



PRODUCT PREPARATION INFORMATION SHEET

USE ONLY FOR PRODUCTS THAT REQUIRE PREPARATION OR DELIVERY BY VANCOUVER CONVENTION CENTRE STAFF (Effective January 2010)

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

PREPARATION & COOKING INSTRUCTIONS:

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

ACCOMPANIMENTS FOR SAMPLES:

Include all supplies Vancouver Convention Centre will need to provide for service (chafing dishes, breads, side vegetables, toothpicks, portion cups, cutlery etc)

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

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

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

All deliveries to the Vancouver Convention Centre must be clearly labelled with event name, event dates and exhibitor's on-site contact, and sent to the Vancouver Convention Centre Basement Water Level Loading Dock (Access via foot of Main Street or Cordova underpass).

TOTAL QUANTITY OF PRODUCT TO BE DELIVERED TO VCEC: _____

BOOTH DELIVERY DATE: _____

BOOTH DELIVERY TIMES & AMOUNTS: _____

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