

MBCC CATERING GUIDE

The Sodexo Live! logo is displayed on a rectangular background with a green-to-blue gradient. The word "sodexo" is in a white, lowercase, sans-serif font, with a small white star above the "o". The word "live!" is in a white, lowercase, script font, with an exclamation mark at the end.

sodexo!
live!

Maria Linkous
Director of Catering Sales

MBCC CATERING GUIDE

The Miami Beach Convention Center ("MBCC") Catering Guide provides a comprehensive overview of the food and beverage programs available, guidelines for creating a food or beverage experience, and responds to frequently asked questions.

The Catering Guide acts as a supplemental to the Banquet Contract and Banquet Event Orders ("BEOs") in providing additional clarity and transparency. Please read and be familiar with the policies in this document. Note the timeline for important dates, like signing contract, initial deposit and deadlines for our incentive pricing program.

Sodexo Live!'s sole effort is to ensure the success of the event while safeguarding the health, safety and experience for all attendees. Sodexo Live! reserves the right to consider necessary considerations specific to events on an as-needed basis.

Thank you for choosing the Miami Beach Convention Center to host your event!
We look forward to working with you.

Sodexo Live! reserves the right to change, amend and update the Catering Guide at its sole discretion.

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GENERAL FOOD & BEVERAGE POLICIES



EXCLUSIVITY

Sodexo Live! is pleased to be the exclusive Food and Beverage provider of the Miami Beach Convention Center. **All outside food & beverage is strictly prohibited within the Miami Beach Convention Center.**

The Customer assumes full responsibility for upholding and enforcing the exclusivity clause. Any infringements, whether by the Customer or an exhibiting organization participating in the event, may be incur fees at Sodexo Live!'s discretion, applicable on a per-item or per-function basis. Such charges shall be invoiced at the Customer's or the exhibiting organization's discretion, inclusive of a 20% Expedited Processing Fee, 24% Service Charge and 9% Tax.

Furthermore, the Customer is obligated to notify all participating organizations of Sodexo Live!'s exclusivity policy. Sodexo Live! is not required to communicate en mass with participating organizations to ascertain interest in placing catering orders or communicate our exclusivity.

PRICING ESTIMATE

A good faith estimate of food and beverage pricing will be provided six (6) months in advance of the event's start date and will be confirmed at the signing of the agreement. Due to fluctuating product availability, Sodexo Live! reserves the right to make reasonable product substitutions after consultation with the customer. Additionally, due to supply chain challenges, Sodexo Live! reserves the right to adjust pricing from our published menus with proper notification to the Customer.

ORDERING TIMELINE

Due to the possibility of periodic interruptions in our supply chain with some of our vendors, Sodexo Live! requires all food and beverage specifications submitted to a member of Sodexo Live!'s Catering Sales team no later than sixty (60) days in advance from your first event day. Banquet Event Orders (BEO's) will then be provided based off those specifications; please review each order and notify our team of any modifications. **Sodexo Live! requires a signed contract on file thirty (30) days prior to the first event day.** All functions are considered tentative until a signed contract is returned to Sodexo Live!.

INCENTIVE PRICING PROGRAM

Starting January 1st, 2024, Sodexo Live! has launched a new incentive pricing program for all food and beverage requests:

- **All BEOs contracted more than twenty-one (21) business days in advance of the first event day will receive our standard pricing listed in any 2024 MBCC Menu.**
- All BEOs contracted less than twenty-one (21) business days of the first event day are subject to a **15% Short-Term Order Fee** due to additional resources utilized to secure food, beverage, equipment or staffing services. Short Term Orders still have access to the entire Catering or Exhibitor Menu, but custom requests are subject to availability.
- All BEOs contracted within seven (7) business days of the first event day are subject to a **20% Expedited Processing Fee** due to additional expenses incurred to secure food, beverage, equipment or staffing services within a short notice. All orders are subject to a limited variation of the Catering or Exhibitor Menu; specific products or services may not be available.

All Short-Term Order and Expedited Processing Surcharges are automatically adjusts each product's or service's price on the BEO; a note at the bottom of the BEO will communicate the fee being charged to the Customer. Our online Catering Portal's pricing will automatically include the surcharges for orders placed within those time periods.

PAYMENT POLICY

A one hundred percent (100%) deposit is due thirty (30) days prior to the first event day.

A credit card is required to be on file for any replenishments or add-ons during the event. If paying the deposit by ACH, wire, or bank transfer, then the credit card will only be utilized for a remaining balance at the conclusion of the event. Sodexo Live! may require the Customer to provide a confirmation of payment from the financial institution to be on file. Sodexo reserves the ability to halt the execution of services until the 100% deposit is acquired and applied to the Customer's invoice.

ORDER REPLENISHMENT AND ADD-ONS

While it may vary based on the service itself, please allow a minimum of 60-90 minutes for all on-site replenishment and new add-on requests during the event. The Customer must communicate to Sodexo Live! who has the authority to authorize additional replenishments prior to the start of the event. Persons who are not authorized will be unable to replenish or add to any order. All replenishments and add-ons will require the Customer's signature of approval during the event.

TERMS & FINAL INVOICE RECONCILIATION

After the final event day, the Customer shall, within ten (10) business days from the invoice date, advise Sodexo Live! in writing of any discrepancies in the invoice so that Sodexo Live! may review and, if necessary, make any proper adjustments. The Customer is responsible for settling all outstanding invoices within ten (10) business days from the invoice date.

GUARANTEED ATTENDANCE

The Customer shall notify Sodexo Live! no less than five (5) business days prior to the first event day the minimum number of persons that will attend and utilize services during the Event (i.e. the "Guaranteed Attendance").

BEO MODIFICATIONS OR CANCELATIONS

Sodexo Live! has full discretion in accommodating adjustments to Banquet Event Orders (BEO's) at the time of the request. Any modifications lower than the initial estimate must be provided in writing more than five (5) business days prior to the event or full charges may apply. All increases from the original estimate are subject to availability and may result in Chef's selections if the previously ordered items are not available on demand. Any cancellation of services within five (5) business days of the first event day will be subject to payment in full.

SERVICE CHARGE, SALES TAX & ADDITIONAL FEES

A 24% Service Charge shall apply to all orders. A portion of this charge is a "House" or "Administrative Charge" which is used to defray the cost of set up, break down, service and other house expenses. The balance of the total amount of this Service Charge may be distributed to the Employees providing the service. It is not purported to be a gratuity and no part of it will be distributed as gratuities to any employees providing services to the guests. **A 9% Tax shall apply to all orders.** If the Customer is an entity claiming tax exemption, Sodexo Live! must obtain a current copy of your Florida State Tax Exemption Certificate.

- **China Service, Linen Service, Holiday Service, and Delayed or Extended Services** may incur additional rental and labor fees.
- All Event Order(s) where a requested item or service deviates from the required minimum will incur a **Service Minimum Fee**, which starts at \$75+ but varies per item or service.
- All Event Order(s) where rented equipment from Sodexo Live! is damaged or lost during service will incur a **Lost or Damaged Equipment Fee**, which varies per item or service.
- All Event Order(s) where the requested operation exceeds our standard level of service may be subject to additional labor fees, starting at \$60+/per hour and a three (3) hours minimum shift per attendant.
- All Buyout or Corkage Activations (page 16) will be assessed a fee per item or per service. **Storage, Receiving & Handling, Delivery and Labor Fees** may be applicable for Sampling, Buyout and Corkage activations.

Additional fees for specific services may be applicable to your order(s); please consult the Banquet Contract or your Catering Sales Manager for additional guidance.

SELLING FOOD OR BEVERAGE ON MBCC PROPERTY

Upon request, Sodexo Live! may grant a Customer approval to sell food or beverage products on Miami Beach Convention Center's property. Approval is granted on a case-by-case basis at Sodexo Live!'s discretion and is contingent on a Selling Fee (listed below) being charged at cost of the Customer. A Certificate of Insurance (COI) stating Sodexo Live!, OVG 360 and the City of Miami Beach are not liable for the service must also be on file.

Selling Food or Beverage is limited to "Pre-Packaged" Products or "Ready-to-Eat" Products.

PRE-PACKAGED PRODUCTS: Classified as food or beverage that **requires additional preparation to consume / is unable to be consumed on MBCC property.** This includes mixes, sauces, seasonings, etc.

These products must be sold in their pre-packaged form. Service is contingent on a Selling Fees being paid in full prior to the start of the event, which start at \$750++ per selling location, per day. Maximum number of locations is two (2). Additional fees per each item or service sold may be applicable.

READY TO EAT PRODUCTS: Classified as food or beverage with the **attendee's ability to consume the product at will.** This includes bagged chips, canned/bottled beverages, candy, condiments, etc.

These products must be sold in their ready-to-eat form. Service is contingent on a Selling Fees being paid in full prior to the start of the event, which start at \$1,500++ per selling location, per day. Maximum number of locations is two (2). Additional Fees per each item or service sold may be applicable.

SODEXO LIVE! HAS THE AUTHORITY TO SUSPEND ANY SELLING ACTIVATION DUE TO:

- A Customer selling products without direct permission from Sodexo Live!, and/or no Certificate of Insurance with the required verbiage on file;
- Sodexo Live! deeming that a Customer is violating Florida Health Department Regulations or Florida State Law(s);
- The distribution of products and/or product quantities that were not contractually agreed upon with Sodexo Live!;
- The distribution of products outside the site of distribution Sodexo Live! was informed of;
- Other activities in which Sodexo Live! deems it necessary to suspend operations.



LIQUOR, WINE, BEER AND ALCHOLIC BEVERAGE DISTRIBUTION

Sodexo Live! offers a variety of beverage services, some of which may be liquor, wine, beer and/ or alcohol-based beverages. Any service that includes an alcohol-based beverage must be distributed by a Sodexo Live! bartender at cost of the Customer. Sodexo Live! will determine the amount of bartender(s) required per service and Sodexo Live! bartenders are required to be present at every distribution point. Due to fluctuating market prices and product availability, Sodexo Live! reserves the right to make reasonable product substitutions after consultation with the Customer based on product availability.

HOSTED BARS: Classified as an assortment of alcoholic beverages distributed to attendees from a physical bar and charged to the Customer based on consumption of glass, can or bottle. Sodexo Live! may estimate consumption charges prior to the event, generated from various factors. Final charges are invoiced by actual consumption after the conclusion of the event.

Each hosted bar activation is subject to a \$700 beverage minimum, exclusive of service charge, discounts and tax, at the conclusion of each activation.

- If a hosted bar is a three (3) hour service and exceeds the beverage minimum, Sodexo Live! will refund all bartender fees at the after the event.
- If a hosted bar is activated longer than three (3) hours and/or falls short of the beverage minimum, all bartender fees are retained and invoiced to the Customer.

CASH BARS: Classified as an assortment of alcoholic beverages purchased on-site by attendees and are served from a physical bar. The Customer is responsible for the cost of each bartender being utilized for each activation. There are no minimums for cash bars and the bartender fees are non-waivable. Sodexo Live! will determine the price of the beverages available for purchase and the brands of alcohol being served (*based on the cash bar package the Customer selects*).

GENERAL ALCOHOL BEVERAGE SERVICE: Classified as any service that includes the distribution of alcohol or alcoholic beverages. Each alcohol service requires Sodexo Live! bartenders invoiced to the Customer; bartender fees for general alcohol beverage services are non-waivable. Connect with your Catering Sales Manager for exact parameters in regards to a specific alcohol activation..

VOUCHERS

In partnership with Sodexo Live's retail department, the Customer has the opportunity to purchase food and/or beverage vouchers for attendees during their event. Each voucher must be designed towards a complete purchase of a food or beverage item, encompassing applicable tax. Sodexo Live! recommends the following options and redemption values:

- Coffee Voucher (\$6/each)
- Water Bottle Voucher (\$7/each)
- Non-Alcoholic Beverage (\$8/each)
- Alcoholic Beverage (\$14/each)
- Snack Voucher (\$15/each)
- Deli Sandwich and Non-Alcoholic Beverage (\$25/each)
- Premium Meal Voucher (\$30/each)

The Customer is required pay eighty percent (80%) of the total estimated vouchers (billed at face value) prior to the start of the event. **The Customer will be then invoiced at the conclusion of the event based on the number of vouchers redeemed (billed at face value).** Refunds may be issued if the redemption falls below the eighty (80%) estimate, while any excess beyond the initial payment will be invoiced. Vouchers will not be redeemable if Sodexo Live! does not receive the initial eighty percent (80%) deposit.

Each voucher must display a maximum monetary value eligible for redemption and are valid for single redemption only. It is permissible to employ multiple types of vouchers during a single event. The Customer is required to inform Sodexo Live! regarding the variety of vouchers to be utilized, along with providing the estimated daily consumption for each specific voucher.

Vouchers are exclusively redeemable in a printed form, digital vouchers are strictly prohibited. The responsibility for the printing and distribution of vouchers to attendees rests with the Customer. Raffle tickets and other generic ticketing systems are prohibited. The appearance and design of vouchers must receive approval from Sodexo Live!, ensuring the inclusion of the following information on each voucher:

- *[Name of event]*
- *[Date(s) of eligible redemption]*
- Valid for one time use.
- Valid for one *[enter type of F&B]* up to *[\$[enter value]]*.
- Valid at any MBCC Sodexo Live! Retail Outlet.
- No cash value. No cash returned. Non-refundable.



MEETING ROOM & BOOTH CATERING POLICIES



All Meeting Room and Booth Catering Orders must be submitted via a “MBCC Catering Order Form” or Sodexo’s Online Catering Portal (EZ Plant-It) no later than twenty-one (21) business days prior to the event. Orders received within twenty-one (21) business days may be limited to select product availability, and Short Term Order / Expedited Processing Fees (page 6) may be applicable per order.

All functions are considered tentative until a signed contract is returned to Sodexo Live!.

A credit card is required be on file for all orders. All meeting room and booth catering orders must be accompanied by one hundred percent (100%) deposit fourteen (14) business days prior to the first event day. If paying the deposit by ACH or wire/bank transfer, then the credit card will only be utilized for a remaining balance at the conclusion of the event. Sodexo Live! may require the Customer to provide a confirmation of payment from the financial institution to be on file. Sodexo reserves the ability to suspend the execution of services until the 100% deposit is acquired and applied to the Customer’s invoice.

CATERING ORDER MINIMUMS

Meeting Rooms : \$125.00 per order *(Food and Beverage Subtotal)*

Orders less than are subject to a \$25.00+ Delivery Fee.

Exhibit Hall Booths: \$100.00 per order *(Food and Beverage Subtotal)*

Orders less than are subject to a \$25.00+ Delivery Fee. The Customer must be present in the booth at time of delivery. Re-Delivery Fee of \$25.00+ will be applicable for each additional attempted delivery .

EXHIBITOR ATTRACTIONS & TRAFFIC PROMOTERS

Food and Beverage "Traffic Promoters" must be purchased through Sodexo Live!. Small candies such as individually wrapped mints are permitted. Exhibitors are prohibited to handout food and beverage as an enticement to attract attendees into to their booth if their featured product has no relation to food and beverage.

Exhibitor Attractions such as Popcorn Machines may be rented through Sodexo Live! only if prior approval has been given to the exhibitor by the Customer/Show Management.

Exhibitors may bring in logo'd bottled water. A corkage fee of \$1.50++/bottle will apply. Sodexo Live! reserves the right to control the quantity of logo'd bottled water brought into the facility.

BOOTH CATERING SERVICE REQUIREMENTS

All booth orders are designed and packaged to be placed on countertops or booth tables prearranged by the exhibitor with the show decorator. **Sodexo Live! does not provide tables nor electrical access for booth catering orders** as this is a requirement of the show decorators. Electrical needs for food service, cleaning services for trash removal, expo table and chair rentals must also be coordinated through your event's general contractor or show decorator. If you need assistance confirming the spacing requirements for your order, please ask your designated Catering Sales Manager.

GENERAL POLICIES

Our food and beverage is served via high quality disposable ware with appropriate condiments. Sodexo Live! is glad to coordinate china, specialty linens, flowers, and amenities to optimize services. Rental glassware starts at \$2.50+/per glass, plus attendant labor fees to monitor, maintain and remove glassware at the end of service.

While it may vary based on the service itself, please allow a minimum of 60-90 minutes for all on-site orders and replenishment requests during the show.

Exhibitors are prohibited from bringing outside food, beverage or food / beverage appliances into the Miami Beach Convention Center if the Exhibitor was not assessed and paid a Sodexo Live! Buyout Fee (page 16).

Services and orders placed by Exhibitors have the ability to be denied by show management.



SAMPLING, BUYOUT & CORKAGE GUIDELINES

SAMPLING

Sodexo Live! may grant a Customer permission to distribute food or beverage samples during an event. Approval is contingent on the Customer being the legal manufacturer or distributor of the product, the product(s) being in relation to the nature of the event, and Sodexo Live! approving the sampling activation in writing to the Customer.

Maximum food sample size is two (2) ounces

Maximum non-alcoholic beverage sample size is three (3) ounces

Maximum alcoholic beverage/liquor sample size is one (1) ounce

The MBCC Sampling Request Form (page 17) and the MBCC Sampling Agreement (page 18) must be completed and returned to a Sodexo Live! Catering Sales Manager fourteen (14) days prior to the first event day. Approval is granted on a case-by-case basis at the sole discretion of Sodexo Live!, and a Certificate of Insurance (COI) stating Sodexo Live!, OVG 360 and the City of Miami Beach are not liable for the service must be on file.

All sampled products must be served via biodegradable, compostable disposableware. No food or beverage may be sampled outside of exhibit halls and ballrooms, and all sampling operations must be confined to the Customer's booth. The Customer is strictly prohibited from distributing samples and soliciting interest outside of their booth. If a request for sampling exceeds the predetermined portion sizes or quantities exceeding sampling guidelines, Sodexo Live! will assess a Buy Out or Corkage Fee per item brought in.



Sampling any beverages that include alcohol or liquor requires a Sodexo Live! bartender to distribute the product, charged at cost of the Customer. Sodexo Live! will determine the minimum amount of staff required for each sampling activation.



Sodexo Live! does not provide or rent out equipment for sampling activations. The Customer is responsible for cleaning & maintaining their space, adhering to local and state Health Department Regulations and planning for proper waste disposal (including liquids). Disposal of cooking residue into the MBCC's drainage system is strictly prohibited. Receiving & Handling, Storage and Delivery services are available from Sodexo Live! at cost of the Customer.

Samples may not be sold at any time and the Customer is prohibited from charging fees for attendees to receive samples. Approved Customers who are utilizing samples in relation to wholesale purposes are prohibited from distributing wholesale product on MBCC property; Sodexo Live! encourages Customers to arrange pick-up services at an off-site location or to coordinate with delivery services

SODEXO LIVE! HAS THE AUTHORITY TO SUSPEND ANY SAMPLING ACTIVATION DUE TO:

- A Customer sampling products without written permission from Sodexo Live!, and/or with no Certificate of Insurance with the required verbiage on file.
- Sodexo Live! deeming a Customer's activation operations are violating Florida Health Department Regulations or Florida State Law(s);
- Distribution of product(s) that were not stated on the Sampling Application;
- Distribution of product(s) outside of the Customer's booth;
- Other activities in which Sodexo Live! deems it necessary to suspend operations.

BUYOUT & CORKAGE

Sodexo Live! may grant a Customer permission to bring in outside food or beverage. Approval is granted on a case-by-case basis and **is contingent on a Buyout or Corkage Fee being charged at cost of the Customer**. A Certificate of Insurance (COI) stating Sodexo Live!, OVG 360 and the City of Miami Beach are not liable for the service must be on file.

Buyout and Corkage Fees, which value varies per product or service, are subject to:

- Outside Food in any form (prepackaged, ready to eat, delivery, prepared on site, etc.)
- Outside Beverage in any form (prepackaged, ready to eat, delivery, prepared on site, etc.)
- Outside Food or Beverage Appliances (Coffee machines, Airfryers, Water Coolers, etc.)



All beverages that include alcohol or liquor requires a Sodexo Live! bartender to distribute the product, charged at cost of the Customer. Sodexo Live! will determine the minimum amount of staff required for each service.



Sodexo Live! does not provide or rent out equipment for buyout or corkage activations. The Customer is responsible for cleaning & maintaining their space, adhering to local and state Health Department Regulations and planning for proper waste disposal (including liquids). Disposal of cooking residue into the MBCC's drainage system is prohibited. Receiving & Handling, Storage and Delivery services are available from Sodexo Live! at cost of the Customer.

No Buyout or corkage activations are permitted outside of exhibit halls and ballrooms, and all operations must be confined to the Customer's designated distribution site or booth. The Customer is prohibited from distributing samples and soliciting interest outside of the predetermined distribution site.

Buyout or corkage products may not be sold to attendees at any time. The Customer is not permitted to charge a fee for attendees to receive the product. Approved Customers who are utilizing buyout or corkage products in relation to wholesale purposes are prohibited from distributing wholesale product on MBCC property; Sodexo Live! encourages Customers to arrange pick-up services at an off-site location or to coordinate with delivery services.

SODEXO LIVE! HAS THE AUTHORITY TO SUSPEND ANY BUYOUT ACTIVATION DUE TO:

- The Customer is distributing products without written permission from Sodexo Live!, and/or with no Certificate of Insurance with the required verbiage on file.
- Sodexo Live! deeming a Customer's activation operations are violating Florida Health Department Regulations or Florida State Law(s);
- The Customer having an outstanding invoice balance (BuyOut or Corkage Fee not paid) prior to the the first event day;
- Distribution of product(s) that were not contractually agreed upon;
- Distribution of product(s) outside of the Customer's predetermined site of distribution/booth;
- Other activities in which Sodexo Live! deems it necessary to suspend operations.



MBCC SAMPLING REQUEST FORM

Approval is granted on a case-by-case basis. Note that submitting this form is not a guarantee of sampling approval, which is granted at Sodexo Live!'s discretion.

Email all completed forms to cateringmbcc@sodexo.com, or your designated Sodexo Live! Catering Sales Manager.

COMPANY INFORMATION

Name of the Event _____ Booth Number _____

Company Name _____

Company Address _____

City _____ State/Province _____ Zip Code _____

Primary Contact _____ Cell Number _____

Email _____

FOOD AND BEVERAGE DETAILS

Dates of Sampling From _____ to _____

Product(s) to be Sampled:

- ☐ Food _____ (Portion size of 2oz or less)
- ☐ Beverage _____ (Portion size of 3oz or less)
- ☐ Alcohol* _____ (Portion size of 1oz or less)

*Sodexo Live! Bartenders are required to distribute the product starting at \$60+/per hour, minimum three (3) hour shift.

Sodexo Live! requires all samples to be distributed via biodegradable, compostable disposablewear:

- ☐ I will be providing biodegradable, compostable packaging
- ☐ I need to purchase biodegradable, compostable packaging from Sodexo Live!

Please describe how the product(s) are in relation to the nature of the event:

OPTIONAL SERVICES PROVIDED BY SODEXO LIVE!

- ☐ Loading Dock for Product or Equipment Delivery (\$250+/up to a pallet, per pallet)
Number of Pallets being delivered _____ Date of Delivery _____
- ☐ Product Storage via Freezer, Refrigerator or Warehouse (\$250+/up to a pallet, per pallet, per day)
Dates of Storage _____ to _____ Number of pallets for storage: _____

\$50+ Delivery Fee will be applicable per delivery from Storage to the Customer's Booth. \$25+ Re-Delivery Fee will be applicable for each attempted re-delivery if the Customer is not present within the booth at the predetermined time of delivery.



MBCC SAMPLING AGREEMENT

Sodexo Live! has exclusive food and beverage distribution rights within the Miami Beach Convention Center. Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products ONLY upon Written Authorization from Sodexo Live!.

GENERAL CONDITIONS

Exhibitors who directly manufacture, produce or distribute the intended product(s) may be given permission to sample portions of their products contingent on approval from Sodexo Live! The product(s) must be related to the event. Exhibitors who do not directly manufacture, produce or distribute the product will be assessed a Buyout or Corkage fee. Sampled products may only be distributed within an Exhibitor's Booth. Samples are not permitted to be sold.

Exhibitors acknowledge all Sodexo Live! approved sample(s) are limited to a specific size:

- a. Food limited to a maximum of 2oz per sample.
- b. Non-Alcoholic Beverage limited to maximum of 3oz per sample.
- c. Alcohol limited to maximum of 1oz per sample.

Exhibitors acknowledge that samples distributed larger than the sizes listed above will be subject to a Buyout or Corkage fee per product charged at cost of the Exhibitor(s), or operations will be terminated.

Exhibitors acknowledge responsibility for adhering to all Federal, State and Local Health Department Regulation for preparation and distribution of food and/or beverage.

Exhibitors acknowledge responsibility for storage, handling and delivery of all equipment and/or products for the sampling activation(s). Exhibitors acknowledge Sodexo Live! is not liable for actions or damages resulting from any equipment utilized from the sample activation(s). Sodexo Live! offers storage, handling and delivery services, which if agreed to, will be charged to the Exhibitor where applicable.

Exhibitors acknowledge a Certificate of Liability Insurance naming Sodexo Live!, OVG 360, The Miami Beach Convention Center and the City of Miami Beach must accompany your MBCC Sampling Request Form fourteen (14) business days prior to the event start date. Requests received by Sodexo Live! within and after the fourteen (14) day period will not be considered for approval. Your company's name as contracted with Sodexo Live!, OVG 360, The Miami Beach Convention Center and the City of Miami Beach must appear on the Certificate of Insurance. Sodexo Live! reserves the right to terminate any sampling operations that does not have a Certificate of Insurance with the appropriate verbiage on file.

WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

In consideration of being permitted to participate at the Miami Beach Convention Center in a supervisory capacity, the sampling as detailed on authorization request, the undersigned, heirs and personal representatives or assigns, do hereby release, waive, discharge and covenant not to sue Sodexo Live!, OVG 360 and the City of Miami Beach, their officers, employees and agents from any and all claims resulting from personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in.

By signing this form, I agree to the terms and conditions listed above, acknowledging that Sodexo Live! reserves the right to terminate any sampling activation leading up to or during an event, at Sodexo Live!'s discretion, and submitting this agreement is not a guarantee of sampling approval.

Print Name: _____

representing (Company/Business/Oragnization Name) _____

Signature: _____ Date: _____

EXAMPLE CERTIFICATE OF INSURANCE

All Certificates of Insurance submitted to Sodexo Live! must have the following coverages, verbiage stated within the Description of Operations and name Sodexo Live! as the certificate holder.

ACORD		CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YYYY) XX/XX/XXXX	
PRODUCER XYZ BROKERAGE		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.					
INSURED TENANT'S NAME (AS IT APPEARS ON LEASE AGREEMENT) ADDRESS		INSURERS AFFORDING COVERAGE				NAIC #	
		INSURER A: XYZ INSURANCE COMPANY					
		INSURER B:					
		INSURER C:					
		INSURER D:					
		INSURER E:					
COVERAGES							
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
NSR LTR	ADDTL NSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	<input checked="" type="checkbox"/>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> INDEPENDENT CONTRACTORS GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	XXXXXX	XX/XX/XX	XX/XX/XX	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/OP AGG \$2,000,000	
	<input checked="" type="checkbox"/>	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	XXXXXXXX	XX/XX/XX	XX/XX/XX	COMBINED SINGLE LIMIT (Each Occurrence) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
	<input type="checkbox"/>	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$	
	<input type="checkbox"/>	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$ _____				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$	
	<input checked="" type="checkbox"/>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N If yes, describe under SPECIAL PROVISIONS below	XXXXXXXX	XX/XX/XX	XX/XX/XX	<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000	
	<input type="checkbox"/>	OTHER					
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS Sodexo Live!, OVG 360 and the City of Miami Beach, its agents, employees and officials are an additional insured under the terms and conditions of the General Liability policy with respect to work performed by the named insured as required by written contract. The Workers' Compensation policy contains a Waiver of Subrogation in favor of Centerplate, Spectra and the City of Miami Beach, its agents, employees and officials providing the contract is executed prior to any loss.							
CERTIFICATE HOLDER				CANCELLATION			
Sodexo Live! Miami Beach Convention Center 1901 Convention Center Drive Miami Beach, FL 33139				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.			
				AUTHORIZED REPRESENTATIVE			




FOOD & BEVERAGE SPECIFICATIONS

To facilitate an efficient planning process, Sodexo Live! requests that all Customers create a profile on our online Catering Portal:



Scan the QR Code with your Mobile Device,

or visit <https://mbcc.ezplanit.com/#/welcome>

Click “Sign Up” in the top right-hand corner (desktop) or the dropdown  in the top left-hand corner (mobile) to create an account.

All Customers must submit the following food and beverage specifications:

SERVICE INFORMATION

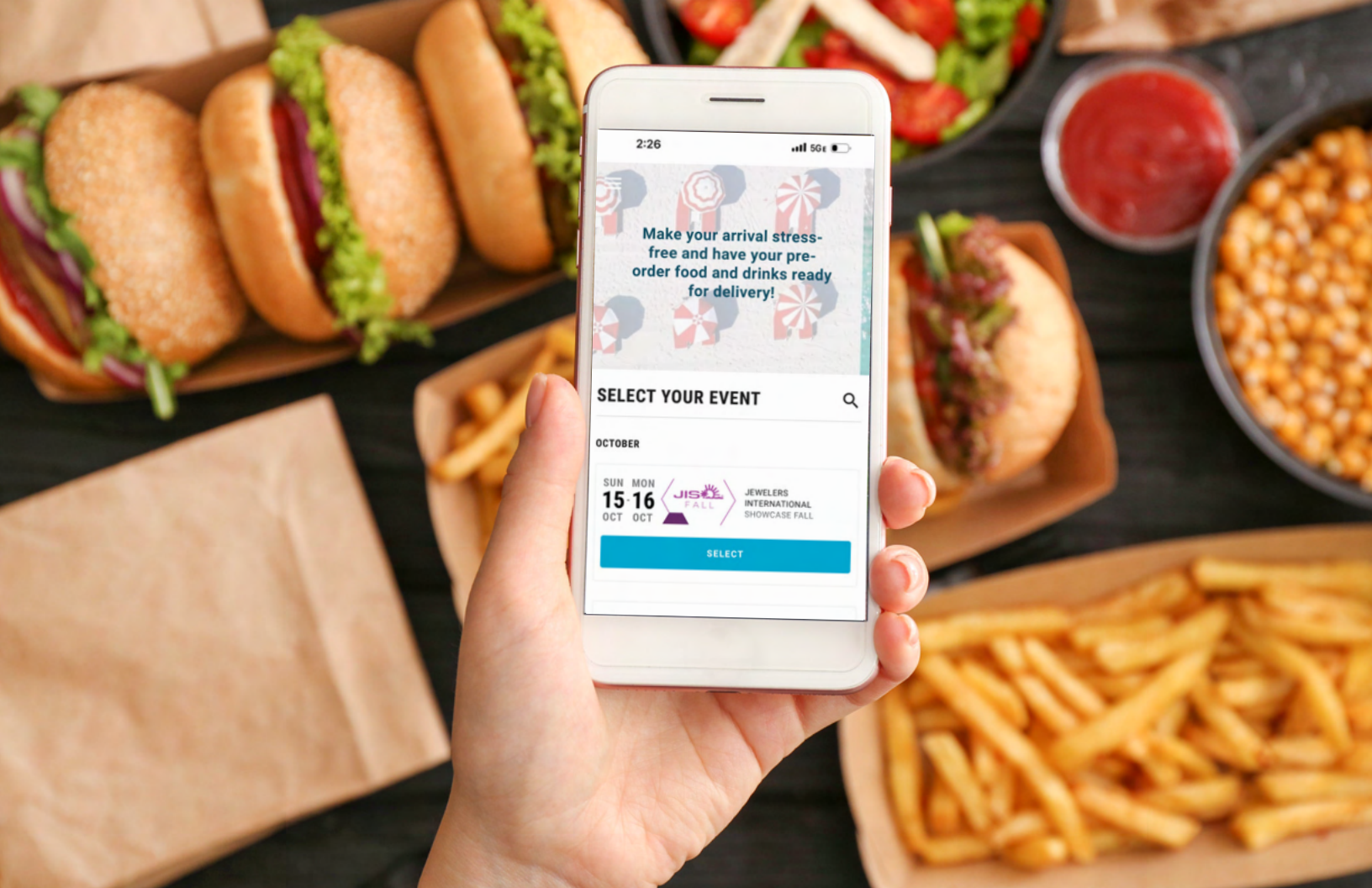
- Event or Convention associated with the Food and Beverage Request
- Date(s) of Services
- Location(s) of Services
- Timing of Services
 - **Set Time:** The time our operations team will start setting up for the requested service(s), traditionally 30 minutes in advance of the Start Time.
 - **Start Time:** The time our team guarantees that the requested service(s) will be set and commence.
 - **End Time:** The time our team will stop all service(s) and start breaking down all equipment associated with such, unless an extension is discussed with your Catering Sales Manager. End Time extensions may incur additional labor fees.

ORDER SELECTION

- The food and beverage selections
- The cost of each food and beverage selection
- The quantity of each food and beverage selection
- Any specific flavors for the selected food or beverage
- Any specialty requests or dietary restrictions.

(Note that not all menu items may be modifiable)

Once all the above specifications are identified and submitted to our team, we will review your request and respond with a preliminary proposal in a timely manner. **Note that all functions are considered tentative until a signed contract is returned to Sodexo Live!.**




ONLINE CATERING PORTAL

To facilitate an efficient planning process, Sodexo Live! requests that all Customers create a profile on our online Catering Portal:



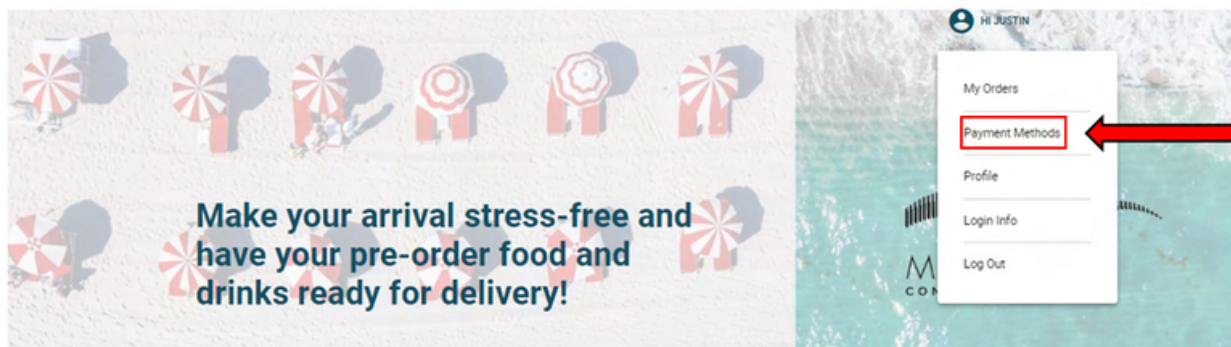
Scan the QR Code with your Mobile Device,

or visit <https://mbcc.ezplanit.com/#/welcome>

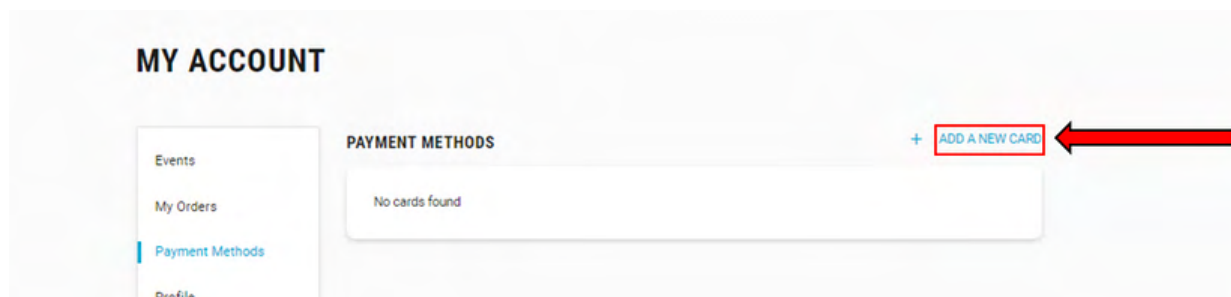
Click “Sign Up” in the top right-hand corner (desktop) or the dropdown  in the top left-hand corner (mobile) to create an account.

ADDING YOUR CREDIT CARD INFORMATION

Click on the Profile Icon and from the drop down menu, select “Payment Methods”.



Click on “Add a New Card” and fill out the required feilds. It may request for a verification service to be completed via text or email.



Once the card has been added, notify your Catering Sales Manager and our team will be able to process your invoice successfully.