



# PRODUCT PREPARATION INFORMATION SHEET

USE ONLY FOR PRODUCTS THAT REQUIRE PREPARATION OR DELIVERY BY VANCOUVER CONVENTION CENTRE STAFF (Effective January 2015)

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**