



## Authorization Request Sample Food and/or Beverage Distribution

metro toronto convention centre corporation has exclusive food and beverage distribution rights within the Convention Centre. Exposition sponsoring organizations and/or exhibitors may distribute samples of food and/or beverage products ONLY upon written authorization. Metro Toronto Convention Centre Corporation will not be responsible for the quality or state of the food or beverage served by an authorized vendor.

General conditions:

1. Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm.
2. All items are limited to SAMPLE SIZE
  - a) Sample or promotional beverages must be approved by the catering department and may be subject to a "loss of revenue" charge and must be related to the nature of the event.
  - b) Sample food items limited to "bite sized" portions.
  - c) Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar service) MUST be purchased from the Catering Department.

**If you have any questions, please do not hesitate to contact the catering department at (416) 585-8144**

Date \_\_\_\_\_ Name of Event \_\_\_\_\_  
Event # \_\_\_\_\_ Booth # \_\_\_\_\_ F & B Coordinator \_\_\_\_\_  
Firm Name \_\_\_\_\_ Contact \_\_\_\_\_ Fax \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_ Prov./State \_\_\_\_\_  
Country \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_

Product(s) you wish to dispense, please include size: \_\_\_\_\_

Proposed method of dispensing: \_\_\_\_\_

Please explain purpose of offering sample(s): \_\_\_\_\_

Remarks: \_\_\_\_\_

for office use only

Coordinator Name \_\_\_\_\_ Coordinator Signature \_\_\_\_\_

Date: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Remarks: \_\_\_\_\_

***Our People are the Centre***

255 Front Street West, Toronto, Ontario M5V 2W6  
Telephone: 416-585-8144 Facsimile: 416-585-8251  
Website: www.mtccc.com