



**MANDALAY BAY®**  
**RESORT AND CASINO, LAS VEGAS**  
**FOOD AND BEVERAGE SAMPLING AUTHORIZATION FORM**

This form is required to be completed for all sample Food and Beverage sampling on the show floor.

Show Name:			BOOTH #:		
Exhibiting Company Name:					
Street Address:		City:		State:	Postal Code:
Phone #:		Ext:		Fax #	
Signature:			Print Name:		
Contact's e-mail:			On-site contact/cell number:		

YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED IN THE SERVICES BROCHURE. MGMRI IS NOT RESPONSIBLE FOR TERMS & CONDITIONS AND/OR ORDER FORMS THAT MAY HAVE BEEN REMOVED PRIOR TO DISTRIBUTION.

**General Conditions**

- Show Management and/or Exhibitors may distribute sample food and/or beverages under the following conditions:
- 1 Completion and return of this form. Fax 702.669.4575 or email exhibitorservices@mandalaybay.com
  - 2 Samples dispensed are limited to products manufactured, processed or distributed by the exhibiting company.
  - 3 **All items are limited to sample size:**

<b>A) Food Items - One (1) Ounce</b>	<b>B) Non-Alcoholic Beverage - Two (2) Ounces</b>
<b>C) Beer - Two (2) Ounces</b>	<b>D) Wine - One (1) Ounce</b>
	<b>E) Spirits/Liquor 0.25 Ounce</b>
  - 4 Food and beverage items not manufactured, processed, or germane to the business of the exhibiting company must be purchased from the facility.
  - 5 Product liability insurance is required when Sample food or beverage is distributed in our facility.
  - 6 For alcohol dispensing by Exhibitor, one (1) million dollars in host liability insurance is required and must comply with federal and state liquor laws if applicable. **All alcohol samples are required to be served by a MGMRI Bartender.**
  - 7 Exhibitors found in violation of the sample sizes will be charged corkage and gratuity fees based on facility pricing for the same or similar items. By signing and returning the Sampling Authorization Form Beverage Contract, Exhibitor agrees to all fees associated with their samples.
  - 8 Dispensing and storage of food/beverage product is the responsibility of the exhibitor. Contact your General Service Contractor if you require storage. Due to health regulations, the facility is not able to store product for exhibitors.
  - 9 **Exhibitors are responsible for complying with all Southern Nevada Health District regulations. Following are the regulation numbers that pertain to exhibition cooking/sampling: 96.01.0045 – 96.01.0039 – 96.02.0000 – 96.09.0000 – 96.09.0100 – 96.09.0200. For additional information, SNHD web site is – www.southernnevadahealthdistrict.org – Phone 702.759.1000. The SNHD policies are subject to change without notice. The Clark County Health District frequently visits Exhibit Halls ensuring that all Exhibitors are compliant. PLEASE NOTE, YOU MAY BE REQUIRED TO HAVE A HAND-WASHING STATION IN YOUR BOOTH IF YOU ARE HANDLING SAMPLES.(Refer to the SNHD website to verify) If you need to rent a hand-washing station, Edlen Electrical has a limited supply available for rent, please refer to the Electrical order form that is at the end of this brochure.**
  - 10 All cooking, warming and equipment use must conform to fire prevention regulations and be approved by Clark County Fire Department 702.455.7316 All necessary permits including the Health District and Fire Marshal, for cooking demonstrations must be secured and provided to all parties prior to the event. Smoke or strong odors created during food preparation must be vented so as not to interfere with adjoining exhibits. The MGMRI exclusive plumbing contractor (Edlen Electrical) must be contacted to vent cooking equipment.
  - 11 MGMRI will institute a charge for any rental equipment & cleaning associated with the distribution of samples.
  - 12 Trash Removal - Disposal of food items must be in accordance with the manner established by MGMRI. All Exhibitors sampling food and beverage are required to order Periodic Porter Service. This can be ordered on the order form included in this brochure.

**Product Information**

Product to be dispensed \_\_\_\_\_

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

How will the product be prepared? \_\_\_\_\_

If you will be using any cooking equipment in your booth, you will need to contact the Clark County Fire Marshal for approval.

Will you require the facility to prepare product? \_\_\_\_\_

Please complete Food Preparation request form in this brochure.

Will you require any equipment from the facility to prepare or display product? \_\_\_\_\_

Equipment list available by emailing exhibitorservices@mandalaybay.com



# MANDALAY BAY®

RESORT AND CASINO, LAS VEGAS

## REQUEST FOR MANDALAY BAY CULINARY TEAM TO PREPARE FOOD SAMPLES

Show Name:			BOOTH #:
Exhibiting Company Name:			
Street Address:	City:	State:	Postal Code:
Phone #:	Ext:	Fax #	
Signature:		Print Name:	
Contact's e-mail:			

YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED IN THE MBCR SERVICES BROCHURE. MBCR IS NOT RESPONSIBLE FOR TERMS & CONDITIONS AND/OR ORDER FORMS THAT MAY HAVE BEEN REMOVED PRIOR TO DISTRIBUTION.

\*In order to properly prepare and plan for all food preparations, requests must be received by at least 21 days before 1st sampling date.

\*Orders received after this date will be subject to kitchen availability.

\*All food should be shipped to the General Service Contractor and arrangements made with them to deliver to the kitchen three (3) days prior to preparation.

\*All food items should be in bulk packaging unless they are being prepared in an individual package.

\*Based on the information provided, a custom contract will be created.

If you have any questions, please contact Exhibitor Services toll free at **855-408-1349** or

**exhibitorservices@mandalaybay.com**

### Please provide a separate sheet with the following information:

- 1 What is being delivered to the kitchens? Please list the items, number of cases, delivery dates and times. Each case should be labeled with a delivery date and time to be delivered to the kitchen.
- 2 What are your food samples?
- 3 What type of storage is required? Refrigerated, Freezer, Dry? On the Delivery label please indicate storage type.
- 4 What are your cooking / preparation instructions? Provide a separate list of cooking instructions, if the actual instructions on the product are available, please send those as well. In addition, the cooking instructions should be on each case sent to the kitchen.
- 5 How will the samples need to be displayed.
- 6 What equipment will you need to rent from the facility for your samples? (i.e. chaffing dishes, serving trays)
- 7 A detailed schedule for when you will need food delivered to the booth including the specific quantities for each product.
- 8 Will the facility need to provide any food items to complete the preparation of your product?  
If so, a list of items with quantities will be required.
- 9 Will you require labor (server, bartender, chef) from Mandalay Bay in your booth? Please specify type of labor, what they would be doing, and the hours required.
- 10 Who will be your on-site contact for preparation questions? Please provide name and cell number.
- 11 Attach any other information you feel is important to the sampling of your product(s).



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**FOOD & BEVERAGE CONTRACT**

**ORDER ON-LINE AT [www.mandalaybayexhibitorservices.com](http://www.mandalaybayexhibitorservices.com) - SECURE, EASY & IMMEDIATE RECEIPTS!**

**THIS FOOD AND BEVERAGE CONTRACT IS REQUIRED AS PART OF YOUR FOOD AND BEVERAGE ORDER**

**Mandalay Bay Convention Center has a dedicated team of professionals to assist with your custom menus and special events. Please email inquiries to [exhibitorservices@mandalaybay.com](mailto:exhibitorservices@mandalaybay.com)**

**ORDER POLICIES**

1 **MGMRI retains the exclusive rights for all food and beverage services therein.** It is not permissible to bring or sell any food or beverage on the premises without written permission from MGMRI. Use of outside catering services is prohibited. Failure to comply with this policy will result in a corkage charge, service fee, and any other damages to which MGMRI may be entitled.

2 **Taxes and Service Fees - All food and beverage orders are subject to the current Nevada State Sales Tax and a 23% Service**

3 **Trash Removal/Food Disposal**

Food is served on disposable ware that will not be removed from your booth unless it is in a trash receptacle. It is your responsibility to dispose of these items into the trash receptacle when you are done. Coffee Urns or other banquet items that are not disposable will be removed from your booth based on a 3 hour serving time by facility personnel. If you wish to have the items removed from your booth before that time, please indicate as such with your order.

For this reason, exhibitors ordering food and beverage will be required to order Periodic Porter Service. Based on the following:

<b>Booth Size:</b>	<b>Advance Rate:</b>	<b>Show Rate:</b>
Up to 1000 sq. feet	\$51.50 per day	\$63.86 per day
1001 - 3000 sq. feet	\$74.16 per day	\$106.09 per day
3001 sq. feet and up	\$116.39 per day	\$163.77 per day

4 Alcoholic beverages must be served by a MGMRI Bartender.

5 All deliveries will be made on the half hour, with a fifteen (15) minute grace period based on volume.

6 Exhibitor assumes all risks of loss, theft, or destruction of, or damage to equipment caused by Exhibitor or by Exhibitor's employees, agents or guests and will hold MGMRI harmless from any and all damages, claim, lien, storage costs, labor and materials, except if caused by MGMRI or any of MGMRI's personnel or agents. Exhibitor further agrees to pay MGMRI all cost of repairs or replacement at the current repair or replacement costs of said equipment.

7 **No refresh services are available on the show floor for food and beverage.** If you need service to be replenished throughout the show, please schedule deliveries accordingly on your advanced order. If you need to reorder on-site, you will have to visit the service desk.

8 **WATER COOLER RENTAL:** Exhibitors are responsible for the return of each Water Cooler and empty bottles. There will be a \$150.00 charge for each unit not returned. There is no refund for unused bottles or sleeves of cups.

9 **TABLES & ELECTRICAL REQUIREMENTS:** The facility does not provide tables or electricity in your exhibit space. Tables and electricity must be ordered through the appropriate contractor.

10 **Cancellation Policy:** Written cancellation of orders and services must be received by MGMRI seventy two (72) hours prior to scheduled delivery time to receive a refund. Any orders cancelled with less that seventy-two (72) hours notice are non-refundable. **All on-site orders are subject to 100% cancellation fee.**

11 Show Management and/or their Exhibitors may distribute SAMPLE food and/or beverages only by completing the Sample Authorization form found in this brochure and following the conditions: Samples dispensed are limited to products manufactured, processed or distributed by the exhibiting company. **PLEASE NOTE IF YOU ARE HANDING OUT SAMPLES YOU MAY BE REQUIRED TO HAVE A HAND-WASHING STATION IN YOUR BOOTH (Refer to the SNHD website to verify - [www.southernnevadahealthdistrict.org](http://www.southernnevadahealthdistrict.org)).**

12 **All items are limited to Sample Size:**

A) Food Items - One (1) Ounce

B) Non-Alcoholic Beverage - Two (2) Ounces

C) Beer - Two (2) Ounces

D) Wine - One (1) Ounce

E) Spirits/Liquor 0.25 Ounce

13 Exhibitors found in violation of the sample sizes will be charged corkage and service fees based on our current pricing for the same or similar items.

**I have read and understand the above policies.**

Event Name: \_\_\_\_\_

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

Event Dates: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Signature: \_\_\_\_\_