



Las Vegas Convention Center's Food and Beverage Policy

It is for the safety of customers that ready-to-eat food prepared outside of this building is not permitted. The Las Vegas Convention Center and Sodexo Live! value their customers' safety, health and wellness regarding food preparation, handling, and regulations as set forth by the Southern Nevada Health District.

All food and beverage vendors, contractors and services must be contracted through Sodexo Live!, as it is the exclusive food and beverage provider for the LVCC. All aforementioned policies will be strictly managed by the LVCC & Sodexo Live!. Any violation could result in fees, the removal of product from the show floor and or obligatory discontinuation of booth activities.



Any questions, comments, or concerns should be directed to
Food and Beverage Department's Main Office at
702-943-6779

Thank You for your cooperation!



Food and Beverage Sampling Policy and Guidelines

Sodexo Live! is the exclusive food and beverage provider at the Las Vegas Convention Center and is looking forward to serving all your catering needs. As such, Sodexo Live! is responsible for the safety of all food and beverage consumed, prepared and dispensed on property. At times, specific business needs will require an exception to this exclusivity therefore the following guidelines have been provided.

- ✓ Outside food and beverage is prohibited unless the exhibitor is the owner, manufacturer or distributor of the product. All sampling food and beverage must be approved by Sodexo Live! and forms submitted no later than the posted catering deadline date. This includes but is not limited to bottled water, bags of ice, alcoholic or non-alcoholic beverages, crew meals and packaged snacks etc.
- ✓ Food preparation using heating/kitchen services must be disclosed to Sodexo Live! and the Las Vegas Convention Center's Fire Prevention Team by the catering deadline (refer to exhibitor kit for exact date). All heating elements are subject to approval. A description of size/equipment/processing procedure is required.
- ✓ Alcohol must be purchased and dispensed by a licensed Sodexo Live! bartender. No outside alcohol may be brought into the facility. This includes product owned or donated product.*
- ✓ Southern Nevada Health District requires a Hand Washing Sanitation Kit when preparing or distributing unwrapped sampled product. You may provide your own kit or rent one through Sodexo Live! {see page 2}
- ✓ *A certificate of insurance naming both Sodexo Live! and the LVCVA as additionally insured is also required and must be submitted to your Catering Representative to include:*
 - *General liability (\$1,000,000)*
 - *Workers Comp (\$1,000,000)*
- ✓ Cash handling and point of sale food and beverage transactions not operated by Sodexo Live! are not permitted. Order taking is permitted.*
- ✓ The Southern Nevada Health District considers the use of CBD/THC oil in food & beverage to be an adulterant, which is prohibited.

***Thank you for your attention to the above guidelines.
It is our pleasure to serve you!***

**Please contact your Catering Sales Representative for more information.*



Food and Beverage Sampling / On-Site Preparation Approval Form

DO NOT include any credit card or personal information with this form

Sodexo Live! and the Las Vegas Convention Center (LVCC) requires specific information for all on - site food and beverage preparation and dispensing to ensure compliance with Southern Nevada Health Department and Fire Safety Codes

Show Event Name:	
Booth Number (Hall or Lot/Booth Number) <i>Sampling in meeting rooms is not allowed</i>	
Onsite representative:	
Onsite Cell:	
Onsite Email:	
Proprietary Product to be Sampled Sampling products containing THC or CBD is prohibited*	

Company Name	
Contact Name & Title:	
Billing Address:	
City, State, Zip:	
Main Phone:	
General Email:	

CHOOSE ONE:

Food: 2oz. portion

Non – Alcoholic Beverage: 3oz portion

Alcoholic beverage sampling requires prior approval as specific laws and policies apply. Please speak with your Sodexo Live! sales representative for further information.

Demonstration: An exhibitor who does not manufacture, distribute or hold sole proprietorship of sampled product but wishes to use food and/or beverage to demonstrate their proprietary product is considered a demonstration, fees may apply. Please check here and a Sodexo Live! Sales representative will be in contact.

HANDWASHING SANITATION KIT:

Nevada Health Law requires use of a hand washing and sanitation station when sampling when preparing or distributing unwrapped sampled product. You may provide your own hand washing sanitation kit or rent one on site. Cost is \$200+ NV state sales tax

No, I will provide my own

WILL YOU BE COOKING OR HEATING FOOD

No

Yes, an LVCC Fire Prevention coordinator will be in contact Please list the heating or cooking equipment to be used:

By submitting this form, I acknowledge I have read and understand the food and beverage policies at the LVCC.

Email completed form to: foodprepandsample@lvccva.com

A Sodexo Live! representative will follow up with you on any balance due. All policies will be strictly managed by the LVCC, Sodexo Live!, and the Southern Nevada Health District.

*Please contact your Catering Sales Representative for more information.



Catering Order Form



Sodexo Live! holds the exclusive rights to all food and beverage within the Las Vegas Convention Center. This exclusive agreement prohibits exhibitors or other event participants from bringing food or beverage into the Las Vegas Convention Center without the written approval of Sodexo Live! - this includes bottled water.

A Sodexo Live! bartender is required to dispense all alcoholic beverages.

Company Name	
Contact Name & Title:	
Billing Address:	
City, State, Zip:	
Main Phone:	
General Email:	

Show Event Name:	
Booth Location (Hall or Lot/Booth or Meeting Room Number)	
Onsite representative:	
Onsite Cell:	
Onsite Email:	
Estimated Number of Guests in Attendance:	

Date of Service	Start Time Of Service	End Time of Service	Quantity	Description	Unit Price	Amount

Total _____

To ensure availability of menu items, we encourage you to place your order by the catering deadline date listed on the front page of the catering kit.

Email: exhibitorcateringlvcc@sodexo.com or For More Information Call: 702-943-6779

A fee of \$50.00+ will apply for each food and beverage delivery to booths in the exhibit halls - A fee of \$75.00+ will apply for each food and beverage delivery to booths outside the building and lots

+ = Current State Tax, 8.375%

++ = 19% Service Fee and Current State Tax, 8.375%





We have implemented an online process for submitting the credit card information, please see below the full instruction.

Log in to: <https://lvcvaexpresscatering.ezplanit.com/#/welcome>

- Sign up for an account by clicking Sign Up (upper right-hand corner, above the palm tree).

**** Please do not select the event.****

- Complete all fields, including a mobile number for the person on-site and select Register Account

- Enter payment info by clicking Hi "First Name" (upper right-hand corner),

- Select Add New Card and enter card info, and click Save

You are all set! You can manage your card or add another if needed. Actual payments are processed by your Sodexo sales representative.

Please confirm with your catering sales representative that you have added your information. At this time the sales representative will book your orders and send you a contract to review, sign, and return. It is not until then that your order(s) are confirmed.

