



**Edmonton Convention Centre
Booth Catering Order Form**

EVENT NAME:			
EXHIBITOR INFORMATION			
BOOTH NUMBER(S):		SHOW DATES:	
COMPANY NAME:		CONTACT NAME:	
ADDRESS:		PROVINCE/STATE:	
CITY:		EMAIL:	
PHONE NUMBER:		CELLPHONE NUMBER:	
CATERING INFORMATION			
<ul style="list-style-type: none"> 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. 			
<p>Show sponsors and/or exhibitors may distribute food and/or beverage samples ONLY with prior written authorization by ECC (Food Sample Release Form).</p> <p>The following guidelines must be adhered to:</p> <ul style="list-style-type: none"> Food product – sample size not to exceed 1 oz (28 grams) per serving. Food or beverage items used as traffic promoters (i.e. popcorn, coffee, bar service) MUST be purchased from ECC. Exhibitors will be responsible to comply with all Alberta Health Services – Environmental Public Health regulations; it is mandatory these standards are maintained and food safe handling regulations adhered to; further information can be obtained by visiting www.albertahealthservices.ca. Services related to food and beverage products brought in from the outside including storage, delivery or kitchen-use are not the responsibility of and will not be provided by the Edmonton Convention Centre. An ECC Food Liability Release Form must be filled out and returned prior to the event. 			
BOOTH CATERING MENU			
DESCRIPTION	PRICE	QUANTITY	TOTAL
Alberta Artisan Cheese Board (20 order minimum) Vegetarian	\$12/person		
Meuwly's Charcuterie Board (15 order minimum)	\$12/person		
Spreads and Breads (15 order minimum) Vegetarian	\$15/person		
Garden Crudites with Buttermilk Herb Dip Vegetarian	\$6/person		
Sliced Fresh Fruit Vegan, Gluten Free	\$6/person		
Warm Caramel Filled Traditional Beignet Vegetarian	\$30/dozen		
Flavored Popcorn (20 order minimum)	\$3/person		
Flavors to choose from: classic butter, BBQ, chili lime, Frank's Red Hot and caramel Gluten-free, Vegetarian			
Assorted Breakfast Breads	\$48/dozen		
Assorted House Made Gourmet Pastries	\$54/dozen		
Assorted House Made Muffins with Butter and Preserves	\$50/dozen		
Fresh Baked Assorted Cookies	\$36/dozen		
Starbucks Coffee (regular or decaf)	\$60/gallon		
Assorted Teavana Teas	\$48/gallon		
VIP Hydration (minimum 20 orders)- Rosemary, peach basil, strawberry green apple, cranberry.	\$1.50/person		
Assorted Coca-Cola Canned Soft Drinks (BOC)	\$3.50 each		
Assorted Canned Juices (BOC)	\$3.75 each		
Grab and Go Boxed Lunches	\$22/person		
Includes the following: Chef's choice salad, sandwich, and cookie. Choose from the following sandwiches: Lemon Chicken Wrap, Egg Salad, Classic Tuna, Ham and Gouda, Roast Beef with Horseradish Mayo	With pop: \$25.50/person		



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9797 Jasper Avenue, Edmonton, AB, T5J 1N9

780.421.9797
eccinfo@edmonton.com
edmontonconventioncentre.com

Hosted Bar All host bars are subject to a bartender labour charge of \$30/hr (minimum four hours) if revenue per bar is less than \$500.		\$7.00/drink +GST & Gratuity		
Additional Menu items: ECC Menus	Description:			
		SUBTOTAL:		
CATERING TOTAL				
SUBTOTAL OF CATERING CHARGES:				
SERVICE CHARGE OF 18%:				
SUBTOTAL:				
GST 5%:				
TOTAL AMOUNT DUE:				
100% payment is required when sending in your order form. Orders placed within 1 week of event and onsite additions are subject to 20% surcharge (based on availability). All prices are subject to 18% service & 5% GST				
CATERING INFORMATION				
SERVICE DATE(S)		SERVICE TIMES(S)		

EVENT NAME:			
EXHIBITOR INFORMATION		PLEASE READ	
SHOWDATES:		I, the undersigned, am the card holder of the credit card specified below. I further verify that the signature below is my signature as indicated on the reverse of the card specified. I hereby authorize the Edmonton Convention Centre to charge my credit card for all catering/equipment services ordered. For a breakdown of the charges, please see Exhibitor Catering Order Form.	
BOOTH NUMBER(S):			
COMPANY NAME:			
CONTACT NAME:			
ADDRESS:			
CITY:			
PROVINCE/STATE:			
PHONE NUMBER:			
EMAIL:			
CREDIT CARD INFORMATION			
Card Type:			
Cardholder Name (As shown on card):			
Card Number:			
Expiry (mm/yy):			
CVS Number:			
Amount to charge:			
Postal Code:			
I, _____, authorize _____ ECC _____ to charge my credit card above for agreed upon catering charges.			