



**MIAMI BEACH CONVENTION CENTER  
2023 CATERING GUIDE**



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**Thank you for choosing the Miami Beach Convention Center as the destination to host your event. The F&B contract includes our policies, deadlines, and payment information, the below material highlights the most pertinent information for your convenience:**

#### **ORDERING TIMELINE:**

- Due to the possibility of periodic interruptions in our supply chain with some of our vendors it is more crucial than ever for us to understand your Catering food and beverage requirements so that we can confirm that we can procure the products needed. Therefore, we ask that you please provide your food and beverage specs at least **60 days** from your first show day. This will allow me to start creating the event orders. Once created, I will send them to you for review. At that time, please review each order and make changes if and as needed. Once I get them back, I will update the orders and will resend updated BEOs, invoice and contract for your review and signature. This will allow us to meet the **30-day** Contract signing and deposit deadline.

#### **PAYMENT POLICY:**

- A 50% deposit and signed Food and Beverage contract is due *30 days prior* to your Event and 100% of the payment for the event shall be paid at least 14 days prior to the Event. A credit card *must* be on file for any add-ons during the event. If paying by ACH, Check or Wire transfer, then the Credit Card will not be charged.

#### **NEW VENDOR STATUS:**

- To prevent wire payment delays, included are our W9 and ACH information sheet. Please advise if any additional documentation is required to expedite the process.

#### **GUARANTEED ATTENDANCE:**

- Customer shall notify Sodexo Live!, no less than 5 business days (excluding holidays and weekends) prior to the Event, the minimum number of persons that customer guarantees will attend the Event (the "Guarantee Attendance").



#### **BANQUET EVENT ORDER CHANGES:**

- We can update orders at any time, however if you need to lower guarantees this information needs to be received no later than 5 business days (excluding holidays and weekends) prior to actual event or full charges may apply. You may also increase at any time, however, increases within the guarantee period may result in Chef's selections if products ordered are not available in house.

#### **PRICING:**

- A good faith estimate of food and beverage pricing will be provided 6 months in advance of the Event's start date and will be confirmed at the signing of the agreement. Due to fluctuating market prices and product availability Sodexo Live! reserves the right to make reasonable product substitutions after consultation with customer.

#### **SERVICE CHARGE AND SALES TAX:**

- Please note that there is a 24% Service charge and 9% sales tax that will be added to all orders. If your group is tax exempt, we will need a current copy of your FL tax exempt certificate.

#### **CATERING MINIMUMS:**

- Meeting Room:  
Orders under \$125.00 (Items Subtotal) will incur a mandatory \$25.00+ Delivery Fee.
- Exhibit Hall Booth:  
Orders under \$100.00 (Items Subtotal) will incur a mandatory \$25.00+ Delivery Fee.



## **FOOD & BEVERAGE POLICIES**



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

Sodexo Live! is pleased to be the Exclusive Caterer to the Miami Beach Convention Center. We will provide all 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 Sodexo Live! 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 Sodexo Live!. 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 Sodexo Live!, 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. Sodexo Live! reserves the right to control the quantity of logo'd Bottled Water brought into the facility. For more details, contact the Catering Sales Department.



- 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. Sodexo Live! 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 45-60 minutes for all on-site orders and replenishment requests during the show.
- Room Orders under \$125.00 (Items Subtotal) will incur a mandatory \$25.00+ Delivery Fee.  
Booth Orders under \$100.00++ 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). Sodexo Live! 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, Hosted Bars and Receptions are available upon request

#### **EXHIBITOR BOOTH CATERING POLICIES:**

- **NO** outside Food & Beverage is allowed in the building.
- Exhibitor booth catering DOES NOT supply tables, countertops nor electrical requirements for your booth, you MUST order through your service contractor or show decorator.
- Client is responsible for providing existing counter space or table or electrical requirements for Food & Beverage catering orders.
- Exhibitors who have ordered catering for their booths are REQUIRED to order booth-cleaning services from the show decorator.
- For all on-site Pop-up orders, please allow 60-90 mins from time of completed order. All on-site orders are based on a limited selection.
- Orders under \$100.00 (Items Subtotal) will incur a mandatory \$25.00+ Delivery Fee.





**OUTSIDE SAMPLE FOOD AND/OR  
BEVERAGE REQUEST**



**AUTHORIZATION REQUEST  
SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION**

Please complete this entire form and return with Certificate of Liability Insurance to  
**MBCCCatering@Centerplate.com**

**PLEASE COMPLETE ALL INFORMATION.**

Please note that submitting this form is not a guarantee of sampling approval

**COMPANY INFORMATION**

Name of the Event \_\_\_\_\_ Booth Number: \_\_\_\_\_

Company Name \_\_\_\_\_ Tel: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Cell Number \_\_\_\_\_

Email: \_\_\_\_\_

**PRODUCT DETAILS**

Product(s) you wish to dispense: \_\_\_\_\_

Size of portion to be dispensed: \_\_\_\_\_

Proposed method of dispensing: \_\_\_\_\_

Reason for offering samples: \_\_\_\_\_



**AUTHORIZATION REQUEST**

**COMPLETE ONLY IF SERVICES ARE REQUIRED OR NEEDED TO BE PROVIDED BY SODEXO LIVE!:**

**STORAGE**

Storage needs: Yes\_\_\_ No\_\_\_

Type of storage: Freezer\_\_\_ Refrigeration\_\_\_ Dry\_\_\_ Other \_\_\_\_\_

**DELIVERY**

**All products must be delivered to Sodexo Live! loading dock #18**

**1901 Convention Center Drive (located in the Northwest corner of the Miami Beach Convention Center)**

Total cubic feet of items being shipped: \_\_\_\_\_

Name of company delivering product: \_\_\_\_\_

First and last date of storage: \_\_\_\_\_

Time of product delivery to booth each day: \_\_\_\_\_

Amount of product to be delivered each day: \_\_\_\_\_

**APPLICABLE FEES**

Handling/Receiving \$250.00+ per service - per day

Storage \$250.00+ per pallet - per day

Delivery Charge \$50.00+ per delivery.

Ice \$12.50+ per 25 lb. bag. There will be a \$25.00+ delivery charge for orders under \$75

**NOTE:** + = 9% Miami Beach Sales Tax. (Applies to all charges)

For additional information on services available, please email to **MBCCcatering@Centerplate.com**



**OUTSIDE SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION 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.

**GENERAL CONDITION:**

A. Only exhibitors who manufacture, produce or distribute with booths in the trade show exhibit hall may give away sample portions of their products and must be show related. No food or beverage may be sampled or given away outside of the exhibit hall or inside any meeting rooms of the Miami Beach Convention Center. Items are to be used as samples only, no cash sales are permitted.

All approved items limited to SAMPLE SIZE.

- 1. Beverage limited to maximum of 3oz container.
- 2. Food items limited to maximum of 2oz portion.

B. Food and/or beverage items used as traffic promoters (i.e. food, coffee, sodas, ice cream, etc.) must be purchased from Sodexo Live! at the Miami Beach Convention Center.

C. FLORIDA STATE LAW PROHIBITS ANYONE OTHER THAN THE ALCOHOL LICENSE HOLDER TO DISTRIBUTE OR BRING INTO THE LICENSED ESTABLISHMENT (MIAMI BEACH CONVENTION CENTER) ANY ALCOHOLIC BEVERAGES FOR THE PURPOSE OF TRAFFIC PROMOTION. ALL ALCOHOLIC BEVERAGES MUST BE PURCHASED FROM THE ALCOHOLIC BEVERAGE LICENSE HOLDER.

D. Standard fees for storage, handling, delivery, etc. will be charged where applicable.

E. A Certificate of Liability Insurance naming Sodexo Live!, Spectra, The Miami Beach Convention Center and the City of Miami Beach must accompany your Sample Food and/or Beverage Request Form ten (10) business days prior to the event start date. Requests received by Sodexo Live! after the ten (10) day period will not be considered for approval. YOUR COMPANY'S NAME AS CONTRACTED WITH SODEXO LIVE!, SPECTRA, The MIAMI BEACH CONVENTION CENTER & CITY OF MIAMI BEACH MUST APPEAR ON THE CERTIFICATE OF INSURANCE. Please request a COI for acceptable format.

**F. Waiver of Liability, Assumption of Risk and Indemnity Agreement**

Waiver: 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!, Spectra 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

Show Name: \_\_\_\_\_

Signature of Approval: \_\_\_\_\_

Print Name & Title: \_\_\_\_\_



## **CERTIFICATE OF INSURANCE AND WAIVER OF LIABILITIES**



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