

Catering Guidelines

GENERAL GUIDELINES

The Venetian Convention and Expo Center Catering Department holds the exclusive rights to all Food & Beverage services. No food or beverage, logoed bottled water, samples, etc., are allowed to be brought into The Venetian Convention and Expo Center. Any exceptions must be approved in writing, and a corkage fee will apply.

- Decreases must be received 72 hours in advance of service, and no credits will be issued on services installed as ordered but not used.
- To avoid a cancellation fee, cancellations must be received at least 21 days prior to the show opening date. Cancellations received less than 21 days, but greater than 10 business days prior to the show opening date will result in 50% of the total order being refunded. Cancellations received less than 10 business days but greater than 3 business days prior to the show opening date will result in 25% of the total order being refunded. Cancellations received 3 or fewer business days prior to the show opening date will not be refunded.
- Please review your BEO/Banquet Check prior to departing The Venetian Convention and Expo Center. For credit consideration, all service concerns must be made known during the show.
- A \$50 labor and preparation charge will be applied to orders that do not meet minimum requirements. A \$100 charge will be applied for buffets that do not meet the 25-person minimum.
- A 10% discount will be applied to food and non-alcoholic beverage items on orders that are received – with full payment – By 5:00 PM PST, at least 21 calendar days prior to the show opening date. Orders placed 20–4 calendar days prior to the show opening date will be processed at the advertised menu rate. All orders received within 72 hours of the show opening will incur a 10% price increase.
- If electricity is required for a booth, the Facility is the exclusive provider of all electrical needs. Please call 702.733.5676 for assistance.
- Exhibitor must provide table or counter space for all F&B orders. Tables are available for rent; please call 702.733.5676 or **email catering@venetianlasvegas.com** for assistance.
- Please call 702.733.5676 or email us at **catering@venetianlasvegas.com** for menus, service inquiries, and information on Attendant/Bartender fees.
- For assistance during the show, please contact the Catering Department at 702.733.5676 or 702.733.5366 or visit the Exhibit & Business Service Center.