



MIAMI BEACH CONVENTION CENTER

FOOD & BEVERAGE GUIDE

WELCOME TO THE MIAMI BEACH CONVENTION CENTER!

The MBCC Food and Beverage Guide provides a comprehensive overview of the food and beverage catering program available for all clients, outlining the procedures for curating a memorable culinary experience and addressing frequently asked questions.

The F&B Guide acts as a supplement to your Banquet Contract and Banquet Event Orders (“BEOs”) in providing additional clarity to our exclusive services in the venue. Please review this document prior to ordering any services and note important deadlines for signed contract, advance deposit, final attendance guarantees and our incentive pricing program, which rewards early planning. While this document addresses the majority of our standard policies, additional guidelines may apply based on your event’s specific needs.

Sodexo Live! is proud to be the exclusive provider to all forms of food and beverage, including alcohol, within the Miami Beach Convention Center (“MBCC”) facility. Outside food, beverage and alcohol is strictly prohibited within the MBCC facility.

Our priority is ensuring the success of your event while safeguarding the health, safety and enjoyment of all attendees. Sodexo Live! reserves the right to enforce event-specific considerations on an as-needed basis and the right to modify, amend or update the Banquet Contract, Food and Beverage Guide and Catering Menu’s pricing at our sole discretion.

Questions or Concerns? Email us at CateringMBCC@Sodexo.com



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GENERAL

FOOD & BEVERAGE POLICIES





EXCLUSIVITY

Sodexo Live! is pleased to be the exclusive Food and Beverage provider of the Miami Beach Convention Center. **All outside forms of food & beverage, including alcohol, is strictly prohibited within the Miami Beach Convention Center.**

The Customer assumes full responsibility for upholding and enforcing the exclusivity clause. Any infringements, whether by the Customer or an exhibiting organization participating in the event, will incur fees at Sodexo Live!'s discretion and invoiced inclusive of a 20% On-Site Order Surcharge, 24% Service Charge and 9% Tax.

The Customer is required to notify all participating organizations of Sodexo Live!'s exclusivity policy. Sodexo Live! does not communicate en mass with participating organizations to ascertain interest in placing catering orders nor advise our exclusivity.

ORDERING TIMELINE & CONTRACT DEADLINE

All food and beverage specifications must be submitted to a member of Sodexo Live!'s Catering Sales team no later than sixty (60) days in advance of your first event day. Banquet Event Orders ("BEO's") containing your food and beverage preferences will be drafted; review each order for their accuracy and note important details such as location, timing, menu selections, flavors and/or quantities.

Sodexo Live! requires a fully executed agreement ("signed contract") with individually signed BEOs to be submitted thirty (30) days prior to the first event day. All functions remain tentative until a signed contract is received by Sodexo Live!.

By signing each BEO, the Customer confirms and authorizes the service. The Customer must promptly report any modifications required to your Catering Sales Manager. Sodexo Live! will not be held liable for inaccuracies approved by the Customer but not directly identified prior to the event.

PRICING ESTIMATE

A good faith estimate of menu pricing will be provided no earlier than six (6) months in advance of the event's start date and is confirmed at the signing of the agreement ("signed contract"). Due to fluctuating product availability and supply chain challenges, Sodexo Live! reserves the right to make reasonable product substitutions and/or the right to adjust pricing from our published menus with proper notification to the Customer.

INCENTIVE PRICING PROGRAM

Our published catering menus served as an excellent starting point for planning your event, but due to industry supply chain challenges, we recommend contacting your Catering Sales Manager for the most updated pricing and availability for your food and beverage preferences.

To receive our published menu's pricing, orders must be contractually finalized in excess of 30 days from your first event day. Our Executive Chef and his team of culinarians would be happy to create custom menu(s) that are tailored to fit your specific group and budget needs.

With additional expenses incurred securing food, beverage and staffing with short notice, additional surcharges may be applicable for orders submitted within 30 days to your first event day:

- **15% Short-Term Surcharge:** New orders contractually agreed upon within 30 days from the start of your event will be charged a 15% administrative fee due to the additional expenses incurred securing food, beverage and staffing. While Short-Term orders have access to our full menu offerings, please be aware that inside of 30 days some products and services may not be available.
- **20% On-Site Surcharge:** New orders received within 7 days from the start of your event will be charged a 20% administrative fee due to the extra efforts required to secure food, beverage and staffing within a short notice. On-Site Orders received will be selected from a limited, on-site menu and depending on current demand, be aware that some products or services may not be available.

A note at the bottom of each BEO will communicate any Short-Term Order and On-site Order surcharges being applied. Any orders submitted from our Online Catering Portal will have any applicable surcharges applied after the order has been received.

SERVICE CHARGE & SALES TAX

A 24% Service Charge shall apply to all food and beverage, which is used to defray the cost of setup, breakdown, service and other house expenses. For clarity, the Service Charge may also be known as a "House Charge" or "Administrative Charge". A portion of the Service Charge may be distributed by Caterer to the employees providing the Services; provided, however, this Service Charge is not purported to be a gratuity and no part of it will be distributed as gratuities to any employees providing services to the guests at the Event.

A 9% sales tax shall apply to all food, beverage, and labor charges, as well as equipment rentals and service charges. If the customer is a business entity claiming tax exemption, the customer must submit a valid Florida Consumer's Certificate of Exemption for Sales Tax (Form DR-14) under the customer's official business entity name and business address no later than thirty (30) days prior to the first event day.

All payments must also be made under the same official business entity. Acceptable proof includes:

- **Credit Card:** A photo of the front of the card clearly displaying the identical business entity name.
- **Wire/ACH/Bank Transfer:** Remittance advice clearly listing the identical business entity and business address.
- **Check:** A copy of the check clearly listing the identical business entity and business address.

Personal payment methods made of behalf of the business entity void any and all taxation exemptions requests. Credit cards must state the name of the business entity and the name of the individual they are representing on the card.

Should the customer be unable to provide the required evidence listed above, **taxes will not be removed from the customer's invoice.**

GUARANTEED ATTENDANCE

The Customer shall notify Sodexo Live! no less than ten (10) days prior to the first event day the minimum number of persons that will attend and utilize services during the Event (i.e. the "Guaranteed Attendance"). Should additional persons attend the event in excess of the Guaranteed Attendance, Sodexo Live! will make reasonable efforts to accommodate subject to product and staff availability. The Customer is responsible for any balance remaining from additional fees incurred in the event of a higher than anticipated attendance.

SPECIALTY EVENTS

Hosted meal functions such as galas, weddings, award dinners, etc. are considered "Specialty Events" and may be eligible for custom menus. Your Sodexo Live! Catering Sales Manager and our Executive Chef will design menus that are logistically and creatively appropriate for large numbers. In some cases, additional labor and/or equipment fees may be applied to successfully orchestrate these events. Sodexo Live!'s standard banquets attendant to guest ratio is 1:20.

BEO MODIFICATIONS OR CANCELLATIONS

After an executed agreement has been received, Sodexo Live! has full discretion in accommodating adjustments to BEO's at the time of the request. **All requests must be made in writing (email or text sufficient):**

- Any decreases from the Guarantee must be requested in writing at least ten (10) days prior to the event or full charges will apply.
- Any increases from the Guarantee are subject to availability and may result in Chef's selections food and beverage preferences are not available.
- **Any BEO cancellations are subject to Sodexo Live!'s discretion:**
 - Cancellations requested between ten (10) and thirty (30) days in advance of the event may be subject to partial compensation, at Sodexo Live!'s discretion.
 - Cancellations requested ten (10) days or less in advance of the event will be subject to full charges.

Refer to the Banquet Contract for the full terms of the "Cancellation Policy". The dates and times of services specified on BEOs may be changed only by a written addendum signed by both the Customer and Sodexo Live!. Additional administrative and/or labor fees may be applicable for services deviating more than thirty (30) minutes from the contractually agreed upon service timing.

ORDER REPLENISHMENT & ADD-ONS

While the timing may vary based on the request, please allow a minimum of sixty (60) to ninety (90) minutes for all on-site replenishment and new add-on requests during any event. The Customer may authorize additional personnel to make Event Order decisions on behalf of the Customer before and during the event by informing Sodexo Live! in writing. Persons who are not authorized will be unable to modify any BEO or request additional services. All replenishments and add-ons will require the Customer's signature of approval at the time of the request, and payment must be received prior to delivery.

TERMS & FINAL INVOICE RECONCILIATION

Any additional amounts due to Sodexo Live! will be based on the actual number of items/persons served and any on-site services approved during the event. Onsite charges will be reconciled daily to the credit card on file. All balances are required to be settled ("paid in full") by the final event day with no exceptions.

The Customer shall, within twenty-four (24) hours of the first event day, advise Sodexo Live! in writing of any discrepancies in the final invoice so that Sodexo Live! may review and, if necessary, make any prior adjustments. Requests made outside of the twenty-four (24) hour period will be ineligible for consideration, at Sodexo Live!'s discretion.

PAYMENT POLICY

Sodexo Live!'s Payment Policy is as follows, with no exceptions permitted:

A one-hundred percent (100%) advance deposit must be received by Sodexo Live! thirty (30) days prior to the first event day. Any additional orders or increases after the initial deposit has been received, must be paid in full at the time of the request before the start of the event.

A credit card is required to be on file for any replenishments or add-ons during the event. Onsite charges will be reconciled daily to the credit card on file. If a credit card is not available, an additional deposit ("Security Deposit") of 20% to 30% will be requested prior to the start of the event to cover any additional balance(s) and be refunded post-event after deducting any incidental costs. If a credit card is not added on file and the Customer refuses to submit a Security Deposit, the Customer will be unable to request replenishments, unable to add additional services, and unable to modify the originally contracted BEOs .

Sodexo Live! reserves the right to halt the execution of any contracted services until the Customer has complied with the payment requirements, the credit card requirement, and a 100% advance deposit is received by Sodexo Live! and been applied to the Customer's invoice. Specific payment methods may not be available based on the date of the payment request.

(New Vendors or Customers) To prevent payment delays, send any New Vendor Onboarding documentation needing to be completed at least sixty (60) days in advance of the event. Sodexo Live's W-9, Bank Letter and banking information are available only upon request. Sodexo Live!'s payment policy will not be exempt for requests who failed to properly advise Sodexo Live! of their New Vendor Onboarding documentation.

WARNING: Sodexo Live! shall provide written notice (email sufficient) to Customer of Customer's failure to timely pay outstanding balances. Customer shall have five (5) days from the date of such notice to pay such overdue amounts. If, after such period, Customer has still not paid the overdue amounts, Sodexo Live! reserves the right, in its sole discretion, to apply a ten percent (10%) late fee to any outstanding balance.

PAYMENT METHODS

Sodexo Live! is proud to offer the following payment channels:

CREDIT CARD

Sodexo Live! accepts all major carriers, including VISA, MASTERCARD, DISCOVER & AMERICAN EXPRESS

ACH, WIRE & BANK TRANSFERS: Exclusively available 30 days or more in advance of the event.

Sodexo Live! requires all Customers who request to pay the advance deposit by ACH, Wire or Bank Transfer to furnish an official bank letter from their financial institution, with the financial institution's logo in the letterhead, in the event a refund is warranted at the conclusion of the event. Before authorizing any advance deposits, verify your financial institution's ability to accurately supply this letter. Sodexo Live! will not be held liable for Customers unable to obtain a swift or secure refund due to the inability to procure the proper documentation.

COMPANY CHECK: Exclusively available 90 days or more in advance of the event.

Address all company checks to: Centerplate, Inc. In the event the Customer chooses to disburse a balance via Check, Sodexo Live! absolves itself of any responsible or liability associated with any issues, complications or adversities that arise subsequent to the disbursement or delivery process. Such issues include, but not limited to, loss, theft, non-receipt, and when the check fails to reach Sodexo Live!

ORDERING TIMELINE (VISUAL)

60 Days Before: Customer submits full food and beverage specs to Sodexo Live!.

Sodexo Live! will prepare Banquet Event Orders (BEOs) and send an initial proposal via Banquet Contract and Advance Invoice to the Customer for review.

30 Days Before: Signed Banquet Contract and 100% Advance Deposit are due.

The Customer is required to submit a signed Banquet Contract and 100% advance deposit to Sodexo Live! no later than 30 days before the event. All services are considered tentative until a signed Banquet Contract is returned, 100% payment is applied to the Customer's invoice and a credit card has been added to Sodexo Live!'s online catering portal.

Less Than 30 Days Before:

Any new orders ("BEOs") are subject to a 15% Short Term Order Surcharge.

10 Days Before: Guaranteed Attendance figures are confirmed.

Any modifications lower than the initial estimate and/or any BEO cancellations must be provided in writing at least ten (10) days prior to the event or full charges will apply.

Any Dietary Restrictions or Requests are confirmed.

New requests submitted within the 10-day period are subject to availability.

Less Than 7 Days Before:

Any new orders ("BEOs") are subject to a 20% On-Site Order Surcharge.

Event Day

All balances from on-site requests or replenishments will be reconciled to the credit card on file at the time of request. All outstanding balances must be paid in full by the final event day. A final invoice will be provided as receipt of payment(s) at the conclusion of the event.

24 Hours Post-Event: Report any Final Invoice Discrepancies

Any discrepancies in the invoice must be communicated to Sodexo Live! within 24 hours.

CHINA & GLASSWARE

For meeting rooms, Sodexo Live! is proud to offer China and Glassware services complimentary for all food and beverage services. For booths, ballrooms, exhibit halls and general areas of the convention center, food and beverage services are provided via high quality disposable ware with appropriate condiments. Sodexo Live! is able to coordinate china, glassware, specialty linens or equipment to optimize services at cost of the Customer.

- Breakfast, Lunch, Receptions and Dinners: *Starting at \$5+ per person, per meal period, per day*
- Snack or Coffee Breaks: *Starting at \$3+ per person, per break, per day*
- Rental Glassware: *Starting at \$2.50+ per person, per glass, per day*
- Rental House Linen: *Starting at \$28+ each, per service*

LIQUOR, WINE, BEER & ALCOHOLIC BEVERAGES

Sodexo Live! offers a variety of alcohol services including liquor, wine and beer. Any service that includes an alcohol-based beverage must be distributed by a Sodexo Live! bartender at the cost of the Customer. Sodexo Live! will determine the number of bartender(s) required per service. Due to fluctuating market prices and product availability, Sodexo Live! reserves the right to make reasonable product substitutions after consultation with the Customer based on product availability.

Hosted Bars: An assortment of alcoholic beverages distributed at no cost to attendees. Sodexo Live! will bill the Customer an initial estimate of total consumption prior to the event, which can be estimated using several variables. Final charges are invoiced by actual consumption after the conclusion of the event, priced by glass, can and bottle.

- Bartender labor charges are required for each Hosted Bar and start at \$180+ per three (3) hour minimum shift. Additional hours are charged at \$60+/per hour
- Hosted Bars that include spirits and cocktails have a 1:75 Ratio (Bartender to attendees)
- Hosted Bars that are wine and beer focused have a 1:100 Ratio (Bartender to attendees)

Cash Bars: An assortment of alcoholic beverages purchased on-site by attendees. Sodexo Live! will determine the number of bartender(s) required per service and the Customer is responsible for all associated labor charges. Sodexo Live! will determine the cost of the beverages available for purchase and the brands of alcohol being served.

- Bartender charges are required for each Cash Bar, start at \$180+ per three (3) hour minimum shift and will be invoiced to the Customer. Additional hours are charged at \$60+/per hour.
- In the event that a client requests specific food or beverage brands to be featured within Sodexo Live! bars as part of a sponsorship arrangement that extends beyond the standard house menu offerings, all such products must be provided as donated goods for Sodexo Live! to resell, with no cost or financial obligation incurred by Sodexo Live!. Approval of any such sponsorships shall remain solely at the discretion of Sodexo Live!.

ALLERGEN & RAW PRODUCT DISCLAIMER

Sodexo Live! does not operate a dedicated allergen-free preparation and service space. Items made onsite are prepared on shared equipment and may come into contact with products containing gluten and common allergens. The Customer acknowledges that food and beverage services requested may contain dairy, eggs, wheat, soybeans, tree nuts, peanuts, fish, shellfish, or wheat. Additionally, specific services may contain or come into contact with raw food.

The Customer acknowledges that consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase attendee's risk of food borne illness, especially those with medical conditions. The Customer accepts responsibility for communicating caution to those consuming the services, understanding that Sodexo Live! does not guarantee a complete allergen-free service environment nor risk with raw or undercooked services.

Sodexo Live! is able to accommodate Gluten-Free, Dairy-Free, Vegan, Vegetarian, Kosher, Halal, and other allergens & dietary restrictions only with proper notice. All allergens & dietary restrictions for plated functions must be communicated to Sodexo Live! at least ten (10) days in advance of the first event day. All requests within the ten (10) day period may be limited to availability and chef's selection.

SELLING FOOD OR BEVERAGE ON MBCC PROPERTY

Customer may request approval to sell food or beverage products on Miami Beach Convention Center's property. Approval is granted on a case-by-case basis at Sodexo Live!'s discretion and is contingent on a Selling Fee being charged at cost of the Customer. A Certificate of Insurance (COI) stating Sodexo Live!, OVG 360 and the City of Miami Beach are not liable for the service must also be on file.

Selling food or beverage on MBCC property is limited to "Raw Products" or "Ready-to-Eat" Products; the distribution of alcohol is strictly prohibited. **All items requesting to be sold are prohibited to compete with Sodexo Live!'s existing Concession and Retail offerings.**

Raw Products: Classified as food or beverage that requires additional preparation to consume and is unable to be consumed on MBCC property. *i.e Spices, seasonings, condiments, flour, uncooked pasta, cake mixes, raw grains, canned products, etc.*

- These products must be sold in their pre-packaged form.
- Service is contingent on a Selling Fees being paid in full prior to the start of the event, which starts at \$750++ per selling location, per day. Maximum number of locations is two (2). Additional fees per each item or service sold may be applicable.

Ready-to-Eat Products: Classified as food or beverage that has the ability to be consumed at will. *i.e. Specialty candy, internationally-sourced chips and snacks, etc.*

- These products must be sold in their ready-to-eat form.
- Service is contingent on a Selling Fees being paid in full prior to the start of the event, which starts at \$1,500++ per selling location, per day, but varies based on the request. Maximum number of locations is two (2). Additional Fees per each item or service sold may be applicable.

Sodexo Live! has the authority to suspend any Selling Activation at Sodexo Live's discretion at any time during an event.

CONCESSION & RETAIL VOUCHERS

Customers have the opportunity to purchase concession vouchers for attendees during their event. Each voucher must be designed towards a complete purchase of a food or beverage item, encompassing applicable tax.

All voucher requests must be communicated to Sodexo Live! 's Catering Sales Team at least thirty (30) days in advance of the event. For voucher concepts best geared towards your event, connect with a Sodexo Live! Retail & Concessions Manager for recommendations.

VOUCHER APPLICATION PROCESS

- 1. The Customer must inform the Sodexo Live! Catering Sales Team the estimated number of vouchers anticipated on being redeemed during the event.** Sodexo Live! requires a minimum guarantee of 80% of the estimated number of distributed vouchers to be redeemed during the event, so plan accordingly.
- 2. The Customer is required pay one hundred percent (100%) of the total estimated vouchers prior to the start of the event with each voucher billed at face value.** Vouchers will not be eligible for redemption if Sodexo Live! does not receive the initial one hundred percent (100%) advance deposit thirty (30) days in advance of the event.
- 3. At the conclusion of the event, the Customer will be invoiced by either of the final actual number of vouchers redeemed, or the 80% guarantee - whichever is greater.** Each voucher will be billed by the agreed upon face value. Customers are responsible for setting all outstanding voucher balances prior to the end of the event.

VOUCHER REQUIREMENTS

Each voucher must physically display a maximum monetary value and are valid for single redemption only. Customers are permitted to employ different types of vouchers during a single event. Vouchers are exclusively redeemable in a printed form; digital vouchers are strictly prohibited. The responsibility of printing and distributing vouchers to attendees' rests with the Customer. Raffle tickets and other generic ticketing systems are prohibited.

The appearance and design of vouchers must receive approval from Sodexo Live!, ensuring the inclusion of the following information on each voucher:

- *[Name of event]*
- *[Date(s) of eligible redemption]*
- Valid for one time use.
- Valid for one *[enter type of F&B]* up to *[\$[enter value].*
- Valid at any MBCC Sodexo Live! Retail Outlet.
- No cash value. No cash returned. Non-refundable.

BOOTH CATERING SERVICE REQUIREMENTS

All booth catering orders are designed to be placed on existing furniture prearranged by the exhibitor through the event's General Service Contractor (GSC) or show decorator. **Sodexo Live! does not provide furniture complimentary for booth catering orders.** If you need assistance confirming the spacing requirements of your orders, please ask your dedicated catering sales representative. Sodexo Live! offers the following furniture rentals charged per day of rental, but limited quantities are available per show on a first come, first serve basis.

- 8ft Table with Black Linen: \$75+ per table, per day
- 8ft White Bar (Front and Backbar): \$750+ per bar, per day
- 8ft White Bar (Front): \$500+ per bar, per day
- 6ft Mogogo Bar (Front and Backbar): \$350+ per bar, per day

All electrical requirements for food and beverage services must be arranged through the dedicated electrical vendor.

All customers with food and beverage services are required to organize booth cleaning services from the event's General Service Contractor (GSC) or show decorator.

MEETING ROOM & BOOTH CATERING ORDER MINIMUMS

All Meeting Room and Booth Catering Orders are subject to the following order minimums:

All Catering Orders are subject to a \$150++ food and beverage subtotal.

Orders less than the stated minimum are subject to a \$25.00+ Delivery Fee. The Customer must be present in the booth or meeting room at time of delivery. Re-Delivery Fee of \$25.00+ will be applicable to each order for each additional attempted delivery.

All services not considered "Food or Beverage" (i.e. Ice Services, Linen Rentals, China Rentals, Storage Deliveries, etc.) will automatically be applied a \$25.00+ Delivery fee for each prearranged delivery.

EXHIBITOR ATTRACTIONS & TRAFFIC PROMOTERS

Any food or beverage "Traffic Promoters" must be purchased through Sodexo Live!. Exhibitors are prohibited to handout food and beverage as an enticement to attract attendees into to their booth if their featured product (i.e. what the booth is conveying or showcasing to attendees) has no relation to food or beverage. Exhibitor Attractions such as Popcorn Machines may be rented through Sodexo Live! only if prior approval has been given to the exhibitor by the Customer/Show Management.

Small candies 1oz or less, like individually wrapped mints, are permitted for strict distribution within an Exhibitor's booth and does not require Sodexo Live!'s written authorization.

Exhibitors may bring in logo'd bottled water contingent upon written approval from Sodexo Live!. A corkage fee of \$1.50++/bottle will apply. Sodexo Live! reserves the right to control the quantity of logo'd bottled water brought into the facility.

ADDITIONAL FEES

Linen Service: Sodexo Live! is pleased to offer in-house black linen for all purchased food and beverage services. Additional fees may be applicable for specialty linens, linens for non-food-or-beverage services or for Customer meetings, starting at \$28++/each.

Holiday Service: For orders requested on, or orders whose preparatory days land on, a designated U.S. Federal Holiday, additional labor fees will be charged to the Customer. At the time of ordering the service, Sodexo Live! will notify the Customer of the estimated additional labor fees based on information supplied by the Customer. The policy includes: New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Delayed or Extended Service: If the contractually agreed upon beginning or ending service time of your BEO changes by thirty (30) minutes or more, additional administrative and/or labor charges will apply. Should your event require extended pre- or post- stand by time, often necessitated by "Specialty Events" (or meal functions of 1,000 persons or more), additional labor charges may apply at Sodexo Live!'s discretion.

Service Minimum Fee: All BEOs where the purchased quantity of an item or service falls short of the required minimum are subject to additional fee starting at \$75+ but may vary per item or service.

Enhanced Service Labor Fee: All BEOs where the requested operation exceeds our standard level of service may be subject to additional labor fees, starting at \$60+/per hour and a three (3) hours minimum shift per attendant.

Equipment Rental or Table Rental Fee: Specific services may be subject to an equipment or table rental fee, charged per day of rental. For Booth Catering, the Customer is required to supply all counter space required for the services. Other fees may be applicable to your order(s); refer to your Catering Sales Manager for guidance.

Other fees may be applicable to your order(s); refer to your Catering Sales Representative for guidance.

MISCELLANEOUS PROVISIONS

Indemnification and Limitation of Liability: Customer shall indemnify, defend and hold harmless the Sodexo Live! and Sodexo Live! Facility client and their respective officers, directors, agents, subcontractors and employees and each of them, from and against any and all demands, claims, actions or liabilities of whatsoever kind and nature including judgments, interest and reasonable attorney's fees and other costs, fees, expenses and charges, arising out of or caused by negligence or willful misconduct of Customer, its guests or invitees in connection with the Event. In no event shall Sodexo Live! be liable to the Client for any liquidated, indirect, incidental, special, punitive or consequential damages, including lost profits or revenue, arising out of breach of any of its representations, warranties or agreements contained from the Banquet Contract, whether or not such Client has been advised of the possibility of such damages, and whether any claim for recovery is based on theories of contract, negligence or tort (including strict liability).

Security & Crowd Control: The customer acknowledges and agrees that Sodexo Live! shall have no responsibility to provide security for the event, nor for any food and beverage services purchased by the Customer. At the discretion of the MBCC facility, in order to maintain adequate security measures, all Customers are required to provide security personnel at the their sole expense. Consult with an MBCC event manager for details.



SAMPLING GUIDELINES



SAMPLING OVERVIEW

Sodexo Live! may grant a Customer permission to distribute food or beverage samples during an event contingent on the following conditions:

- The inherent and fundamental nature of the event is centered around food, beverage or alcohol;
- The Customer is the legal manufacturer or distributor of the proposed food or beverage samples;
- The proposed samples are in relation to the nature of the event;
- Approval is given to the Customer in writing by Sodexo Live!

Samples are limited to a specific portion size:

- Maximum food sample size is two (2) ounces
- Maximum non-alcoholic beverage sample size is three (3) ounces
- Maximum alcoholic beverage/liquor sample size is one (1) ounce

If a request for sampling exceeds the predetermined portion sizes, or is in quantities exceeding sampling guidelines, the Customer will be assessed a Buy Out or Corkage Fee per item brought in. **Sampling of any alcohol or liquor requires a Sodexo Live! bartender to distribute the product, charged at cost of the Customer.** Sodexo Live! will determine the number of staff required for each sampling activation.

TO REQUEST A SAMPLING ACTIVATION

A MBCC Sampling Request Form (Page 19), MBCC Sampling Agreement (Page 20) and Certificate of Insurance ("COI") registered under the exhibiting business and listing Sodexo Live! as an additional insured must be submitted to Sodexo Live! in writing fourteen (14) days prior to the first event day. Approval is granted on a case-by-case basis at the sole discretion of Sodexo Live! The COI must have the following coverages and verbiage as described on page 18.

Sampling requests submitted or finalized within fourteen (14) days or less prior to the first event day may result in a Buyout or Corkage fee being charged.

All sampled products must be served via single-use compostable serveware.

No food or beverage may be sampled outside of MBCC's exhibit halls and all sampling operations must be confined to the Customer's booth. The Customer is strictly prohibited from distributing samples and soliciting interest outside of their assigned booth.

Samples may not be sold at any time and the Customer is prohibited from charging fees for attendees to receive samples. Customers who are utilizing samples in relation to wholesale purposes are prohibited from distributing wholesale product on MBCC property. Sodexo Live! encourages Customers to arrange pick-up services at an off-site location or to coordinate with delivery services.

Sodexo Live! does not provide or rent out equipment for sampling activations. The Customer is responsible for cleaning & maintaining their space, adhering to local and state Health Department Regulations and planning for proper waste disposal (including liquids). Disposal of cooking residue into the MBCC's drainage system is strictly prohibited. Receiving & Handling, Storage and Delivery services may be available from Sodexo Live! at cost of the Customer, but are not guaranteed.

Sodexo Live! has the authority to suspend any Sampling Activation due to:

- Sodexo Live! deeming a Customer's activation operations are violating any Federal, State or Local Health Code Regulation.
- Distribution of product(s) that were not stated on the Sampling Application.
- Distribution of product(s) outside of the Customer's booth.
- Other activities in which Sodexo Live! deems it necessary to suspend operations.

BUYOUTS & CORKAGES

- If the Customer does not directly manufacture the product in the sampling request,
- If the Customer has a specific product request that Sodexo Live! is unable to procure, or
- If the Customer is requesting to distribute product exceeding sampling guidelines,

Sodexo Live! may grant the Customer permission to bring the requested food and beverage within the Miami Beach Convention Center **contingent on a Buyout and corkage fee being charged at cost of the customer, complemented with a Certificate of Insurance ("COI")** (Page 20). Approval is granted on a case-by-case basis with associated buyout or corkage fees determined at Sodexo Live!'s discretion.

All Buyout and Corkage requests submitted less than thirty (30) days prior to the event may be subject to Short-Term or On-Site surcharges (page 6).

FOOD & BEVERAGE EVENTS

If the nature of the Customer's event is exclusively food, beverage, or alcohol focused and/or the Customer anticipates five (5) or more Sampling, Buyout and/or Corkage requests, the Customer ("Show Management") will be required to provide the following:

1. A Certificate of Insurance (COI) with a \$4 Million Umbrella Policy, requiring:

- a. \$1 Million General Liability Coverage
- b. \$1 Million Automobile Liability Coverage
- c. \$4 Million Excess/Umbrella Liability Coverage
- d. \$1 Million Worker's Compensation and Employer's Liability Coverage

2. A Detailed List of Sampling Booths, including:

- a. Name of Company
- b. Booth Number
- c. Main Contact (First & Last Name)
- d. Food, Beverage & Alcohol Samples to be distributed

3. A Detailed Floorplan of Sampling Booths, including booth numbers.

4. Full Payment for the following services, if applicable:

- a. Culinary Supervisors to monitor the preparation spaces and distribution of samples, and/or
- b. Alcohol Supervisors to monitor portion sizes and proper distribution of samples, and/or
- c. Fees associated with any exclusive or ticketed sampling areas that requires an additional purchase from an attendee to access.

No sampling requests will be approved or accepted until a Certificate of Insurance (COI) and any corresponding payments are provided to Sodexo Live! sixty (60) days in advance.

All sampling requests must be sent and approved by Sodexo Live! fourteen (14) days in advance. Requests within the fourteen (14) day period will not be accepted.

SHOW MANAGEMENT ACCEPTS ALL LIABILITY ASSOCIATED WITH SAMPLING AND BUYOUT ACTIVATIONS, AUTHORIZING SODEXO LIVE! TO HAVE FULL AUTHORITY OVER SAMPLING OPERATIONS, INCLUDING THE ABILITY TO SUSPEND ACTIVATIONS AT SODEXO LIVE'S DISCRETION.

SPONSORED PRODUCT

- Sodexo Live! does not assume responsibility for purchasing products on behalf of clients for sponsored events. Any products intended for sponsorship must be supplied directly by the client or their sponsors.
- Sodexo Live! may grant the Customer permission to bring the requested food and beverage within the Miami Beach Convention Center **contingent on a Buyout or Corkage fee (based on 50% of catering price) being charged at cost of the customer.**
- Additional costs for receiving, storage, and delivery if Sodexo Live! is expected to manage the product.
- Any sponsorship that includes an alcohol-based beverage must be distributed by a Sodexo Live! bartender at the cost of the Customer. Sodexo Live! will determine the number of bartender(s) required per service.
- The MBCC liquor license is strictly for operational purposes and cannot be used to purchase alcoholic products on behalf of clients for sponsorships. Any such purchases must be made directly by the client in compliance with applicable regulations.
- The brands available at our cash bars are selected based on our inventory during the events. We do not source or purchase liquor brands beyond our standard offerings.
- Clients may incorporate sponsored brands by supplying the product at no cost to Sodexo Live!.
- All sponsored beverages must be reviewed and approved in advance.
- Bars operate with an open selection policy, meaning they are not exclusively tied to any single brand. While we can highlight showcase brands as part of an event sponsorship or partnership, it's our policy to preserve the integrity of our beverage program by ensuring that a full range of brands are available.
- Sodexo Live reserves the right to set catering or retail prices for menus featuring sponsored product given to Sodexo Live! at no cost.
- A Certificate of Insurance ("COI") stating Sodexo Live!, OVG 360 and the City of Miami Beach are not liable for the service must be on file; requests without a COI with the required verbiage or insurance coverages will not be approved. All Buyout and Corkage requests submitted less than thirty (30) days prior to the event may be subject to Short-Term or On-Site surcharges (page 6). Connect with a Sodexo Live! Catering Sales Manager for additional information.

CERTIFICATE OF INSURANCE REQUIREMENTS

All Certificate of Insurances ("COI") must have the following requirements:

- COI must be submitted in a ACCORD 25 Format.
- Insured: The company representing and/or purchasing the exhibiting space must be listed.
- General Liability Coverage: Minimum \$1,000,000 Each Occurrence, \$2,000,000 General Aggregate
- Automobile Liability Coverage: Minimum \$1,000,000 Combined Single Limit (each occurrence)
- Worker's Compensation and Employee Liability: Minimum \$1,000,000 Each Accident
- Description of Operations - Must list the following verbiage: "Sodexo Live, OVG 360 and the City of Miami Beach, its agents, employees and officials are an additional insured under the terms and conditions of the General Liability policy with respect to work performed by the named insured as required by written contract. The Worker's Compensation policy contains a waiver of Subrogation in favor of Centerplate, Spectra and the City of Miami Beach, its agents, employees and officials providing the contract is executed prior to any loss. "
- Certificate Holder - Must list the following verbiage: Sodexo Live!, Miami Beach Convention Center, 1901 Convention Center Drive, Miami Beach, Florida 33139

MBCC SAMPLING REQUEST FORM



Approval is granted on a case-by-case basis. Note that submitting this form is not a guarantee of sampling approval, which is granted at Sodexo Live!'s discretion.

Email all completed forms to cateringmbcc@sodexo.com, or your designated Sodexo Live! Catering Sales Manager.

COMPANY INFORMATION

Name of the Event _____ Booth Number _____

Company Name _____

Company Address _____

City _____ State/Province _____ Zip Code _____

Primary Contact _____ Mobile Number _____

Email _____

SAMPLING FOOD & BEVERAGE DETAILS

Dates of Sampling: From _____ to _____

Product(s) to be Sampled:

Food _____ (Portion size of 2 oz or less)

Beverage _____ (Portion size of 3 oz or less)

Alcohol* _____ (Portion size of 1 oz or less)

**Sodexo Live! Bartenders are required to distribute the product starting at \$60+/per hour, minimum three (3) hour shift.*

Please describe how the product(s) are in relation to the nature of the event:

Per the City of Miami Beach, all single-use plastic or styrofoam serveware is strictly prohibited.

All samples must be distributed via single-use compostable serveware made from plant-based materials like paper, bamboo, Sugarcane Bagasse, palm leaf or cornstarch.

I acknowledge all samples must be served from single-use compostable serveware and understand the activation may be subject to termination should non-compostable serveware be utilized. _____ (Initials)

MBCC SAMPLING AGREEMENT



SodexoLive! has exclusive food and beverage distribution rights within the Miami Beach Convention Center.

Exposition sponsoring organizations and their exhibitors may distribute sampled food or beverage products ONLY upon Written Authorization from Sodexo Live!.

GENERAL CONDITIONS

Exhibitors who directly manufacture, produce or distribute the intended product(s) may be given permission to sample portions of their products contingent on approval from Sodexo Live! The product(s) and the exhibitor(s) must be related to the inherent nature of the event. Exhibitors who do not directly manufacture, produce or distribute the product will be assessed a Buyout or Corkage fee. Sampled products may only be distributed within an Exhibitor's Booth. Samples are not permitted to be sold. Sampling Activations are not permitted if the inherent nature of the event is not food, beverage or alcohol focused.

Exhibitors acknowledge all approved sample(s) are limited to a specific size:

- a. Limited to a maximum of 2oz per sample.
- b. Non-Alcoholic Beverage limited to maximum of 3oz per sample.
- c. Alcohol limited to maximum of 1oz per sample.

Exhibitors acknowledge that samples distributed larger than the sizes listed above will be subject to a Buyout or Corkage fee per product charged at cost of the Exhibitor(s), or operations will be terminated.

Exhibitors acknowledge responsibility for adhering to all Federal, State and Local Health Department Regulation for preparation and distribution of food, beverage and alcohol.

Exhibitors acknowledge responsibility for storage, handling, delivery and service of all equipment and products to execute the sampling activation(s). Exhibitors acknowledge Sodexo Live! is not liable for actions or damages resulting from equipment utilized from the sample activation(s). Sodexo Live! offers storage, handling and delivery services, which if agreed to, will be charged to the Exhibitor where applicable.

Exhibitors acknowledge a Certificate of Liability Insurance naming Sodexo Live!, OVG 360, The Miami Beach Convention Center and the City of Miami Beach must accompany your MBCC Sampling Request Form fourteen (14) business days prior to the event start date. Requests received by Sodexo Live! within and after the fourteen (14) day period will not be considered for approval. Your company's name as contracted with Sodexo Live!, OVG 360, The Miami Beach Convention Center and the City of Miami Beach must appear on the Certificate of Insurance. Sodexo Live! reserves the right to terminate any sampling operations that does not have a Certificate of Insurance with the appropriate verbiage on file.

WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

In consideration of being permitted to participate at the Miami Beach Convention Center in a supervisory capacity, the sampling as detailed on the authorization request, the undersigned, heirs and personal representatives or assigns, do hereby release, waive, discharge and covenant not to sue Sodexo Live!, OVG 360 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.

By signing this agreement, I understand and accept the terms and conditions listed and acknowledge that Sodexo Live! reserves the right to terminate any sampling activation leading up to and/or during an event at Sodexo Live!'s discretion. I understand that submitting this agreement is not a guarantee of sampling approval.

Print Name*: _____

Representing (Company/Business/Organization)* _____

Signature*: _____ Date*: _____

CERTIFICATE OF INSURANCE (COI) EXAMPLE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
XX/XX/XXXX

PRODUCER XYZ BROKERAGE	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.												
INSURED TENANT'S NAME (AS IT APPEARS ON LEASE AGREEMENT) ADDRESS	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURERS AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: XYZ INSURANCE COMPANY</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A: XYZ INSURANCE COMPANY		INSURER B:		INSURER C:		INSURER D:		INSURER E:	
INSURERS AFFORDING COVERAGE	NAIC #												
INSURER A: XYZ INSURANCE COMPANY													
INSURER B:													
INSURER C:													
INSURER D:													
INSURER E:													

COVERAGES
 THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NSR#	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	<input checked="" type="checkbox"/>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> INDEPENDENT CONTRACTORS GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	XXXXXX	XX/XX/XX	XX/XX/XX	EACH OCCURENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	<input checked="" type="checkbox"/>	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	XXXXXXX	XX/XX/XX	XX/XX/XX	COMBINED SINGLE LIMIT (Each Occurrence) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/>	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	<input type="checkbox"/>	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURENCE \$ AGGREGATE \$ \$ \$
	<input checked="" type="checkbox"/>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N If yes, describe under SPECIAL PROVISIONS below	XXXXXXX	XX/XX/XX	XX/XX/XX	<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
	<input type="checkbox"/>	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 Sodexo Live!, OVG 360 and the City of Miami Beach, its agents, employees and officials are an additional insured under the terms and conditions of the General Liability policy with respect to work performed by the named insured as required by written contract. The Workers' Compensation policy contains a Waiver of Subrogation in favor of Centerplate, Spectra and the City of Miami Beach, its agents, employees and officials providing the contract is executed prior to any loss.

CERTIFICATE HOLDER Sodexo Live! Miami Beach Convention Center 1901 Convention Center Drive Miami Beach, FL 33139	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL ENDEAVOR TO MAIL ____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE



LOG IN SIGN UP



Make Your Arrival Stress-Free by Pre-Ordering Food and Beverage Services!

SELECT YOUR EVENT

FIND EVENT X

OCTOBER

SUN WED
19-22
OCT OCT

expcn EXPCON 2025

[SELECT](#)

NOVEMBER

MON WED
03-05
NOV NOV

NMSDC NSMDC ANNUAL MEETING

[SELECT](#)

TUE THU
11-13
NOV NOV

Transport Logistics Americas TRANSPORT LOGISTICS AMERICAS & AIR CARGO AMERICAS

[SELECT](#)

WED THU
12-13
NOV NOV

SOCCEREX SOCCEREX MIAMI

[SELECT](#)

ONLINE ORDERING PROCESS



REGISTER YOUR ACCOUNT FOR INVOICING

(Updated June 1st, 2025)

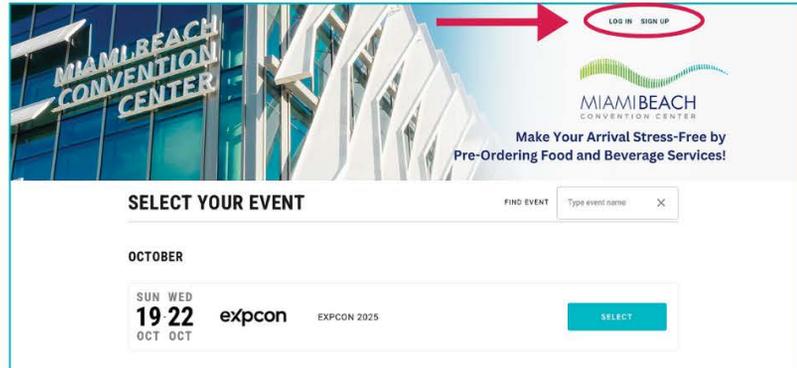
Sodexo Live! kindly requests all Customers to register an account via Sodexo Live!'s online Catering Portal to invoice you for any requested food and beverage order(s). The account registration process includes adding a credit card to be on file.



Scan the QR Code with your Mobile Device, or visit <https://mbcc.ezplanit.com/#/welcome>

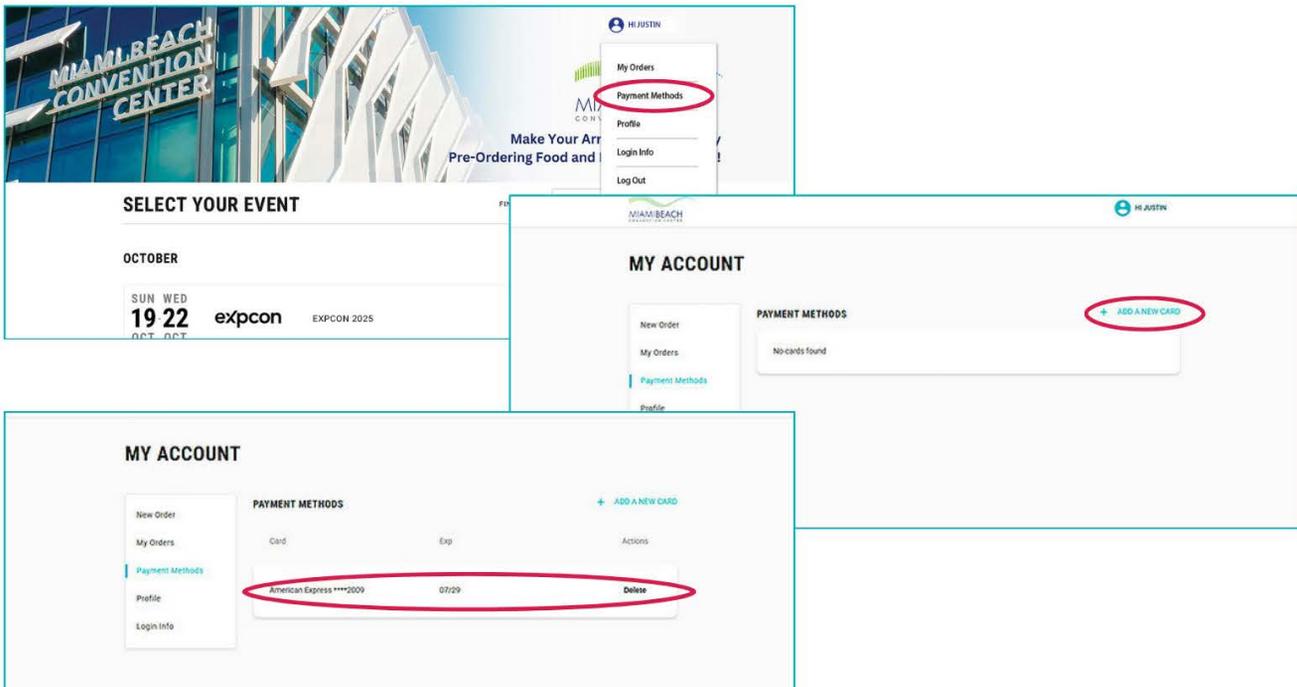
Click "Log In" (if you have an existing account) or "Sign Up" to create a new account.

If creating a new account, fill out all required fields as indicated. Include the business address and all preferred details that need to be listed on all invoices. Our portal may require a verification process to be completed either by text message or email.



Once all fields are completed, click "Register". An email may be sent to the email address on file confirming the account creation.

Click "Payment Methods", then "Add A New Card" and complete all required fields.



To maintain PCI compliancy, all credit card details must be directly inputted into your account on the portal. Should you require assistance with this process, reach out to your designated Catering Sales Representative.

ORDERING INFORMATION

All Customers must submit the following food and beverage specifications:

SERVICE INFORMATION

- Event or Function associated with the Food and Beverage Request
- Date(s) of Services
- Location(s) of Services
- Timing of Services:
 1. **Set Time:** The time our operations team will start setting up for the requested service(s), traditionally 30 minutes in advance of the Start Time.
 2. **Start Time:** The time our team guarantees that the requested service(s) will be set and commence.
 3. **End Time:** The time our team will stop all service(s) and start breaking down all equipment associated with such, unless an extension is discussed with your Catering Sales Manager. End Time extensions may incur additional labor fees.

ORDER SELECTION

- The food and beverage requested
- The cost of each food and beverage selection
- The quantity of each food and beverage selection
- Any specific flavors for the selected food or beverage
- Any specialty requests or dietary restrictions
(Note that not all menu items may be modifiable)

Once all the above specifications are identified and submitted to our team, we will review your request and respond with a preliminary proposal in a timely manner. **All functions are considered tentative until a signed agreement and 100% advance deposit is returned to Sodexo Live!.**



T H A N K Y O U



RE A D Y T O O R D E R ?

CATERINGMBCC@SODEXO.COM

MBCC.EZPLANIT.COM

