

Shaw Centre Booth Catering Form

NAME		COMPANY NAME	
SHOW NAME			
SHOW DATE		BOOTH #	
ADDRESS			
PHONE	FAX	E-MAIL	
ONSITE CONTACT		ONSITE CELL	

DELIVERY DATE	DELIVERY START TIME	EVENT END TIME	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
<ul style="list-style-type: none"> The Shaw Centre is the exclusive food and beverage provider within the facility. As the exclusive provider, the Shaw Centre strictly prohibits any and all food, beverage, candy, logo water and other similar items from being brought into the facility without prior authorization. Orders must be received no later than 7 days prior to the event. Full charges will apply to cancellations made within 5 days prior to delivery. Attendant & bartender labour charges are \$35.00/hour (minimum 4 hours). The Shaw Centre does not provide skirted tables or electrical hook-ups in your exhibit space, including meeting rooms utilized for exhibits. Please order these requirements through the exhibitor supplier. 					SUB-TOTAL	
					18% Service	
					Labour	
					13% HST	
					TOTAL	

Method of payment

(Must be made at time of ordering):

CREDIT CARD (please check): Visa Mastercard AMEX

CARDHOLDER'S NAME (Please print)	CARD NUMBER WITH 3 DIGIT SECURITY CODE
CARDHOLDER'S SIGNATURE	EXP. DATE 3 DIGIT SECURITY CODE
CLIENT SIGNATURE	DATE

Save, print and fax the completed form to the Shaw Centre at 613-563-7646, or scan and e-mail to eventservices@shaw-centre.com.