



FOOD & BEVERAGE POLICIES

PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF WITH OUR POLICIES

- Centerplate is pleased to be the Exclusive Caterer to the Miami Beach Convention Center. We will provide all of your food, beverage and staff service. **NO outside food & beverage is allowed in the building.**
- If your company manufactures, produces, or distributes food or beverages and your products are related to the nature of the show, you may provide samples for your guests' enjoyment in your booth on the trade show floor. Maximum food sample sizes are two (2) ounces, and maximum beverage sample sizes are three (3) ounces. **A Sample Food and/or Beverage form must be requested from the Senior Catering Sales Manager. The completed form must be returned 14 days prior to the sampling occurring.**
- No food or beverage may be sampled or given away outside of the exhibit hall, ballrooms, common areas or inside any meeting rooms of the Miami Beach Convention Center.
- If an exhibitor's request for sampling exceeds the predetermined size portions or seems to be quantities exceeding sampling guidelines, it may be deemed appropriate by Centerplate to assess a **Buy Out or Corkage Fee** for the of bringing their product into the Miami Beach Convention Center.
- **Food and Beverage "Traffic Promoters" must be purchased through Centerplate.** Small candies such as individually wrapped mints are permitted. Exhibitors are not allowed to hand out food and beverage as an enticement to attract delegates to their booth if their featured product has no relation to food and beverage.
- Popcorn Machines may be rented through Centerplate, only if prior approval has been given to the exhibitor by show management.





- An exhibitor may bring in Logo'd Bottled Water. A corkage fee of \$1.50+ tax per bottle will apply. Centerplate reserves the right to control the quantity of logo'd Bottled Water brought into the facility. For more details, contact the Senior Catering Sales Manager.
- All exhibit booth orders are designed and packaged to be placed on your counters or booth tables prearranged by the exhibitor with the show decorator. Centerplate does not provide tables for display of food and beverage. This is a requirement of the show decorators. Electrical needs for food service, trash removal, table, and chair equipment must be coordinated through your show's general contractor or show decorator. For table requirements please ask your Food & Beverage Sales Manager.
- Our food and beverages are provided on high quality disposable ware with appropriate condiments. We will be glad to coordinate specialty linens, flowers, and amenities to optimize services.
- The Booth Service Order Form must be received no later than fourteen (14) business days prior to the start date of the event to ensure we have the food and beverages you want as well as appropriate staffing to prepare, deliver and service your order. Orders received after ten days may be limited to only those items on hand.
- To best serve your catering needs, we require your guarantee at least 72 business hours (3 business days) in advance for ordering. An additional 24% service charge may apply for rush orders.
- All prices are subject to 24% Administrative Charge and 9% Sales Tax.
- Cancellations of perishable products prior to seventy-two (72) business hours in advance of the show's start will receive a refund. Cancellation of services within seventy-two (72) Business hours of the show's start will be subject to payment in full.
- Please allow a minimum of 45 minutes to 1 (one) hour for all on-site orders and replenishment requests during the show.





- Room Orders under \$100.00 (Items Subtotal) will incur a mandatory \$25.00+ Delivery Fee.
- Booth Orders under \$75.00++ per delivery are subject to a delivery fee of \$25.00+. **Client MUST be Present in Booth to receive Food & Beverage Order.** Redelivery Fee of \$25++ will apply.
- All orders must be accompanied by payment in full (100% prior Date of Event). Centerplate will accept Company Checks drawn on a US bank, Visa, MasterCard, Discover and American Express. A credit card is required to be on file for each exhibitor to secure on-site orders during the event. A front & back copy of the card is required for processing. This includes all clients that have made payment in full in advance with a company check.
- Our full Catering Menus for Meeting Room functions, Private Parties, Host Bars and Receptions are available upon request

Thank you for choosing the Miami Beach Convention Center for your event!

Let us take care of the details so you may attend to your visitors and clients.

Please contact us with your goals and we will help you achieve them.



1901 Convention Center Drive, Miami Beach, FL 33139
MiamiBeachConvention.com