

**ORDER
FORM**

Booth Orders

CATERING SERVICE SCHEDULE

Email completed form to catering@internationalcentre.com

Morning Delivery

Time	Item	Quantity
.....
.....

Midday Delivery

Time	Item	Quantity
.....
.....

Afternoon Delivery

Time	Item	Quantity
.....
.....

Special Requirements (please print)

.....
.....

EXHIBITOR INFORMATION

Event / Show Name:	Event / Show Date:
Booth Number(s):	Booth Size(s):
Contact Name:	Company Name:
Telephone Number:	Mobile Number:
Email Address:	
Address:	
City / Province:	Country / Postal Code:
Onsite Contact Name:	Onsite Mobile Number:
Method of Payment (please select one) <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card*	

FOOD & BEVERAGE CONDITIONS The International Centre holds the exclusive food and beverage production and distribution rights within its facility. Show exhibitors and/or any authorized sponsors or corporations are permitted to distribute food and beverage samples only with approved written consent from The International Centre. The International Centre holds all final rights to halt or deny any and all request for F&B and/or distribution. **PAYMENT POLICY** All catering payments are to be settled via cash, cheque or credit card. *Credit card payments exceeding \$5,000 require prior approval from The International Centre. All orders are to be prepaid no later than one (1) week prior to the first show date. **ORDERING AND GUARANTEES** Requests for all booth hospitality is required no later than ten (10) business days prior to the first listed day of service. Last minute orders/requests may be subject to additional surcharges and The International Centre cannot guarantee the availability of all items listed.

Be sure to enquire about in-booth hospitality hosting services and menu customization. Prices subject to applicable tax and a 20% Facility Fee. 2023-2024 The International Centre Event Catering Menu. In light of the volatility in the price and availability of ingredients, we reserve the right to pass on subsequent price increases, surcharges, and labour fees associated with your event without notification.