



## Authorization Request - Sample Food and/or Beverage Distribution

Please complete this form to receive authorization to distribute food or beverages not purchased through the Food & Beverage Department of the **Metro Toronto Convention Centre**.

**Metro Toronto Convention Centre Corporation** has exclusive food and beverage distribution rights within the Convention Centre. Exposition sponsoring organizations and/or exhibitors may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to **ALL** of the conditions outlined below. Metro Toronto Convention Centre Corporation will **NOT** be responsible for the quality or state of the food or beverage served by an authorized vendor. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Metro Toronto Convention Centre services.

### General Conditions – Non Food Industry Related Shows

1. Items dispensed are limited to products **Manufactured, Processed or Distributed** by exhibiting firm and are **related to the purpose of the Show**.
2. All items are limited to **SAMPLE SIZE** and must be dispensed/distributed in accordance with Local Public Health Codes
  - a) Sample or promotional non-alcoholic beverages must be approved by the Catering Department and will be limited to a maximum **4oz/118ml** Sample Size
  - b) Sample food items limited to "Bite Size" (**2X2 inches/5X5cm or 2oz/58gr portions**)
3. **ALCOHOLIC BEVERAGES** not purchased through the Food & Beverage Department that are **Manufactured, Processed or Distributed** by the exhibitor and are **related to the purpose of the show** may be sampled if the following policies are strictly adhered to:
  - a) A charge of \$800.00 per day, per distribution location will be paid to the Metro Toronto Convention Centre Food & Beverage Department, in full prior to show/event. This fee is non-negotiable and non-refundable
  - b) Vendors are responsible for Provincial Laws (LLBO) pertaining to the distribution of alcohol and may be asked for proof of Exhibitor Insurance
  - c) Samples must be **4oz/118ml** or less and served in disposable cups. No cans or bottles will be permitted
4. Sponsorships of donations involving Food and/or Beverage products are subject to "Loss of Revenue/User Fee" for Food Products and "Corkage Fee" for Beverage Products. This charge is determined based on the individual show/event
5. Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar service) **MUST** be purchased from the Catering Department.

### General Conditions – Food Industry Related Shows

1. Items dispensed are limited to products **Manufactured, Processed or Distributed** by exhibiting company
2. All items are limited to **SAMPLE SIZE** and must be dispensed/distributed in accordance to Local Public Health Codes:
  - a) Non-alcoholic Beverages are limited to a maximum of **4oz/118ml** and Alcoholic Beverages are limited to a maximum of **4oz/118ml** Sample Size, served in disposable cups. No cans or bottles will be permitted
  - b) Food items are limited to "bite size" portions, not to exceed **2oz/58gr**
  - c) Vendors **MUST** submit proof of having Liability Insurance for exhibiting and must name the Metro Toronto Convention Centre as an additional insured, and are responsible for Provincial Laws (LLBO) pertaining to the distribution of alcohol
  - d) Samples are distributed from Exhibit Booth



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**IF YOU DO NOT MEET THE CONDITIONS LISTED ON THE PREVIOUS PAGE, THE FOLLOWING POLICIES APPLY:**

**LOSS OF REVENUE (USER FEES) / CORKAGE FEES APPLY FOR THE FOLLOWING:**

Any food and beverage brought on the premises without Written Authorization from the Food & Beverage Department of the Metro Toronto Convention Centre is strictly prohibited.

1. Requests for all alcoholic and non-alcoholic beverages brought on the premises for consumption at hosted banquet / booth events will incur a **Corkage Fee** equal to Fifty Percent (50%) of the Metro Toronto Convention Centre's retail pricing and is subject to all applicable taxes and service charges
2. Requests for all Food Products brought on the premises for consumption at hosted banquet / booth events will incur a **Loss of Revenue / User Fee** equal to Fifty Percent (50%) of the Metro Toronto Convention Centre's retail pricing and are subject to all applicable taxes and service charge

**UNUSED FOOD OR BEVERAGE PRODUCT** that requires pick-up or shipment after the show / event is the responsibility of the Company that is exhibiting the product. Absolutely **NO REFUNDS** of Loss of Revenue/User or Corkage Fees will be given for Food or Beverage Products that are not consumed during show / event.

**FOOD AND BEVERAGE RELATED SERVICES** including storage, delivery, kitchen use or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will **NOT** be provided by the Metro Toronto Convention Centre. If these services are required the following charges will applicable and will be **based on availability**:

- a) \$120.00 per Day/Pallet for Refrigerated/Freezer and Dry Storage
- b) \$100.00 one-time Handling Fee for 1-4 skids and \$180.00 Handling fee for 5 or more skids
- c) \$45.00 Delivery Charge for each time product is delivered (on a 2'x4' cart) to the Booth / Room
- d) \$250.00 per Hour for Kitchen Space. **Kitchen Space is reserved on a first come first serve basis and based on availability**
- e) Additional charge for Rental of Equipment, subject to availability

**For all Food and Beverage not purchased through the Metro Toronto Convention Centre, all standard fees mentioned above will be charged where applicable, including 15% Service Charge and Applicable Sales Tax**

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of all food and beverage items (including alcoholic beverages) in compliance with all applicable policies and laws. Accordingly, the Company agrees to fully indemnify and hold harmless the Metro Toronto Convention Centre from all liabilities, damages, losses, costs, expenses, legal fees and disbursements, penalties or fines resulting directly or indirectly from their use, serving or other disposition of all food and beverage items (including alcoholic beverages)

Date: \_\_\_\_\_ Name of Event: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
month/day/year

Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ Prov./State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Item and Purpose of distribution, please include quantity, portion size and method of dispensing  
\_\_\_\_\_  
\_\_\_\_\_

**for office use only**

Event #: \_\_\_\_\_ Coordinator Name: \_\_\_\_\_ Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_

**For additional information on services available, please call the Catering Department at (416) 585-8144**