



Catering summary

A. Venue exclusivity & 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 provides the list of services provided. It is not permissible to bring any food and beverage into the venue, except for that outlined in section B3 of this document.

Catering can be sourced by contacting catering at Mandalay Bay on cateringatmandalay@mandalaybay.com or you can view the catering menu here: [Mandalay Bay catering menu](#)

2. Early order deadline

Catering orders are due to the venue by 5:00pm within 7 business days of the event. 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 event 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 requested within 7 business days of the event.

All food and beverage prices are subject to a 19% gratuity which is non-taxable and a 6% service charge, which is taxable at the prevailing sales tax rate, currently 8.375%.

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 4 weeks prior to the event and paid for no less than (18) business days before the event. 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 please contact catering at Mandalay Bay on cateringatmandalay@mandalaybay.com





B. Policies for food & non-alcoholic beverages

1. Health & safety

To ensure compliance with venue regulations and maintain a safe environment, exhibitors must inform Mandalay Bay of any food or beverage items that will be served or prepared at their booth at least 14 days prior to the event. Please note the following:

Sampling only: Unless ordered through Mandalay Bay, all food and beverage offered at booths must be considered samples. Refer to section B3 of this document for more information.

Exclusive provider: Mandalay Bay is the sole provider of food and beverage services. Any alcoholic beverages must be ordered directly through Mandalay Bay and their approved distributors.

Coordination required: Discuss your planned food items with your designated Mandalay Bay catering contact. They will guide you through the necessary requirements and approvals.

Contact: catering@mandalaybay.com

Packaging standards: Any food or beverage brought onto the show floor must be manufacturer-sealed. The venue reserves the right to remove or confiscate items that do not meet these standards.

2. Southern Nevada Health District (SNHD) Regulations

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

Full details of the health regulations can be found on the SNHD website:

<https://media.southernnevadahealthdistrict.org/download/eh/tfe-checklist.pdf>

SNHD staff will be examining booths prior to and during IMEX America for the below. These items are required for permit compliance if food and beverage is being served inside a booth.

- Present 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 Centre

Whilst the venue is the exclusive provider of catering services within the Mandalay Bay Convention Centre, IMEX has negotiated an exemption for exhibitors own national products. Such items must be declared via 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 facility pricing for the same or similar items
- Exhibitor Services must approve all samples prior to them being brought to the show
- 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 Bay catering@mandalaybay.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 within this document. If full size servings of beverages from client provided coffee beans are served, corkage fees will apply.

You will be required to complete this form if you want to provide samples: [Mandalay Bay sampling form](#)

5. Cooking

All cooking, warming and equipment 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 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.

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

In order to comply with Nevada state law, Las Vegas venues do not permit outside alcoholic beverage to be brought into the 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 beverage may only be undertaken by companies within 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 beverage must be ordered through venue and served by venue staffing.

How to secure your favorite beverages for service on your exhibit booth:

1. Review the list offered by the venue.
2. If your particular drink is not available, you can contact the venue to ask them to source it on your behalf: catering@mandalay.com
3. The venue will contact locally licensed suppliers and respond with an offer.
4. Order directly with the venue to satisfy licensing law in the state of Nevada. Minimum full case quantities will 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. Alcohol, cocktails and mocktails must be dispensed by the venues bartenders at a rate of \$350 USD for up to 4 hours of service. Booth partners sharing the same booth may also share a bartender. A bartender is not required for the service of non-alcoholic beverages, unless mocktails 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 the show.

