DO NOT include any credit card or personal information with this form

Food and Beverage Sampling / On-Site Preparation Approval Form

Centerplate and the Las Vegas Convention Center (LVCC) requires specific information for all on-site food and beverage preparation and dispensing to ensure compliance with Southern Nevada Health Department and fire safety codes.

Name of Event:_____ Date of Event:_____

Company Name:_____ Booth #:_____

Contact/Title:_____ Contact Number:_____

Email:_____ On-Site Contact Number:_____

Proprietary product to be prepared/sampled:_____

☐ **Demonstration**: An Exhibitor that does not manufacture or distribute the product being sampled but wishes to use food and/or beverage to demonstrate a piece of equipment is considered a demonstration.
If yes, a Centerplate Sales representative will be in contact

Non-Alcoholic Beverages are limited to a maximum 3oz containers. **All alcoholic beverage sampling requires prior approval as specific laws and policies apply. Please speak with your catering sales representative for further information.**

Food items are limited to a sample size not more than 2oz.

Portion Size to be Dispensed: **2oz** ☐ **food** **3oz** ☐ **beverage**

Nevada Health Law requires use of a hand washing and sanitation station when sampling or preparing food/beverage. You may provide your own station or purchase from Centerplate.

Will you be purchasing a hand washing and sanitation kit from Centerplate? **Yes** ☐ **No** ☐
If yes, a catering sales representative will be in contact.

Will you be heating or cooking food? **Yes** ☐ **No** ☐
If yes, an LVCVA Fire Prevention coordinator will be in contact

Please list the heating or cooking equipment to be used:_____

_____

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

Approval from both LVCC and Centerplate must be received prior to finalizing your plans.

Email completed form to: foodprepandsample@lvcva.com

DO NOT include any credit card or personal information with this form. A Centerplate representative will follow up with you on any balance due

All aforementioned policies will be strictly managed by the LVCC, Centerplate, and the Southern Nevada Health Department. Any violation will result in the removal of product from the show floor and or obligatory discontinuation of booth activities.

Centerplate
Making It Better To Be There Since 1929.™

HAND WASHING & SANITATION KIT

ALL APPROVED FOOD AND BEVERAGE SAMPLING EXHIBITORS ARE REQUIRED TO HAVE HAND WASHING/SANITATION KITS.

Email Completed Form To: exhibitorcateringlvcc@centerplate.com

Show/Event Name:		
Company:		**Booth Number:**
Address:	**City, State, Zip, Country:**	
Phone:	**Fax:**	**E-mail:**
Authorized Contact – Please Print:	**Authorized Contact Signature:**	

Hand Washing & Sanitation Kit: $75.00+

Hand Washing Kit to include:

- *1 Water Dispenser, 2.5 Gallons of Hot Water, 1 Roll of Paper Towels, Hand Soap, Disposable Bucket*
  - **Hot Water re-fill stations will be available as directed on the show floor.**
  - **Water Dispenser must be returned to Centerplate prior to show close. *Unreturned dispensers will result in a charge of $150.00.***

Sanitation Kit to include:

- *100 Professional Grade Sanitizing Wipes*

Pick up locations to be determined. Please contact your Catering Manager. For all deliveries, a $25.00+ fee applies.

Date	Quantity	Price	Delivery Time	Total
			Subtotal	**$**
			NV State Tax (8.25%)	**$**
			Delivery Fee	**$**
			Total	**$**

Pre-payment is required. By signing below, customer agrees to pay total charges as specified as well as any applicable charges for additional items ordered on-site. Centerplate will use this authorization for any additional charges incurred as a result of on-site orders placed by your representatives(s).

Credit Card Authorization:

Cardholder's Name: _____ Credit Card Type: _____

Credit Card Number: _____ Expiration Date: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Authorized Signature: _____ Date: _____

BOOTH CATERING | ORDER FORM

Centerplate 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 bring food or beverage into the Las Vegas Convention Center without the written approval of Centerplate - this includes bottled water. **Centerplate requires that a LVCC bartender dispense all alcoholic beverages.**

INSTRUCTION NOTE: Fill in and submit both the order form and the credit card authorization form completely to process your order.

Company Name: _____

Billing Address: _____

City: _____State: _____ Zip: _____

Phone: _____ Fax: _____ Email:_____

Hall/Lot: _____ Booth #: _____ Aisle: _____ Event :_____

Representative: _____ Title: _____

On-Site Contact: _____ On-Site Cell #: _____

On Site Email:_____Estimated No. of Guest_____

SERVICE DATE	START TIME	END TIME	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE

SERVICE DATE	START TIME	END TIME	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE

COMMENTS:

SUBTOTAL	
19% SERVICE CHARGE	
SUBTOTAL WITH SERVICE CHARGE	
8.25% NV STATE TAX TOTAL	
ESTIMATED CHARGES	

To ensure availability of menu items, we encourage you to place your order by the catering cutoff date listed on the front page

LAS Vegas CONVENTION AND VISITORS AUTHORITY

BOOTH CATERING | CREDIT CARD AUTHORIZATION

ONE OPTION BELOW MUST BE SELECTED:

- ❑ Company Check used for total charges on initial catering contract. Credit Card to be used for additional items ordered on site.
- ❑ Credit Card to be used for all charges Pre-Ordered for the show and additional items Ordered On-Site.

Credit Card #: _____ Credit Card Type: _____

Cardholder's Name: _____

Exp. Date: _____ CID #: _____

❑ Check this box if billing address for this credit card is the same as Address listed on page (1)

If the address is different, please fill in the information below for the credit card

Street Address _____

City _____ State _____ Zip _____

BY SIGNING BELOW, CUSTOMER AGREES TO PAY TOTAL CHARGES AS SPECIFIED ON THE CATERING CONTRACT AS WELL AS ANY APPLICABLE CHARGES FOR ADDITIONAL ITEMS ORDERED ON-SITE. CENTERPLATE WILL USE THIS AUTHORIZATION FOR ANY ADDITIONAL CHARGES INCURRED AS A RESULT OF ON-SITE ORDERS PLACED BY YOUR REPRESENTATIVE(S).

AUTHORIZED SIGNATURE _____ **DATE** _____

Once the above information has been completed, a Banquet Event Order (BEO) and Catering Contract will be processed. **Pre-Payment is required.** Payment arrangements can be made either by company check or credit card. Last page of this form is a fax cover page for your convenience.

PLEASE RETURN ORDER TO:

EMAIL:
EXHIBITORCATERINGLVCC@CENTERPLATE.COM
OR DIRECTLY TO YOUR CATERING SALES MANAGER

BOOTH ORDER FORM AND CREDIT CARD AUTHORIZATION MUST BE COMPLETED AND RETURNED TOGETHER FOR YOUR ORDER TO BE PROCESSED.

LAS Vegas CONVENTION AND VISITORS AUTHORITY