



FOOD AND/OR BEVERAGE SAMPLING ON-SITE PREPARATIONS/DISTRIBUTION APPROVAL FORM

To provide a safe and comfortable tradeshow environment, and to comply with fire safety codes, the **LVCC Catering Department** requires specific information for all on-site food and beverage preparation and dispensing.

This form must be completed and returned to the **LVCC Catering Department** for approval not less than two months prior to show move-in. Exhibitors who fail to obtain prior approval will not be allowed to prepare or dispense food or beverage on-site.

GENERAL CONDITIONS:

1. The polices below relate only to food and beverage related events. All other sampling is subject to a waiver fee.
2. All food products brought into the building must comply with The Nevada Health Department.
3. All items to be given away are limited to sample sizes.
 - a. Non-Alcoholic Beverages limited to maximum 3 oz. containers.
 - b. Food items limited to a normal "bite size" sample, not more than 2 oz.
 - c. Any item served over this size is subject to an additional fee. All fees are due to Centerplate prior to event.
4. Items dispensed are limited to products manufactured, processed or distributed by germane to the business of the exhibiting firm. General food and beverage items not manufactured, processed, or germane to the business of the exhibiting firm must be purchased from the **LVCC's** exclusive Food Service Contractor, **CENTERPLATE**.
5. Food or beverage may not be sold within **LVCC** except by the **LVCC's exclusive Food Service Contractor**.
6. **LVCC** is solely licensed by the Nevada to sell and/or dispense alcoholic beverages. Contact House Manager for regulations and restrictions on dispensing alcoholic beverages.
7. Exhibiting firms who wish to dispense alcoholic beverages **MUST** purchase through Centerplate.
8. A certificate of liability naming **CENTERPLATE** as an additional insured **MUST** be submitted to Centerplate at least (5) business days prior to the first day of the show. Please provide general liability (\$1,000,000) and Workers Comp (\$1,000,000)
9. All food and beverage sampling exhibitors are required to have handwashing / sanitation kits. These kits can either be brought in by the exhibitor or purchased from Centerplate. Please see the Handwashing / Sanitation Order form for more details.

Name of Show _____	Dates of Show _____
Exhibiting Firm _____	Booth # _____
Address _____	City _____ State _____ Zip code _____
Contact _____	Email _____ # _____

On Site Contact and Telephone

Product to be Prepared/Dispensed _____
How prepared _____
Type of equipment to be used _____
Portion size to be dispensed _____ Method of Dispensing _____
Is storage required? (Storage may not be available) _____
A representative of CENTERPLATE will contact you. _____

APPROVED:

_____	_____	_____
CENTERPLATE	DATE	COMMENT
_____	_____	_____
PUBLIC SAFETY <i>(If Applies)</i>	DATE	COMMENT

RETURN TO: CENTERPLATE Convention Center – Las Vegas ATTN: Centerplate Catering Department 3150 Paradise Road Las Vegas, NV 89109	Exhibit Catering Sales Phone: 702-943-6779 Fax: 702-943-6789 Email: exhibitorcateringlvcc@centerplate.com
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FOOD AND BEVERAGE SAMPLING POLICY & GUIDELINES

LVCC Catering retains the exclusive right to provide, control and retain all food and beverage services within the Las Vegas Convention Center. Concessions, the sale of alcoholic or non-alcoholic beverages, and the provision of snacks, treats or candies are included under this provision.

- ❖ A company/organization may not bring any food, beverages and/or alcoholic beverages for use in the hospitality lounge, staff offices, or backstage areas.
- ❖ All food and beverage samples or traffic promoters brought in to the Las Vegas Center must have approval from CENTERPLATE Catering in writing prior to the event and adhere to the following guidelines:

Food & Non-Alcoholic Beverage Sampling

- ❖ A company/organization may only distribute samples of food and beverage products that the company/organization produces or sells in its normal day to day operations. Samples may only be distributed in such quantities that are reasonable with regard to the purpose of promoting the merchandise.
 - Food samples are limited to a "bite size" sample, not more than 2 oz.
 - Samples of non-alcoholic beverages are limited to a (3) four-ounce maximum.
- ❖ A written description must be submitted in advance to LVCC Catering that details the product and portion size to be sampled. LVCC Catering will provide approval of sampling arrangements to the sampling company/organization in writing only.
- ❖ Items dispensed are limited to products manufactured, processed or distributed by germane to the business of the exhibiting firm.
- ❖ General food and beverage items not manufactured, processed, or germane to the business of the exhibiting firm must be purchased from the **LVCC** exclusive Food Service Contractor, **CENTERPLATE**.

Traffic Promoters

- ❖ "Traffic Promoters" (i.e. coffee, bottled water, candy, popcorn, etc.) that are of a type that competes with products vended by LVCC Catering, the sampling company/organization must contact LVCC Catering to arrange an appropriate buy-out fee. Please contact your LVCC Catering Sales Representative for more information.

Food Production Services

- ❖ If an organization requires food preparation, heating or other kitchen services, arrangements must be made no later than 3 weeks in advance of the start of the event. Only LVCC Catering staff may perform all preparation/cooking within the facility's production areas. Charges for these services will be based on the requirements of the arrangements. Please contact your LVCC Catering Sales Representative for more information.

Food & Beverage Sampling -ICE

- ❖ Ice may also be ordered in advance for delivery to your booth during the show. The fee for ice is \$30.00 for each 20-pound bag.

Alcoholic Beverages

- ❖ All alcohol must be purchased and dispensed by Centerplate. No outside alcohol may be brought in the facility.

- ❖ **All of the aforementioned policies will be strictly administrated. Any violation of these will result in the removal of product from the show floor.**

Thank you for selecting Centerplate Catering. It is our pleasure to serve you!

Centerplate Catering Sales Team
Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109
(p) 702-943-6779
(f) 702-943-6789
(e) exhibitorcateringlvcc@centerplate.com
Making It Better To Be There Since 1929.™