



## **Orders are to be finalized by: Wednesday, May 8<sup>th</sup>, 12pm PST**

All documents are to be signed and orders paid in full by the date above. Orders submitted after this date are subjected to our limited catering menu and a 25% post deadline fee.

\*For any custom catering request, please reach out to your catering sales representative.

**Online ordering is available through:**

Wednesday, May 1<sup>st</sup>, 12pm PST

[Las Vegas Express Catering](#)

OR

**E-mail your catering order form to:**

[exhibitorcateringlvcc@sodexo.com](mailto:exhibitorcateringlvcc@sodexo.com)

For any questions, please contact the Catering Sales Office

702-943-6779



## 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.

### **Any questions regarding the sampling form, please contact Food & Beverage at 702.943.6779**

- ✓ 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.
- ✓ Exhibitors wishing to sample alcoholic beverage products must contact Sodexo Live! for approval and procedures to be compliant with specific local laws and policies. A Sodexo Live! bartender is required  
\*\*\*All additional alcohol must be purchased through Sodexo Live!\*\*\*
- ✓ Southern Nevada Health District requires a Hand Washing Sanitation Kit when preparing or distributing unwrapped sampled product. You may provide your own kit or purchase 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)*
  - *Address: 3150 Paradise Rd. Las Vegas NV 89109*
- ✓ 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.*



**Sodexo Live! and the Las Vegas Convention Center require 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: \_\_\_\_\_ Booth # \_\_\_\_\_

Company Name: \_\_\_\_\_ **\*sampling in meeting rooms is not allowed\***

Company Address: \_\_\_\_\_

Contact Information: \_\_\_\_\_  
 \_\_\_\_\_

Proprietary product to be prepared/ sampled: \_\_\_\_\_  
 \_\_\_\_\_

**\*Sampling products containing THC or CBD is prohibited\***

Food: 2oz. portion

Non – Alcoholic Beverage: 3oz. portion

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, additional fees may apply. Please check here and a Sodexo Live! sales representative will be in contact.

**\*\*\*Alcoholic beverage sampling requires prior approval as specific laws and policies apply. Contact your Catering Sales Representative for details\*\*\***

Will you be heating or cooking food?

No

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

Nevada Health Law requires use of a hand washing and sanitation station when sampling or preparing unwrapped food or open beverages. Per the Southern Nevada Health District, a sanitation station must include a 5 gallon minimum hot water supply tank, a 5 gallon waste water tank/bucket, must be stocked with liquid hand soap in a pump dispenser, single-use paper towels, sanitation multipurpose wipes, and refilled with hot water daily 100-112 degrees. You may provide your own or rent one from the catering department for \$200+ tax . Will you be purchasing a hand washing sanitation station or provide your own?

Yes, a Sodexo Live! Sales Representative will reach

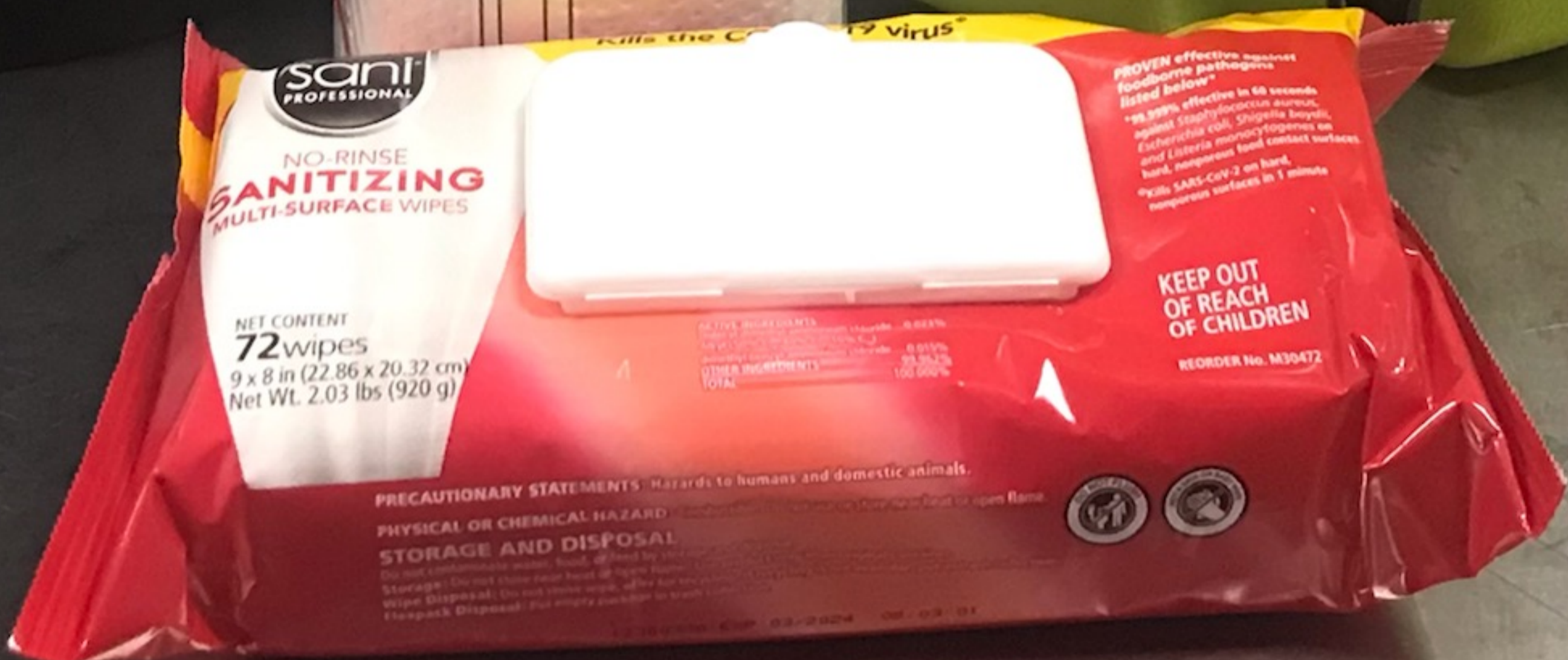
out No, I will provide my own

**Email completed form to: [foodprepandsample@lvcva.com](mailto:foodprepandsample@lvcva.com)**

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

**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.**









# 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](mailto: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.





**LAS**  
*Vegas*<sup>®</sup>

FOOD AND BEVERAGE

# BOOTH EXHIBITOR MENU

July 1, 2023 – June 30, 2024



# Greetings!

**Welcome to Las Vegas, a world-renowned destination for food, wine and free-spirited fun – where the natural beauty and entertainment options are matched only by the warmth and energy of an exciting community.**

We are thrilled to be your exclusive hospitality partner at the Las Vegas Convention Center. Our style is collaborative and our Las Vegas team is delighted to work with you to ensure your experience here in this special location is smooth, successful and enjoyable. We are committed to delivering the finest food, amenities and service to impress your guests.

Much of our success comes from our attention to the important details that create truly welcoming experiences. From fresh, locally sourced and quality ingredients to crisp, sincere and attentive service, our goal is to provide world-class hospitality for every one of our guests.

Whatever your needs, whether hosting attendee receptions, supplying convenient meals for your booth staff or creating custom menus for unique occasions, we are dedicated to helping you achieve extraordinary results. Please give us a call to start the planning process today! Here's to your successful event in Las Vegas!



*Vanessa Tewilliager*

Director of Catering Sales

3150 Paradise Rd, Las Vegas, NV 89109

[exhibitorcateringlvcc@sodexo.com](mailto:exhibitorcateringlvcc@sodexo.com)



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**Catering Sales Office:** **702.943.6779**

**Menu Inquires:** **[exhibitorcateringlvcc@sodexo.com](mailto:exhibitorcateringlvcc@sodexo.com)**

**Online Orders:** **[lcvvaexpresscatering.ezplanit.com](http://lcvvaexpresscatering.ezplanit.com)**

## **Gluten-free Items (GF)**

These selections are prepared to exclude gluten from the list of ingredients. Please notify us if you have a gluten allergy. We do not operate a dedicated gluten-free or allergen-free preparation and service space. Dishes made on-site are prepared on shared equipment and may come into contact with products containing gluten and common allergens such as nuts.





# Breakfast Menus





# Breakfast

## CONTINENTAL BREAKFAST

Prices listed are per guest. Minimum of 24 guests.  
Served with freshly brewed regular coffee.

### Las Vegas Valley 24

- Assorted bottled fruit juices
- Locally baked breakfast pastries and muffins

### Sunrise Mountain Premium 32

- Assorted bottled fruit juices
- Locally baked breakfast pastries and muffins
- Desert Valley sliced fruit and berries (GF)

(GF) Gluten-free pastries available on request.



# Breakfast

## A LA CARTE BREAKFAST

Prices listed are by the dozen.

<b>Assortment of Greek Yogurts</b>	84
<b>Greek Yogurt Parfaits (GF)</b> Local desert honey, seasonal berries and house granola	111
<b>Assorted Bakery Tulip Muffins</b>	57
<b>Assorted Breakfast Scones</b>	57
<b>Assorted Croissants</b>	57
<b>Assorted Low Fat Muffins &amp; Scones</b>	57
<b>Assorted Bakery Bagels</b> Served with cream cheese	57
<b>Assorted Danish Pastries</b>	57
<b>Assorted Breakfast Breads</b>	48
<b>Carl's Bakery Donuts</b>	43

Note: Toaster available upon request.  
Additional cost for booth power required.





# A la Carte & Break Menus



# A la Carte

## NON-ALCOHOLIC BEVERAGES

All A La Carte beverages accompanied with standard serving condiments.

<b>Freshly Brewed Coffee</b> 207 (2.5 gallons) Serves approximately 24, 12 oz. cups of coffee.	<b>Keurig® K-Cup Brewer Daily Rental</b> (per day) 40 K-Cups sold separately. Requires a dedicated 110volt, 5amp electrical outlet.	<b>Assorted Pepsi® Soft Drinks</b> 96 (12 oz, 355 ml, case of 24) Assortment includes Pepsi, Diet Pepsi, Mountain Dew and Starry, served with ice on the side
<b>Freshly Brewed Decaf Coffee</b> 207 (2.5 gallons) Serves approximately 24, 12 oz. cups of coffee.	<b>Keurig® K-Cup Coffee Kit</b> 237 Package Includes 48 K-cups and one gallon of water Ask your sales manager about flavored coffee, decaf and tea K-cup options.	<b>WATER</b> <b>Las Vegas Logo Water</b> 90 (16.9 oz, 500 ml, case of 24) Served with ice on the side.
<b>Espresso Machine Rental</b> 800 (per day rental) The Italian Gourmet Espresso Kit must be ordered with the espresso machine. One barista included up to six hours per day.	<b>Tropicana® Bottled Fruit Juices</b> (case of 24) 100 Assorted flavors of orange, cranberry and apple	<b>Cold Water Cooler</b> (per day) 47 Advance order – Requires a dedicated 110 volt 5amp electrical outlet, includes only equipment.
<b>Each Additional Hour</b> 70 Requires two dedicated 120 volt, 20amp electrical outlets.	<b>Lemonade</b> (2.5 gallons) 110	<b>Purified Water Jug</b> (5 gallon) 65
<b>Italian Gourmet Espresso Kit</b> 365 (Approximately 100 servings) Each kit includes espresso, chocolate syrup, cinnamon, milk and whipped cream Espresso Machine Rental not included *Ask your sales manager for additional upgrade packages.	<b>Brewed Iced Tea</b> (2.5 gallons) 110	<b>Bagged Ice</b> (16 pounds) 32 Does not include vessel.
	<b>Hot Tazo® Tea</b> 207 (2.5 gallons) Serves approximately 24 cups of hot tea, 24 tea bags included per order.	<b>Custom Logo Bottled Water</b> 16.9 oz or 12 oz bottles. 24 bottles per case. Minimum order of 25 cases. Ask your sales manager for pricing and artwork requirements. The lead time is six weeks.





# A la Carte

## BAKERY & PANTRY

<b>Freshly Baked Cookies</b> (per dozen)	47
Chocolate chip, oatmeal raisin and macadamia white chocolate. Peanut butter available on request.	
<b>Brownies</b> (per dozen)	52
Fudge, walnuts and chocolate chip	
<b>Assorted Gourmet Cupcakes</b> (per dozen)	70
<b>Rice Krispy® Treats</b> (per dozen)	52
<b>Seasonal Whole Hand Fruit</b> (GF) (bowl)	40
Serves 12	
<b>Carved Seasonal Fruit and Berries</b> (GF)	112
(platter) Serves 12	

<b>Tortilla Chips and Salsa</b> (bowl)	78
Serves 12	
<b>Tortilla Chips, Salsa and Guacamole</b>	110
(bowl) Serves 12	
<b>Kettle Chips and Dip</b> (bowl)	85
Serves 12 French onion dip	
<b>Roasted Mixed Nuts</b> (per pound)	50
<b>Traditional Snack Mix</b> (per pound)	32



# A la Carte

## PACKAGE GOODS

**Rold Gold® Pretzels** 32

Individual bags (per dozen)

**Planters® Salted Peanuts (GF)** 32

Individual bags (per dozen)

**Planters® Fruit and Nut Trail Mix (GF)** 32

Individual bags (per dozen)

**Assorted Bags of Chips\*** 32

Doritos®, Cheetos®, Lays® Original and Barbecue, Individual bags (per dozen)

\*Includes Gluten-free bags

**Ms. Vicki's® Assorted Chips** 44

(per dozen)

**Assorted Chex® Snack Mix** 44

Traditional and Cheddar  
Individual bags (per dozen)

**Nature Valley® Granola Bars** 48

Assorted flavors (per dozen)

**Kellogg's® Nutri-Grain® Bars** 53

Assorted flavors  
(per dozen)

**Full Size Candy Bars** 46

(per dozen)

**Energy & Protein Bars** 70

(per dozen)



# Break Service

## SPECIALTY COOKIE DISPLAY

**Cookies for Cookie Station** (each case) 295

Otis Spunkmeyer® cookie dough.

*Please select one cookie dough flavor:*

- Chocolate chip
- Sugar cookie
- Oatmeal raisin
- White chocolate macadamia nut

(Serves 240 cookies)

Must be ordered with a Cookie Oven Rental.

**Portable Cookie Oven** (per day rental) 68

A dedicated server is required.

Size: 22Hx22Wx18D

Power requirements are 110-volt 20amp  
dedicated power line table or counter top required.





# Lunch Menus



# Lunch

## LUNCH PLATTERS

Assorted bagged kettle chips and condiments accompany all platters.

### **Only Vegas Platter** 293

12 sandwiches cut in half

- **Chicken Chipotle** – cotija cheese, lettuce, tomato on a brioche kaiser roll
- **Desert Honey Glazed Ham** – Swiss cheese and lettuce on a wheat kaiser roll
- **Roast Beef** – cheddar cheese, lettuce and horseradish aioli on a potato kaiser roll
- **Southwestern Vegetable Wrap** – jack cheese, chipotle cotija cream cheese and grilled vegetables on a tomato basil tortilla

### **Sin City Sliders** 279

18 mini slider sandwiches

- **Chicken BLT** – sliced chicken breast meat, bacon, tomato, lettuce on a slider roll
- **Italian Grinder** – salami, spiced ham, pepperoni, provolone and pepperoncini on a slider roll
- **Turkey Slider** – pan roasted turkey, jack cheese, roasted peppers, romaine and herb aioli on a slider roll

### **Garden Patch Platter** 230

12 sandwiches cut in half

- **Caprese Spring Mix** – mozzarella, semi-dried tomato on garlic herb wrap
- **Southwestern Vegetable Wrap** – jack cheese, chipotle cotija cream cheese and grilled vegetables on tomato basil tortilla
- **Summer Flavors** – tomatoes, cucumbers, carrots, pea shoots, sunflower seeds, boursin cheese and provolone cheese on wheat kaiser roll

### **Pan-Roasted Turkey and Butter Croissant Platter** 240

12 sandwiches cut in half

Shaved pan-roasted turkey with aged provolone cheese, lettuce and grain mustard aioli on buttery croissants





# Lunch

## A LA CARTE SALAD BOWLS

Serves approximately 12 guests.

### **Four Corners Salad (GF)** 86

Crispy romaine, corn, black beans, fire roasted peppers, tomato gems, cotija cheese and crispy tortilla strips. Served with chipotle avocado ranch dressing and lime chili vinaigrette

### **Fremont Street Caesar Salad (GF)** 82

Baby romaine spears, roasted peppers, crispy parmesan cheese, spiced pumpkin seeds. Served with creamy Caesar dressing and lemon herb vinaigrette

### **Backyard Salad (GF)** 82

Assorted baby greens, tomato gems, cucumbers, carrots and spiced goat cheese. Served with an ancho ranch dressing and balsamic vinaigrette

### **American Potato Salad (GF)** 96

Red bliss potatoes, whole grain mustard aioli, egg and celery

### **ADD TO ANY SALAD AS AN ENHANCEMENT:**

### **Herb Grilled Chicken Breast** 50

Carved and enhanced by sea salt and pink pepper



# Reception Menus





# Reception

## RECEPTION DISPLAYS

### Imported and Domestic Cheese Board 385

Serves 25 guests

Garnished with fresh and dried seasonal fruit, sliced baguette and assorted crackers

Gluten-free crackers and breads available upon request.

### Local Farmer's Market Vegetable Crudité Display (GF) 200

Serves 25 guests

Served with buttermilk ranch dip

### Hummus Trio Display 370

Serves 50 guests

Traditional, white bean and roasted garlic, served with edamame mint, crispy pita chips and flatbreads

### Charcuterie Board of Cured Meats and Marinated Vegetables Display 845

Serves 50 guests

A selection of grilled farmer's market vegetables, cured meats, flat breads, crostini and crackers



# Beverage Menus





# Beverages

## HOSTED BAR PACKAGE

<b>Canned Cocktails</b> (by the can)	10
High Noon Hard Seltzer	
Cayman Jack Moscow Mule	
Cayman Jack Margarita	
Bombay Gin & Tonic	
Bacardi Rum Punch	
Jack Daniel's TN Whiskey Cola	

### Imported Beer

By the bottle/can	9.50
By the case	228

### American Premium Beer

By the bottle/can	9
By the case	200

### Hard Seltzer

By the bottle/can	8
By the case	190

A guaranteed minimum threshold of \$750++ per bar, per four hours is required. If the minimum guarantee is not met, you will be charged the difference between the consumption and the minimum guarantee. Client in exhibit booths are required to reserve 2, 8' tables from the show contractor. Tables will be provided for all bars booked in meeting rooms.

Professional licensed bartenders are required.  
A bartender fee of \$300+ per bartender will be applied per 4-hour period.

<b>Premium Wine</b> (by the glass)	9
Los Vascos DBR Lafite Cab. Sauvignon	
Chateau Ste. Michelle Chardonnay	
Ecco Domani Pinot Grigio	
Fetzer Merlot	

<b>Deluxe Wine</b> (by the glass)	8
Canyon Road Chardonnay	
Cavit Pinot Grigio	
Frontera Cabernet Sauvignon	
Two Vines Merlot	

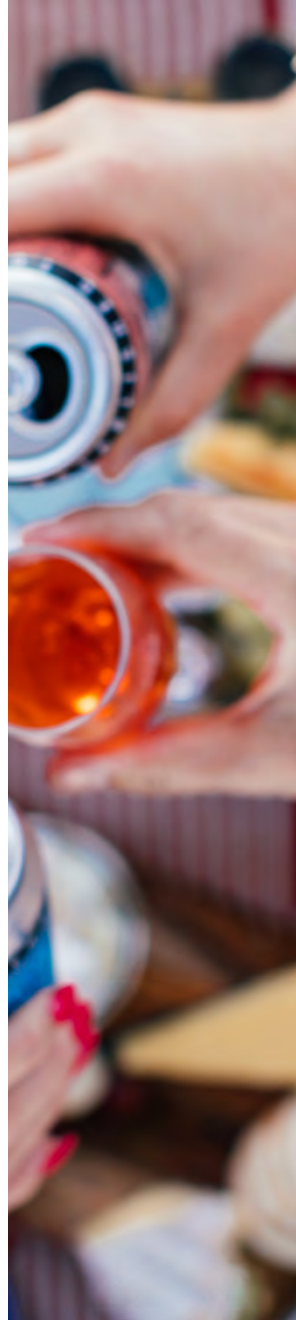
Wines subject to availability.

<b>Las Vegas Logo Bottled Water</b> (each)	3.75
--------------------------------------------	------

<b>Soda</b> (each)	4
Assorted Pepsi® products	

Items listed a la carte pricing are to accompany a bar, not purchased individually.

Please do not hesitate to contact your Catering Sales Manager for assistance with your event's beverage menu.





# Beverages

## RETAIL BAR SERVICE

All beverages are purchased using a credit or debit card by each guest.  
One bartender per 100 guests is recommended. Please select Premium or Deluxe package.

### Premium Spirits 11

By the cocktail

Tito's Vodka

Tanqueray Gin

Bacardi Superior Rum

Camarena Silver Tequila

Crown Royal Whisky

### Deluxe Spirits 10

By the cocktail

New Amsterdam Vodka

Bombay Original Gin

Bacardi Rum

Jose Cuervo Gold Tequila

Jack Daniel's Whiskey

### Premium Wine 9

By the glass

Los Vascos DBR Lafite Cab. Sauvignon

Chateau Ste. Michelle Chardonnay

Ecco Domani Pinot Grigio

Fetzer Merlot, California

### Deluxe Wine 8

By the glass

Canyon Road Chardonnay

Cavit Pinot Grigio

Frontera Cabernet Sauvignon

Two Vines Merlot

Wines subject to availability.

### Imported Beer 9.50

By the bottle/can

### American Premium Beer 9

By the bottle/can

### Hard Seltzer 8

By the bottle/can

### Las Vegas Logo Bottled Water (each) 3.75

### Soda (each)

### Assorted Pepsi® products 4

Please select one category of spirits per event.

A guaranteed minimum threshold of \$1050+ per bar, per four hours is required. If the minimum guarantee is not met, you will be charged the difference between the consumption and the minimum guarantee. Client in exhibit booths are required to reserve 2, 8' tables from the show contractor. Tables will be provided for all bars booked in meeting rooms.

Items listed a la carte pricing are to accompany a bar, not purchased individually.

Professional licensed bartenders are required. A bartender fee of \$300+ per bartender will be applied per 4-hour period.

Please do not hesitate to contact your Catering Sales Manager for assistance with your event's beverage menu.



# General Information



# General Information

## **POLICIES AND PROCEDURES**

### **PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF WITH OUR POLICIES.**

**The Las Vegas Convention Center is renowned for its impeccable, world-class service, truly delectable cuisine and superb selection of menus that can be customized to any event or special occasion. Whether it's a casual brunch, an elegant sit-down dinner or a reception featuring vibrant international cuisine, our culinarians will use only the finest and freshest ingredients to create a truly extraordinary dining experience for you and your guests.**

**In keeping with attention to every detail, we offer the following information to facilitate your planning. Count on your dedicated Catering Sales Professional to assist you in your pre-planning activities and communicate your goals to our operations team. Together, we will execute all services to your delight and satisfaction.**

### **EXCLUSIVITY**

We maintain the exclusive right to provide all food and beverage in the Las Vegas Convention Center and Visitors Authority. All food and beverages, including water, must be purchased from us.

### **FOOD AND BEVERAGE PRICING**

A good faith estimate of food and beverage prices will be provided 3 months in advance of the event's start date and will be confirmed at the signing of the contract. However, certain environmental factors may affect pricing such as the Nevada drought. Prices are based on current market availability and cost, which fluctuate and are subject to change. Your catering manager will work with you to make product substitutions due to any of the above listed scenarios, or any other scenario which dramatically affects the price of the food and beverage for the event.

### **SERVICE CHARGES AND TAX**

A 19% service charge will apply to all food and beverage charges. Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals and service charges, and are subject to applicable tax laws and regulations.

A service charge of 19% is added to your bill for this catered event/function (or comparable service). 19% of the total amount of this Service Charge is a "House" or "Administrative Charge" which is used to defray the cost of set up, break down, service and other house expenses. 90% of the total amount of this service charge is distributed to the employees providing the service as a gratuity. You are free, but not obligated, to add or give an additional gratuity directly to your servers.

If the customer is an entity claiming exemption from taxation in the state where the facility is located, the customer must deliver to us satisfactory evidence of such exemption 30 days prior to the event in order to be relieved of its obligation to pay state and local sales taxes.

### **PAYMENT POLICY**

100% payment is due in advance. A 90% deposit and signed food and beverage contract is due 30 days prior to your event or upon receipt of the preliminary invoice. The remaining balance will be due 5 business days prior to the start of your event.

The balance and any additional charges incurred during the event, is required within 15 days following receipt of the final invoice. We will begin to accrue 1.5% interests from the date of the invoice if not paid within 15 days. Additionally, any costs of collection and enforcement of the contracted services will be the responsibility of the customer. The preferred method of payment is by wire transfer or company check. In addition, we require a credit card on file for all onsite orders and additional charges.

For social events (non-convention related), a 50% deposit is required upon signing the contract. An additional deposit of 50% of the total estimated food and beverage is required 45 days in advance of the move in initial date. No less than 10 days prior to move in date for the event, present either Cashier's Check or Credit Card for back up. Any additional charges incurred during the function will be charged to the credit card upon event end date.



# General Information

## **POLICIES AND PROCEDURES** continued

### **CHINA SERVICE**

In all carpeted meeting rooms and ballrooms, china service will automatically be used for all plated meal services.

If china is preferred for food and beverage events located in the exhibit halls, Sails Pavilion or Outdoor Terraces, the following fees will apply:

- Breakfast, lunch, receptions and dinners: \$6+ per person, per meal period.
- Refreshment or coffee breaks: \$3++ per person, per break.

In our continued determination to further our green efforts, we use a compostable, biodegradable and sustainable set of disposable ware. Please speak to your catering sales manager for additional disposable options.

### **LINEN SERVICE**

Please reach out to your show contractor for rental of draped tables.

### **DELIVERY**

Due to the magnitude of our catering events, all service will be delivered within a window of one hour based upon the requested time of service. If you would like to guarantee delivery times, then a dedicated server is required and applicable labor fee's apply. A \$50 delivery charge or trip charge will apply to each food and beverage delivery for all exhibit booths inside of the convention center. All booths located outside of the convention center will have a \$75 delivery charge or trip charge for each food and beverage delivery. Please allow a minimum of two hours for all on-site and unscheduled replenishment requests during the show.

### **CONCESSION SERVICE**

Appropriate operation of concession outlets will occur during show hours.

We reserve the right to determine which carts/outlets are open for business and hours of operation pending the flow of business. For additional concession carts/ fixed outlets, a minimum guarantee in sales is required per cart/outlet or customer will be responsible for the difference in sales per cart/outlet.

### **DELAYED OR EXTENDED SERVICE**

On the day of your event, if the agreed upon beginning or ending service time of your meal changes by 30 minutes or more, an additional labor charge of \$2+ per attendee will apply, per each ½ hr.

Should your event require extended service time, often necessitated by high-security functions, an additional labor charge of \$2+ per attendee will apply, per each ½ hour of additional service.

All meal pricing includes a maximum of two hours of service time per function. Should your event require extended service time, an additional labor charge of \$3+ per attendee will apply, per each ½ hour.

### **HOLIDAY SERVICE**

There will be an automatic additional labor fee for food and beverage service or preparatory days on the following Federal holidays: New Year's Eve and Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

At the time of booking the event(s), we will notify the customer of estimated labor fees based on the information supplied by the customer.

# General Information

## **POLICIES AND PROCEDURES** continued

### **GUARANTEES**

The customer shall notify us, no less than fifteen (15 business days (excluding holidays and weekends prior to the event, the minimum number of persons the customer guarantees will attend the event (the “guaranteed attendance”). There may be applicable charges for events with minimal attendance.

If customer fails to notify us of the guaranteed attendance within the time required, (a) we shall prepare for and provide services to persons attending the event on the basis of the estimated attendance specified in the BEO’s, and (b) such estimated attendance shall be deemed to be the guaranteed attendance.

We will be prepared to serve five percent (5%) above the guaranteed attendance, up to a maximum of 30 meals (the overage). Overage applies to plated meal services only.

- If this overage is used, the customer will pay for each additional person at the same price per person/per item, plus applicable service charges and sales tax.
- Should additional persons attend the event in excess of the total of the guaranteed attendance plus the overage, we will make every attempt to accommodate such additional persons subject to product and staff availability. Customer will pay for such additional persons and/or a la carte items at the same price per person or per item plus the service charge and local taxes.
- Should the guaranteed attendance increase or decrease by 33% or more from the original contracted number of guests, an additional charge of 20% per guaranteed guest may apply.

Meal functions of 2,500 and above are considered “Specialty Events” and may require customized menus. Your catering sales manager and our executive chef will design menus that are logistically and creatively appropriate for large numbers. In certain cases, additional labor and equipment fees may be applied to successfully orchestrate these events.

The guaranteed attendance shall not exceed the maximum capacity of the areas within the facility in which the event will be held.

### **SECURITY**

At the discretion of the Las Vegas Convention Center and Visitors Authority, in order to maintain adequate security measures, the customer may be required to provide security for certain functions. Security personnel will be at the customer’s sole expense. Please consult your event manager for details.

### **ALLERGIES**

We cannot guarantee that cross contact with allergens will not occur and cannot assume any responsibility or liability for a person’s sensitivity or allergy to any food item provided in our facility.

### **LABOR**

All labor is scheduled at four hour minimum. After eight hours, the hourly labor rate increases to time and one-half. After twelve hours, the hourly rate increases to double time. Our union service personnel are entitled to two 15 minute and one 30 minute break per eight hour shift.

- **Food Server, Runner, or Attendant:**  
\$240 (4-hr minimum)                      \$60 – per additional hour
- **Culinary Attendant or Bartender:**  
\$300 (4-hr minimum)                      \$75 – per additional hour
- **Booth/Meeting Room Manager:**  
\$700 – per 8 hours                      \$131.25 – per additional hour
- **Personal Chef:**                      \$700 – per 8 hours

# General Information

## **POLICIES AND PROCEDURES** continued

### **ALCOHOL**

As the exclusive provider of alcoholic beverages at the Las Vegas Convention Center and Visitors Authority, we take very seriously the need for responsible and lawful consumption of alcohol and we ask that you do the same.

All hosted bars are based on consumption, unless otherwise contracted.

For hosted bars, a guaranteed minimum sales threshold of \$750++ per bar per four hours is required.

For retail bars and ticketed/retail bars, a guaranteed minimum sales threshold of \$1050+ per bar per four hours is required.

For ticketed bars, a guaranteed minimum sales threshold of \$1050+ per bar per four hours is required.

All bar services lasting more than four hours will incur an increased minimum sales threshold. If the minimum guarantee is not met, you will be charged the difference between the consumption and the minimum guarantee. The requirements and expectations of any customer with regard to the service of alcoholic beverages at the Las Vegas Convention Center and Visitors Authority are as follows:

- As a host of all users of your booth or meeting room, you are responsible for the appropriate and lawful consumption of alcohol by your guests. You must ensure that all guests who consume alcoholic beverages in your booth or meeting room are at least TWENTY-ONE (21) years of age or older. We urge that you check proof of age, such as a driver's license, to be certain. In our operations, we follow a policy requiring proof of age from anyone appearing to be under the age of 30. We recommend you adopt a similar policy for your booth or meeting room.
- All alcoholic beverages must be consumed within the booth or meeting room. NO alcohol can be removed from the Las Vegas Convention Center and Visitors Authority at any time.
- The consumption of alcoholic beverages by intoxicated guests, or guests appearing to be intoxicated, is prohibited.
- All spirits must be served by our catering personnel.









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FOOD AND BEVERAGE