



FOOD AND BEVERAGE

Food and Beverage Sampling Policy and Guidelines

Sodexo Live! is the exclusive catering company 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 product must be approved by the food and beverage department in advance. Outside food and beverage not approved is prohibited. This includes, but is not limited to bottled water, bags of ice, alcoholic or non-alcoholic beverages, crew meals and packaged snacks etc.
- ✓ Southern Nevada Health Department requires the full set and use of a hand washing and sanitation station when sampling or preparing unwrapped food/beverage. You may provide your own station or purchase from Sodexo Live!. {see page 2}
- ✓ A certificate naming Sodexo Live! 3150 Paradise Rd. Las Vegas NV 89109 as additionally insured in the descriptions of operations box must be submitted to the Catering department at the Las Vegas Convention Center from each sampling client with the following:
 - General liability (\$1,000,000)
 - Workers Comp (\$1,000,000)
- ✓ Detailed information regarding sampled product must be communicated to Sodexo Live! no later than 3 weeks prior to the show via the Food and Beverage Sampling/On Site Preparation Approval Form. {see page 2}
- ✓ Food preparation using heating/kitchen services must be disclosed to the food and beverage department and the Las Vegas Convention Center's Fire Prevention Team by the show deadline (refer to exhibitor kit for exact date). All heating elements are subject to approval. A description of size/equipment/processing procedure is required
- ✓ Cash handling and point of sale food and beverage transactions not operated by Sodexo Live! are not permitted. Order taking is permitted.*
- ✓ Alcohol must be purchased and dispensed by the Catering Department at the LVCC. No outside alcohol may be brought into the facility. This includes product owned or donated product.*
- ✓ The Southern Nevada Health District considers the use of CBD oil in food 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

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 food and beverage 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. Please check here and a food and beverage sales representative will be in contact.

HANDWASHING SANITATION KIT:

Nevada Health Law requires use of a hand washing and sanitation station when sampling not sealed product or preparing food/beverage. You may provide your own station or pick up 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

Approval from both LVCC and Sodexo Live! must be received prior to finalizing your plans.

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

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 Department.

*Please contact your Catering Sales Representative for more information.