



## 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# & Size: \_\_\_\_\_

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. **One kit is required for every 10 feet in which you will be sampling and or prepping within the booth.** You may provide your own or rent one from the catering department for \$150+ tax . Will you be purchasing a hand washing sanitation station or provide your own?

Yes, a 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.**