



PRODUCT PREPARATION INFORMATION SHEET

USE ONLY FOR PRODUCTS THAT REQUIRE PREPARATION OR DELIVERY BY VANCOUVER CONVENTION CENTRE STAFF (Effective January 2014)

PHONE: 604-689-8232
Fax: 604-647-7246

Attn: Catering Manager

DEADLINE FOR SUBMISSION: Two Weeks Prior to Event Move-in Day

EVENT NAME: _____ EVENT DATE: _____

COMPANY NAME: _____ BOOTH #: _____

COMPANY ADDRESS: _____

COMPANY CONTACT: _____ PHONE #: _____

EMAIL: _____ FAX #: _____

PRODUCT NAME: _____

PRODUCT DETAILS: Please use SEPARATE PAGE FOR EACH PRODUCT

Include description of product, size of case, portions per case and number of cases

TOTAL QUANTITY OF PRODUCT TO BE PREPARED: _____

PREPARATION & COOKING INSTRUCTIONS:

Include detailed instructions for VCC staff to prepare your product (storing, thawing, cooking, portioning etc.) Attach recipes if required

INDICATE ITEMS REQUIRED TO PURCHASE FROM VCC:

(toothpicks, portion cups, plastic cutlery, plates, napkins etc)

PLEASE NOTE: *No equipment is included. Please fill out the equipment rental list attached for any requirements*

WILL YOUR PRODUCT BE DELIVERED TO VCC FRESH OR FROZEN? *(Please circle)*

WHAT DAY AND TIME WILL YOUR PRODUCT BE DELIVERED TO VCC?

*Frozen product **must** arrive 3 days prior to the Event Day, and fresh product **must** arrive at least 24 hours prior to Event Day. VCC reserves the right to refuse any preparation on product delivered after these time lines.*

All deliveries to the VCC must be clearly labeled with event name, event dates and exhibitor's on-site contact.

Please note that deliveries must be made Monday – Friday 8am-4pm

PREPARED PRODUCT BOOTH DELIVERY DATE: _____

PLEASE NOTE: *Prepared food will be delivered to your booth one time. If you require multiple deliveries there will be a banquet runner required at a cost of \$30.00/hour with a minimum of 4 hours.*

BOOTH DELIVERY TIMES & AMOUNTS: _____

(For prepared product)

Please fax request to: 604-647-7246

Quote for services will be provided after requirements have been assessed.

Requests for food preparation received after

Deadline may not be considered.

Please refer to the Food Sampling Guideline for our policies and procedures