



# Authorization Request

## Sample Food and/or Beverage Distribution

Please complete this form to receive authorization to distribute food and/or beverage not purchased through the Centerplate - Food and Beverage Department at the Scotiabank Convention Centre (SCCN).

Centerplate has exclusive food and beverage distribution rights within the Scotiabank 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. Centerplate and the Scotiabank Convention Centre (SCCN) 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 Scotiabank Convention Centre (SCCN) 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 and distributed in accordance with Local Public Health Codes.
  - a) Sample or promotional non-alcoholic beverage must be approved by Centerplate and will be limited to a maximum 1oz/29ml sample size.
  - b) Sample food items limited to bite size (1x1 inches/ 2.5x2.5cm or 1oz/ 29g portion).
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 if the show may be sampled if the following policies are strictly adhered to:
  - a) A charge of \$600 per day, per distribution location will be paid to Centerplate at the Scotiabank Convention Centre (SCCN), 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) Sample must be 2oz/59ml or less and served in disposable cups. No cans or bottles will be permitted.
4. Sponsorships or 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 or event.
5. Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar service) MUST be purchased from the Exclusive Caterer – Centerplate.

### **| 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 with 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 2oz/59ml sample size, served in disposable cups. No cans or bottles will be permitted.
  - b) Sample food items limited to bite size (2x2 inches/ 5x5cm or 2oz/ 59g portion).
  - c) Vendors MUST submit proof of Liability insurance for exhibiting and must name Centerplate and the Scotiabank Convention Centre (SCCN) as additional insured, and are responsible for provincial Laws (LLBO) pertaining to the distribution of alcohol.
  - d) Samples are distributed from exhibit booth.

# Authorization Request

## Sample Food and/or Beverage Distribution

If you do not meet the conditions listed on the pervious page, the following policies apply

### Loss of Revenue

Any food and beverage brought in the premises without WRITTEN authorization for Centerplate at the Scotiabank Convention Centre (SCCN) is strictly prohibited.

1. Requests for 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 Scotiabank Convention Centre (SCCN) 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 banquets/booth events will incur a Loss of Revenue/User Fee equal to fifty percent (50%) of the Scotiabank Convention Centre (SCCN) retail pricing and is subject to all applicable taxes and service charges.

### Unused Food or Beverage Product

Unused food or beverage product that required pick-up or shipment after the show/event is the responsibility of the Company that is exhibiting the products. Absolutely NO REFUNDS of Loss of Revenue or Corkage Fees will be given for food and beverage products brought from outside are not the responsibility of and will NOT be provided by Centerplate or the Scotiabank Convention Centre (SCCN). If these services are required the following charges will be applicable and will be based on availability.

- a) \$90 per day/pallet for Refrigerated/Freezer and Dry Storage.
- b) \$75 one-time handling fee for 1-4 skids and \$135 handling fee for 5 or more skids.
- c) \$35 delivery charge for each time a product is delivered (on a 2'x4' cart) to the booth/room.
- d) \$185 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 Centerplate at the Scotiabank Convention Centre (SCCN), all standard fees mentioned above will be charged where applicable, including 18% Service Charge and Applicable Sales Tax.*

The Company named below acknowledge 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 Centerplate and the Scotiabank Convention Centre (SCCN) from liabilities, damages, losses, costs, expenses, legal fees and disbursements, penalties or fines resulting directly or indirectly from their use, servicing or other disposition of all food and beverage items (including alcoholic beverages).

Name of Show			
Show Dates		Booth(s) #	
Contact Name		Company Name	
Address		Province/State	
City		Postal/Zip Code	
Phone Number		Fax Number	
Email Address			
<i>Item and Purpose of distribution, please include quantity, portion size and method of dispensing</i>			
Remarks			
<b>Method of Payment (Credit card payments are subject to a 4% service charge)</b>			
Card Type (Except Amex)		Expiry Date	
Credit Card #			
Cardholder's Name	<i>As appears on Credit Card</i>		
Cardholder's Signature			

**SUBMIT VIA EMAIL**

*Or save, print and fax completed forms to the Scotiabank Convention Centre at 905.357.6212*