (including \$5,000,000.00 liability insurance as well as release the Calgary Convention Centre Authority, the Hotel owner, hotel manager, Marriott International etc. from any damages) is in addition to the insurance requirements requested in the CTCC license agreement.

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## **AUTHORIZATION REQUEST – THIRD PARTY FOOD AND/OR BEVERAGE DISTRIBUTION APPROVAL FORM (CONTINUED)**

### **Food related industry shows.**

- Items dispensed are limited to products manufactured, processed or distributed by the exhibiting firm and are related to the purpose of the show.
- All items are limited to ample size (approximate 2 ounces of liquid or bite size items 2"x2"; 2 ounces).
- Samples are distributed only from the exhibitors booth.
- Alcoholic beverages are generally not permitted, however will be addressed based on the individual show or event.

### **Non food related industry shows/functions.**

- Items dispensed are limited to products manufactured, processed or distributed by the exhibiting firm and are related to the purpose of the show.
- All items are limited to ample size (approximate 2 ounces of liquid or bite size items 2"x2"; 2 ounces).
- Samples are distributed only from the exhibitors booth.
- Alcoholic beverages are generally not permitted, however will be addressed based on the individual show or event.
- Sponsorship of donations involving food and/or beverage products are subject to loss or revenue/user fee (food & beverage replacement fee). This charge is determined based on the individual show/event. The fee will be similar; not to exceed full published retail menu pricing.

### **Unused food or beverage product.**

- Product that requires pickup after the show/event is the responsibility of the company marketing the product. No refunds of food and beverage replacement fees or corkage fees will be given for food and beverage products which or not consumed during the show/event.

### **Taxable service charges.**

- All food and beverage type charges associated with functions/events/shows are subject to 19% taxable service charges (gratuity) and 5% Goods and Services Tax.

The company named below acknowledges they have sole responsibility for the use, servicing or other disposition of all food and/or beverage items (including alcoholic beverages if applicable) in compliance with all applicable policies and laws. Accordingly the company agrees to provide the Calgary Marriott Downtown Hotel and the Calgary Convention Centre Authority with a duly signed copy of the "Food waiver and indemnification agreement" as well as be responsible for any legal fees, disbursement, penalties or fines resulting directly or indirectly from their use, serving or other disposition of all food and beverage items (including alcoholic beverages if applicable).

Date		
Name of Event		Bth #
Company Name		
Contact Name		
Phone Number		
Contact E-mail Address		
Company Address		
	City, Province	Postal Code

Items and purpose of distribution (to include quantity, portion size and method of dispensing)

Items	
Purpose of Distribution	
Quantity	
Portion Size	
Method of Dispensing	
Additional Information	

**OFFICE USE ONLY**

Request Approved By:

Print Name	Signature	Date

Conditions/Notes:

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