

The Hospitality Show 2026 Catering Order Information

For all booth and event catering at the Miami Beach Convention Center, exhibitors must order through **Sodexo Live!**, the venue's exclusive food and beverage provider. Please review the planning resources and policies below before placing your order.

Planning Resources

- [MBCC Food and Beverage Guide](#)
- [2026 Booth Catering Menu](#)
- Online Catering Portal: <https://mbcc.ezplanit.com/#/welcome>
- Questions: CateringMBCC@Sodexo.com
- Cold Storage & Alcohol Delivery Process
 - Sodexo Live! will handle all alcohol receiving and delivery. For further details, please contact **Stephanie Zuluaga, Catering Sales Manager**, Stephanie.Zuluaga@sodexo.com

Key Policies and Requirements

- **Food, Beverage, and Alcohol Exclusivity:** Sodexo Live! is the exclusive food and beverage provider at MBCC. Outside food, beverage, and alcohol are not permitted inside the venue.
- **Counterspace and Power:** Exhibitors are responsible for providing the counterspace and electrical requirements needed for booth catering service.
- **Presentation:** Service presentation and display may vary. Disposable service ware is complimentary for all services.

Sampling Policy

Exhibitors may distribute approved food and beverage samples only with prior written approval from Sodexo Live! and only if the exhibitor is the legal manufacturer or distributor of the product.

- Maximum sample sizes:
 - Food up to 2 ounces
 - Non-alcoholic beverages up to 3 ounces,
 - Alcoholic beverages up to 1 ounce.
- Sampling is only permitted within the exhibitor's booth and may not take place outside of the exhibit hall or in public or common areas.
- All sampled items must be served using biodegradable, compostable disposable ware. Exhibitors are responsible for cleanup, proper waste disposal, and compliance with local and state health regulations.
- If a sampling request exceeds the approved portion sizes or quantities allowed under the sampling guidelines, Sodexo Live! may assess a Buyout or Corkage Fee for each item brought into the venue.
- The MBCC Sampling Request Form and Sampling Agreement are due by **10/20/2026**. Approval is granted on a case-by-case basis, and a Certificate of Insurance may be required. (p.16-21 of the [MBCC Food and Beverage Guide](#))

Contract Terms and Payment Policy

- A signed food and beverage contract is required no later than 30 days before the first event date.
- 100% prepayment of the contracted total is due 30 days before the first event date.
- A refundable security deposit equal to 10% of the contracted total is also due 30 days before the first event date and will be applied toward incidental or contingency charges.
- A valid credit card must remain on file for any charges exceeding the 10% security deposit.
- A 24% service charge and 9% sales tax apply to all orders.
- If claiming tax-exempt status, valid documentation must be provided no later than 30 days before the first event date.

Order Deadlines and Surcharges

- Orders confirmed by signed contract by 10/4/2026 qualify for standard menu pricing.
- Orders confirmed within 30 days of the event are subject to a **15% Short Term Order Surcharge**.
- Orders confirmed within 7 days of the event are subject to a **20% On-Site Order Surcharge**.
- Orders requested within 30 days of the event may also have a limited menu available.

Guaranteed Attendance, Changes, and Cancellations

- No later than 10/20/2026 (10 business days before the event, excluding weekends), exhibitors must provide their final guaranteed attendance, including any dietary restrictions or allergens.
- Requests for dietary accommodations made after 10/20/2026 (within 10 business days of the event, excluding weekends) are subject to availability.
- Reductions to guaranteed attendance, removal of selected items, or full cancellation of a BEO must be submitted in writing no later than 10/20/2026 (10 business days before the event, excluding weekends).
- Requests received after 10/20/2026 (within 10 business days of the first event date, excluding weekends) are not eligible for a refund.
- Increases to selected food or beverage items may be requested at any time, but requests made after 10/20/2026 (within 10 business days of the event, excluding weekends) are subject to product availability and possible chef-selected substitutions.
- Any on-site additions or replenishments must be authorized and paid in full by credit card at the time of request.

Planning Timeline

Deadline	Requirement
45 days before the first event day 9/19/2026	Submit F&B requests
30 days before the first event day 10/4/2026	Contract + deposits due
Sampling form due 10/20/2026	Submit sampling form
10 business days before the first event day (excluding weekends) 10/20/2026	Final guarantee + dietary needs
Event start date 11/3/2026	On-site additions: card payment required
Within 24 hours after the event 11/4/2026	Report invoice issues

Note: Business day deadlines above are counted excluding weekends. If venue-recognized holidays apply during this period, the final due date may shift accordingly.

Reminder: Early planning is strongly encouraged to secure preferred menu options, standard pricing, and timely processing. Please make sure your team reviews all MBCC and Sodexo Live! catering requirements before submitting an order.