

Catering summary

A – Venue exclusivity and pricing

1. Exclusive supplier

The State of Nevada has specific rules governing events that the venue must fully comply with. For this reason, Mandalay Bay Convention Center (referred to as the venue) is the exclusive provider for all food and beverage services. The venue offers an extensive menu specially designed for exhibitors at IMEX America. The catering section of the exhibitor manual shows the list of services provided. It is not permissible to bring any food and beverage into the venue, except for that outlined in section B - 3 of this document.

Catering can be sourced by contacting Catering at Mandalay cateringatmandalay@mandalaybay.com

2. Early order deadline

Catering orders are due to the venue by 5pm PST on September 17. Any catering orders placed or paid for after this date may be subject to additional fees.

Any catering orders placed and paid within 72 hours of IMEX America will incur a 20% fee along with additional labor fees of \$500 and up based on guest count, square footage of space and needs. Specific food or beverage may not be available for orders placed within 72 hours of IMEX America.

All food and beverage orders are subject to a 19% gratuity which is nontaxable and a 5% service charge which is taxable at the prevailing sales tax rate, currently 8.375% (subject to change).

3. Custom orders

The venue can source custom food and beverage items outside the range offered in the order form. Custom orders are priced at the prevailing market rate. Custom orders must be received no less than three weeks before IMEX America and paid for no less than five days before IMEX America, although we recommend submitting your custom request as soon as possible to avoid disappointment. All custom orders are final and not priced on a consumption basis. Custom *alcoholic beverages* not consumed during the event must be removed by the venue and may not be returned/refunded. For custom orders contact Catering at Mandalay cateringatmandalay@mandalaybay.com

B – Policies for food and non-alcoholic beverages

1. Health and safety

Exhibitors must notify the venue of any food and beverage being served or prepared in their booth no less than 14 days before IMEX America.

Inform Catering at Mandalay catering@mandalaybay.com

Any food or beverage items brought into the exhibit halls should be manufactory sealed. The venue reserves the right to remove and/or confiscate if items do not comply.

2. Southern Nevada Health District (SNHD) regulations

It is the exhibitor's responsibility to check with the SNHD what sanitary measures are necessary. Depending on the type of catering you are offering on your booth, the SNHD may deem it necessary for you to have a hand wash station and/or a sanitizing bucket on your booth.

Full details of SNHD regulations can be found here:

https://media.southernnevadahealthdistrict.org/download/eh/TFE_Checklist_20230512_1684194958_1.pdf.

SNHD staff will inspect booths before and during IMEX America to check compliance if food and beverage is being served. They will check

- Hand wash stations and sanitizing buckets (if applicable)
- Proper refrigeration and heating of food
- Hygienic covers for food
- Disposable utensils for food consumption
- No bare hand contact with open food

3. Sample items you can bring into Mandalay Bay Convention Center

While the venue is the exclusive provider of catering services within Mandalay Bay Convention Center, we have negotiated an exemption for exhibitors own national products. Such items must be declared using the Request to Distribute Samples form and must adhere to the following sample size guidelines:

- Food items are limited to servings of no more than 2 ounces
 - Non-alcoholic beverage items are limited to 4 ounces
 - Any food exceeding these sizes will be charged corkage and gratuity fees based on venue pricing for the same or similar items.
 - Exhibitor Services must approve all samples before they are brought to IMEX America.
 - Any undeclared items will be confiscated and removed from the booth.
 - Fees and labor charges apply for the preparation and delivery of items to the booth.
- Before submitting a Food And Beverage Sampling Authorization Form exhibitors may wish to contact Catering at Mandalay catering@mandalay.com to establish whether your particular item can be produced/sourced/purchased by the venue.*

4. Coffee machines

Coffee producing countries are allowed to supply their own coffee beans, brew equipment and barista to showcase their destination's specialty product at no extra cost.

Sample size regulations and food hygiene regulations must be adhered to as described above.

Complete [this form](#) if you wish to provide samples.

5. Cooking

All cooking and warming equipment and use must conform to fire prevention regulations and be approved by Clark County Fire Department. For additional information contact CCFD at FireIntake@ClarkCountyNV.gov or call (702) 455-7100. All necessary permits including those from the Health District and Fire Marshal, for cooking demonstrations must be arranged with the Mandalay Bay catering manager prior to IMEX America. Smoke or strong odors created during food preparation must be vented so as not to interfere with adjoining booths. The MGMRI exclusive plumbing contractor (Edlen Electrical) must be contacted to vent cooking equipment.

6. Cutlery and crockery

Serviceware is provided by the venue with each order. Specific cutlery or crockery can be ordered, associated costs may occur.

C - Alcohol

1. State law

To comply with Nevada state law, Las Vegas venues do not permit outside alcoholic beverages to be brought into a tradeshow by exhibitors. All alcohol must be shipped through a licensed Nevada distributor.

The venue enforces this for the following reasons:

- Nevada state law requires that all alcohol must be licensed for distribution within Nevada
- Import of alcoholic beverages may only be undertaken by companies in the beverage industry such as brewers, vendors, distillers, manufacturers
- All imports are subject to local taxation, US labeling requirements and relevant health declarations
- All alcoholic beverages must be served by venue serving staff

How to secure your preferred beverages for your booth:

1. Review the list offered by the venue.
2. If your preferred beverage is not available, contact the venue to source it on your behalf. Catering at Mandalay cateringatmandalay@mandalaybay.com
3. The venue will contact locally licensed suppliers and respond with an offer.
4. Order direct with the venue to satisfy licensing law in the state of Nevada. Minimum full case quantities apply. Custom order pricing is subject to 19% gratuity which is nontaxable and a 6% service charge which is taxable at the prevailing sales rate, currently 8.375%.
5. Alcoholic beverages must be served by a venue serving staff member/bartender at a rate of \$300 for up to four hours service. They may be shared by booth partners on the same booth. There is no requirement for a bartender if non-alcoholic beverages are being served.
6. The venue reserves the right to confiscate alcohol contravening this regulation.
7. The venue is required to remove any custom alcohol orders not consumed by the end of IMEX America.