

MAILING ADDRESS: 120 NINTH AVENUE SOUTHEAST CALGARY, ALBERTA, CANADA T2G OP3
PH 403.261.8500 FX 403.261.8510

The Calgary Marriott Downtown Hotel is the exclusive caterer of all food and beverage services at the Calgary TELUS Convention Centre. As the exclusive provider the facility strictly prohibits any and all food, beverage, candy, logo water and other similar items from being brought into the facility without prior authorization.

In order to obtain written authorization from the Calgary Marriott Downtown Hotel to distribute and food or beverage items one of the conditions noted below must exist. The Calgary TELUS Convention Centre nor the Calgary Marriott Downtown Hotel will be responsible for the quality or the state of the food and beverage served by an authorized vendor. The vendor must adhere to all food and beverage guidelines as outlined by Alberta Health Services. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Calgary TELUS Convention Centre services.

Facility kitchen facilities, fridges, freezers etc. are not available to vendors. Parties are responsible for their own refrigeration etc. The Calgary Marriott Downtown Hotel will prepare third party menu selections, however labour charges as well as fees to cover electricity, oil etc. are applicable.

The Calgary TELUS Convention Centre provides exclusive material handling, hence all arrangements for delivery/pick-up must be made with contracted Show Services company.

If the privilege is granted to provide food and beverage services at the facility a hold harmless waiver needs to be signed. The waiver form (including \$5,000,000.00 liability insurance as well as release the Calgary Convention Centre Authority, the Hotel owner, hotel manager, Marriott International etc. from any damages) is in addition to the insurance requirements requested in the CTCC license agreement.

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AUTHORIZATION REQUEST – THIRD PARTY FOOD AND/OR BEVERAGE DISTRIBUTION APPROVAL FORM (CONTINUED)

Food related industry shows.

- Items dispensed are limited to products manufactured, processed or distributed by the exhibiting firm and are related to the purpose of the show.
- All items are limited to ample size (approximate 2 ounces of liquid or bite size items 2"x2"; 2 ounces).
- Samples are distributed only from the exhibitor's booth.
- Alcoholic beverages are generally not permitted, however will be addressed based on the individual show or event.

Non food related industry shows/functions.

- Items dispensed are limited to products manufactured, processed or distributed by the exhibiting firm and are related to the purpose of the show.
- All items are limited to ample size (approximate 2 ounces of liquid or bite size items 2"x2"; 2 ounces).
- Samples are distributed only from the exhibitor's booth.
- Alcoholic beverages are generally not permitted, however will be addressed based on the individual show or event.
- Sponsorship of donations involving food and/or beverage products are subject to loss or revenue/user fee (food & beverage replacement fee). This charge is determined based on the individual show/event. The fee will be similar; not to exceed full published retail menu pricing.

Unused food or beverage product.

- Product that requires pickup after the show/event is the responsibility of the company marketing the product. No refunds of food and beverage replacement fees or corkage fees will be given for food and beverage products which or not consumed during the show/event.

Taxable service charges.

- All food and beverage type charges associated with functions/events/shows are subject to 19% taxable service charges (gratuity) and 5% Goods and Services Tax.



**AUTHORIZATION REQUEST –
THIRD PARTY FOOD AND/OR BEVERAGE
DISTRIBUTION FORM**

The company named below acknowledges they have sole responsibility for the use, servicing or other disposition of all food and/or beverage items (including alcoholic beverages if applicable) in compliance with all applicable policies and laws. Accordingly the company agrees to provide the Calgary Marriott Downtown Hotel and the Calgary Convention Centre Authority with a duly signed copy of the "Food waiver and indemnification agreement" as well as be responsible for any legal fees, disbursement, penalties or fines resulting directly or indirectly from their use, serving or other disposition of all food and beverage items (including alcoholic beverages if applicable).

| | | |
|------------------------|----------------|-------------|
| Date | | |
| Name of Event | | Bth # |
| Company Name | | |
| Contact Name | | |
| Phone Number | | |
| Contact E-mail Address | | |
| Company Address | | |
| | City, Province | Postal Code |

Items and purpose of distribution (to include quantity, portion size and method of dispensing)

| | |
|-------------------------|--|
| Items | |
| Purpose of Distribution | |
| Quantity | |
| Portion Size | |
| Method of Dispensing | |
| Additional Information | |

OFFICE USE ONLY

Request Approved By:

| | | |
|------------|-----------|------|
| | | |
| Print Name | Signature | Date |

Conditions/Notes:

| |
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