

the TORONTO
**CONGRESS
 CENTRE**

Exhibitor Booth Menu Order Form

Event: LO EXPO 2014
 Dates: Mon, Oct 20 to Thu, Oct 23

The Toronto Congress Centre is a practicing HACCP facility adhering to the highest food safety standards. In order to uphold our HACCP accreditation, it is imperative that we monitor and control all food products being served on-site. Food deliveries to your booth will be picked up within a two-hour time period in order to maintain our HACCP standards in providing safe food products. If you have any questions or concerns, a HACCP qualified employee will be available to assist you.

Please contact your Event Logistics Manager of The Toronto Congress Centre at (416) 245-5000, for all your Exhibitor Booth Catering needs. The Exhibitor Booth Menu items are available for delivery to Exhibit Booths on the Show Floor only.

Contact Name:		Booth Number(s):	
Company Name:			
Address:		City/Prov:	
Postal/Zip Code:	Phone #:	Fax #:	
Delivery Date(s):		E-mail:	
Signature:			

All charges must be paid in full at least one week prior to first booth delivery date. On site orders will be accepted up to 48 hours prior to the delivery date.

Day/Date:	Time of Delivery:	Menu Item (code):	Price Per Guest/Item:	# of Guests or Items	Subtotal
Total					
Total Before Taxes (TBT)	18% SVC on TBT	Subtotal (TBT+SVC)	13% HST on Subtotal	GRAND TOTAL	

***PRICES SUBJECT TO CHANGE WITHOUT NOTICE**

Please choose a method of payment: (Cheques payable to Toronto Congress Centre)				
<input type="checkbox"/> Cheque	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Amex	Total Amount to be Charged:
Card Number:			Expiry:	
Card Issued To:				
Signature:				

Return Application To:
 Attention: "Mike Russell"
 Fax: (416) 245-3046
 Email: eventlogistics@torontocongresscentre.com



the TORONTO
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Exhibitor Menu



Menu Intro

We Invite You to Elevate Your Taste Experience

At the Toronto Congress Centre we believe in delivering memorable events with exceptional attention to detail, especially when it comes to our food. The Toronto Congress Centre is well known for its fine dining cuisine devoted exclusively to the tastes of our clients and their guests. Whether it is for a small meeting, tradeshow, convention or gala celebration, our talented Executive Chef and culinary team prepare everything on the premises in our HACCP Accredited kitchen.

Our partnership with local growers and wine producers allows our culinary team to provide you with the freshest ingredients while reducing our carbon footprint and showcasing our region's best in their seasonal offerings year round.

Our goal is to provide our clients with a dining experience like no other; we believe every event deserves nothing less. Locally sourced and sustainable producers, innovative, mouth-watering, customized menus and local wine selections are some of what we have to offer.

Our Executive Chef will be happy to meet with you with the view of creating a menu that will be unique to ensure a Great Experience for you and your guests.

Welcome to the Toronto Congress Centre.

t. 416 245.5000
f. 416 245.3046
650 Dixon Road,
Toronto, Ontario M9W 1J1



Exhibitor Menu

Beverages

Aquafina Water	4.00
Soft Drinks	4.00
Gatorade	5.00
Frappuccino	6.00
Coconut Water	7.00
Rockstar	6.00
Iced Tea	4.00
Freshly Brewed Starbucks Blonde Roast & Decaffeinated Coffee	3.75
Selection of Tazo Teas with Fresh Lemon, Honey, Cream & Milk	3.75
Individual Tropicana Juice	4.50
Individual Strawberry Banana or Mango Smoothie	6.00
Chilled 2% White Milk 250ml	3.50
Chilled Chocolate Milk 250ml	3.50
Bin of Ice	15.00

Host or Cash Bar

If you would like to host a reception at your booth please contact one of our Event Logistics Managers. Host or Cash Bars may be available based on the liquor provision arrangements made on the show floor and are subject to the discretion of Show Management and TCC Liquor Regulations. A set up charge will apply.



Exhibitor Menu

Bakery

Freshly Baked Mini Fruit Danishes	34.00 / doz
Freshly Baked Mini Butter Croissants	32.00 / doz
Freshly Baked Mini Muffins	32.00 / doz
Freshly Baked Breakfast Breads to include: Banana Nut, Apple Cinnamon, Pumpkin Spice	33.00 / doz

Fresh, Sweet & Salty

Gourmet Cupcakes	48.00 / doz
Freshly Baked Cookies	30.00 / doz
Selection of Decadent Dessert Squares	38.00 / doz
Chocolate Dipped Strawberries	42.00 / doz
Milk Chocolate & Toasted Almond Bark	40.00 per lb
Fresh Kettle Chips with Cajun Spice	16.00 / serves 10
Savoury Truffle Popcorn with Shaved Parm & Fresh Herbs	16.00 / serves 10
Fresh Fruit Kabobs with Ontario Honey & Fresh Mint Yogurt Dip	40.00 / doz
Sliced Fresh Fruit with Berries	5pp (minimum 10 persons)
Selection of Whole Fruit	2.50 each (minimum 10 persons)



Exhibitor Menu

High Tea 15pp (minimum 10 persons)

Bite Size Gourmet Sandwiches flavours to include:

Roasted Red Pepper and Goat Cheese

Oven Roasted Turkey with Truffle Sweet Potato Smear

Smoked Salmon & Cucumber with Horseradish Dill Cream Cheese

Creamy Egg Salad with Crisp Watercress

Warm Buttermilk Scones Served with Butter & Preserves

Selection of Mini French Pastries

Freshly Brewed Starbucks Blonde Roast & Decaffeinated Coffee

Selection of Tazo Teas with Fresh Lemon, Honey, Cream & Milk

**Enjoy only the Tea Sandwiches for 25.00 / doz



Exhibitor Menu

Gourmet Mini Sandwiches 54.00 / doz

Canadiana

Shaved Montreal Smoked Meat, Swiss Cheese, Grain Dijon Mustard,
Sauerkraut on Artisan Rye Bread

Classic Caprese Sandwich

Fresh Mozzarella, Vine Ripened Tomatoes, Arugula,
Black Olive Tapenade on Fresh Multigrain Baguette

Southwestern Turkey

Hickory Smoked Turkey, Tomato, Avocado & Cilantro Mayonnaise
on Multigrain Bread

Smokey Joes Beefwich

Sliced Beef, Smoked Gouda, Smokey BBQ Mayo, Lettuce,
Kosher Dill Pickles on Artisan Pretzel Bread

Muffaletta Sangwich

Genoa Salami, Capicola, Ham, Provolone, Lettuce, Tomato,
Olive Salad on Artisan Rosemary Focaccia

Local Artisan Cheese Experience..... 14.00 (minimum 10 persons)

Selection of Ontario Cheese to include Aged Cheddar,
Goat Cheese, Triple Crème Brie, Fruilano, Devils Rock
served with Fresh Baked ACE Baguette, Savoury Fruit Chutney,
Truffle Honey

Vegetable Crudités 7.00 (minimum 10 persons)

Display of Crisp Vegetables to include Peppers, Celery,
Carrots, Green Onions, Radishes, Grape Tomatoes,
Cauliflower, Broccoli Served with Spinach & Sweet Onion Dip



Exhibitor Menu

In House Smoked Salmon 10.00 (minimum 10 persons)

Thinly Sliced In House Smoked Salmon, Slivered Red Onions, Lemon, Capers and Crème Fraiche served with Multi-grain Crostini

Selection of Cold Canapés 44.00 / doz (minimum 5 doz)

Watermelon Caprese Skewer with Fresh Basil & Balsamic Drizzle
Fresh Summer Rolls with Fresh Mango
Peking Duck Rice Crepe with Hoisin Sauce
Smoked Chicken Caesar Salad on Miniature Frico Basket
Mini Cornmeal Muffin with Smoked Turkey and Honey Mustard Glaze
Fig Wedges filled with Whipped Brie & Red Pepper Jelly
Grilled Vegetable & Feta Skewer

Selection of Hot Hors d'Oeuvres 44.00 / doz (minimum 5 doz)

Korean Style Beef Satay served with Sesame BBQ Sauce
Mini Nathan Sliders with Chipotle Aioli and Crisp Onions
Asian Vegetable Spring Roll with Sweet Chilli Sauce
Malaysian Chicken Satay with Toasted Sesame Hoisin Sauce
Lemongrass Scented Grilled Shrimp with Sriracha Aioli
Mini Crab Cakes with Lemon & Tarragon Aioli
Braised Leek & Goat Cheese Tart with Cherry Tomato
Mango Shrimp Spring Roll served with Spiced Black Bean & Plum Sauce



Exhibitor Menu

Action Stations

Please inquire with one of our Event Logistics Managers for Chef Attended Action Stations and other Food and Beverage requirements not listed or purchasing Congress Café Vouchers for your show.

Please complete the Exhibitor Booth Menu Order Form and return it to The Toronto Congress Centre's Event Logistics Department. All charges must be paid in full at least one week prior to your first requested booth delivery date. On-site orders will be accepted up to 48 hours before delivery date. For all inquiries or special requests please contact: eventlogistics@torontocongresscentre.com or call 416.245.5000.

Plus applicable taxes and service charges.



Menu Guidelines

FOOD & BEVERAGE POLICIES & STANDARDS

All food and beverage items served within The Toronto Congress Centre (TCC) must be prepared and presented by the TCC Culinary Team. Outside food and beverage is not permitted. Please contact your Event Logistics Manager regarding any questions.

Menu Selections

To ensure the proper planning of your event, we kindly request that all food and beverage specifications be submitted in writing to our office no less than 4 weeks prior to the date of your first scheduled service.

Confirmation of Orders

Upon receipt of all written food and beverage specifications, your Event Logistics Manager will review them and, in turn, provide you with written confirmation of services. The confirmation will be in the form of individual Banquet Event Orders (BEO's) and floor plans. The signed BEO must be received no less than 14 days prior to the start of the first scheduled event. New customers booking short-term events (within 30 days of the event start date) must review, sign and return event orders upon their receipt. The BEO, when completed, will form part of your contract.

Service Charges and Sales Tax

- All food & beverage items are subject to an 18% service charge, and Harmonized Sales Tax (HST) is applicable to all food, beverage, goods and services provided.
- Service charges and sales tax are subject to change at any time and without notice.
- Menu prices are subject to change, based on market conditions. However, TCC will guarantee your menu prices 60 days prior to your function.

Menu Guidelines

Guarantees and Floor Plans

To ensure the success of your event, your Event Logistics Manager must receive your final guarantee and signed floor plans by 12 noon, 3 business days in advance of your function. Once final guarantees and signed floor plans are submitted, the counts may not be decreased. The customer will be billed based upon the final guaranteed number, or the number of meals actually served, whichever is greater. We will make every attempt to accommodate increases in your count after the final guarantee is due, however, any increase will be subject to a 20% surcharge. We will be prepared to serve 3% above the guaranteed attendance, but not to exceed 30 meals. If overset tables are utilized, they will not be pre-set with food or beverage unless requested. The charge of one (1) server per 20 guests for a minimum of 4 hours will apply. Vegetarian selections or other special meals will be part of the final guarantee. Special meals requested onsite and/or changes to the floor plan will be added to your final bill. All menus are priced with specific portions in mind. Please ask your Event Logistics Manager for more information.

Sales Minimums and Labour Fees

There is a minimum guarantee of 25 guests for table service, buffet meal or box lunch functions. If the guaranteed attendance is less than 25 guests, a \$225 small group fee will be applied. At chef's stations, there is an additional charge for each chef.

A bar set-up fee of \$150 per bar, per function will be charged for all functions. When minimum revenues are not met or when bar service exceeds 4 hours, an additional labour fee per hour, per bar and per cashier may apply.

A café set-up fee of \$1200 per café will be charged when minimum revenues are not met. Café services of more than 8 hours will be subject to an additional labour fee per hour, per café and per cashier.

Dietary Considerations

With advanced notice, The Toronto Congress Centre will accommodate special dietary requests pertaining to allergies or cultural restrictions given a minimum of 7 days notification. TCC will make all efforts to have available special meals for on-site requests however; a surcharge of \$20 per meal in addition to the menu price will apply to each special meal served.

Menu Guidelines

Table Standards

Our standard sit-down banquet service is planned for round tables of 10 guests, with one (1) server per 20 guests. For buffet meals, our standard banquet service is planned for round tables of 10 guests, with one (1) server per 40 guests. An additional labour and linen charge will be applied for any set that requires tables that seat less than the standard. An additional labour charge will be applied for any set that requires a specialty item to be placed at a setting.

Extended Service/Program Times

Our services are based upon the following time guidelines, timed from doors open to doors closed:

- Breakfast - 1.5 hours
- Lunch - 2 hours
- Snack/Beverage Breaks - 1 hour
- Reception - 2 hours
- Dinner - 4 hours

Any extended program or delay in service is subject to additional hourly labour fees.

Please note that if your event includes a scheduled program, we ask that you submit a detailed timeline at least three (3) business days prior to your event to ensure that sufficient consideration is made in planning your event. The timeline should include service start/break/end times, and if applicable, times when staff should vacate the floor.

Alcoholic Beverage Selection

For our most current alcoholic beverage selection, please contact your Event Logistics Manager.