

EXHIBITOR FORM

Please Complete and Email to: info@rbcplacelondon.com
 For Information Contact: 519-661-6200 Toll Free: 1-800-203-1992
 Fax: 519-661-5990

Function: _____	Date: _____	Booth No: _____
Company Name: _____	Contact Name: _____	
Street Address: _____	City, Province: _____	
Postal/Zip Code: _____	Email: _____	
Telephone: _____	Fax: _____	

FOOD / BEVERAGE SAMPLE DISTRIBUTION REQUEST FORM – F106 ES/KIT

RBC Place London has exclusive food and beverage distribution rights within the venue. The event organizer and/or their exhibitors may distribute sample food and beverage products **ONLY** upon written authorization. RBC Place London 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 non-alcoholic beverages limited to maximum 3oz.
 - (b) Sample or promotional alcoholic beverages limited to maximum ¼ oz to 1oz depending on product.
 - (c) Sample food items limited to "bite size" and have been produced at a food premise regulated by the Health Protection Act.
3. F&B items used as traffic promoters (i.e., potato chips, coffee) **MUST** be purchased from RBCPL (see note** below).
4. Any sampling of alcoholic beverages must be within the guidelines of the Alcohol and Gaming Commission of Ontario and will require a *Special Occasion Permit* from the LCBO.

INFORMATION Product(s) you wish to Dispense:

Size of Portion to be Dispensed:

Proposed Method of Dispensing:

Explain Purpose of Offering Samples:

RBCPL OFFICE USE ONLY – Above Approved by Management:

<div style="border-top: 1px solid black; width: 80%; margin: 0 auto; margin-top: 10px;"></div> <p>Executive Chef / Director, Event Services</p>	<div style="border-top: 1px solid black; width: 80%; margin: 0 auto; margin-top: 10px;"></div> <p>Date of Approval</p>
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**Please complete the following method of payment only if you require food & beverage preparation from RBC Place London.

METHOD OF PAYMENT: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express		Expiry Date: _____
Credit Card Number: _____		Name on Card: _____
Signature: _____		
Date: _____		(Please Print Clearly)

EXHIBITOR FORM

FOOD AND/OR BEVERAGE SAMPLE DISTRIBUTION – F106

CONDITIONS & REGULATIONS

1. RBC Place London (RBCPL) has exclusive food and beverage distribution rights within the venue. The event organizer and/or their exhibitors may distribute sample food and beverage products **ONLY** upon written authorization – SEE REVERSE
 2. **RBCPL will not be responsible for the quality or state of the food or beverage served by an authorized vendor.**
 3. Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm. Disposal of excessive garbage/recycling materials may result in an applicable eco fee.
 4. All items are limited to SAMPLE SIZE:
 - (a) Sample or promotional non-alcoholic beverages limited to maximum **3oz.**
 - (b) Sample or promotional alcoholic beverages limited to maximum **¼ oz to 1oz** depending on product.
 - (c) Sample food items limited to "bite size" and have been produced at a food premise regulated by the Health Protection Act.
 5. Food and/or beverage items used as traffic promoters (i.e., potato chips, coffee, bar service) **MUST** be purchased from RBCPL
 6. All materials and equipment supplied remain the property of RBCPL.
 7. Payment Terms:
 - a) Payment must accompany all Food & Beverage Orders that require preparation from RBCPL. No Order will be processed without payment. Exhibitors with outstanding balances from prior shows must satisfy payment requirement or services will not be provided. Current show balances and/or charges incurred for additional services must be paid in full prior to show opening or services will be discontinued. No exceptions.
 - b) Only American Express, Mastercard and VISA credit card and onsite Debit and Cash transactions will be accepted.
 - c) Refunds for overpayment will be processed by RBCPL within thirty (30) days after the show closing date.
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