

REQUEST TO DISTRIBUTE SAMPLES

ORDER FORM, PAGE 1

To receive authorization for distributing food or beverages not purchased through The Venetian Convention & Expo Center at The Venetian Resort Las Vegas (the exclusive provider of these services), please complete this form no later than 7 days prior to show opening. The selling of food/beverage products by any other entity is prohibited and must be removed from the show floor. Sponsoring organizations of expositions and trade shows and their exhibitors may distribute SAMPLES of food and beverage products upon written authorization and adherence to all the conditions outlined below.

GENERAL INFORMATION FOR FOOD INDUSTRY SHOWS

1. Items dispensed are limited to food and beverage products that are manufactured, processed, or distributed by exhibiting companies. Items that are not manufactured, processed, or distributed by the company may not be provided as samples unless they are purchased through The Venetian Convention & Expo Center.
2. Food and beverage items used as traffic promoters (e.g., popcorn, coffee, bar service, ice cream) must be purchased from The Venetian Convention & Expo Center.
3. If you do manufacture, process, or distribute the items, they are to be a SAMPLE SIZE and must be dispensed/distributed in accordance with local and state health codes:
 - Non-alcoholic Beverages can be a maximum of 2 oz. sample size and must be served in plastic cups. No cans or bottles will be permitted.
 - Food items are limited to "bite-size," not to exceed 1 oz. portions.
 - Vendors must submit proof of having \$1,000,000 liability insurance and name The Venetian Resort and The Venetian Expo as additional insured.
 - The distribution of alcohol sampling is not allowed.
4. All alcoholic beverages must be purchased from The Venetian Convention & Expo Center and dispensed by The Venetian Convention & Expo Center bartenders (prevailing rates will apply).
5. The Venetian Convention & Expo Center will act as the coordinator for the Health Department event permit. If the sampling of food and/or beverage will occur within your booth, it must be included in the permit, and a handwashing station will be required by Southern Nevada Health District (SNHD). A first-day delivery and setup fee will be incurred as noted below (based upon your booth needs), with a \$29.80 charge for each day thereafter. Rates apply to orders received no later than 7 days prior to show opening. Orders received after this time but prior to show opening will incur an additional \$106 late fee. Orders placed on show days will incur an additional \$159.14 late fee.
 - \$387.14 - electric hand sink, permit, and water disposal/replenishment. A 20-amp circuit must be ordered separately.
 - \$235.32 - gravity-fed hand washing station, permit, and water disposal/replenishment.
6. Please visit southernnevadahealthdistrict.org/permits-and-regulations/2023-food-regulations for additional information on SNHD sampling guidelines. Visit southernnevadahealthdistrict.org/download/eh/temp-permit-checklist.pdf to view a Temporary Food Establishment Quick Reference Checklist.
7. The Venetian Convention & Expo Center is not responsible for any Food and/or Beverage products brought in from the outside. These products must be coordinated/approved by a Catering Manager prior to show dates.
8. Vendors are responsible for booth rental fees and related services, including electrical, plumbing, drainage, and booth cleaning/trash removal. For exhibitors distributing samples, Porter Service is highly recommended; ordering this cleaning service will remove all debris and food sampling waste from your booth area. Please contact the Exhibit & Business Service Center for details.
10. If product storage, delivery, or kitchen use is needed, the following charges may be assessed. For kitchen use, completion of a release form will be required. Space is limited and available on a first-come, first-served basis and must be arranged no later than 21 days prior to show opening. Any orders received after this cutoff date will need to be approved based upon available space; additional fees may apply.
 - \$212.18 per day/per pallet for refrigerated, freezer, and dry storage.
 - \$53.05 one-time handling fee for 1-4 skids/\$264.23 handling fee for 5 or more skids.
 - \$53.05 delivery charge each time product is delivered to the exhibit booth/room.
 - \$159.14 per hour for shared kitchen space in The Venetian Expo (4-hour minimum). Subject to availability and management approvals.
 - Kitchen labor is available for \$48.86 per hour (4-hour minimum).
 - Additional charges will apply for equipment rental and are subject to availability.

Effective January 1-December 31, 2025. A gravity hand washing station is required for all booths where food service is occurring. All prices are subject to a 25% service charge (10% taxable) and 8.375% sales tax. This menu is designed to serve a maximum of 150 guests. Offerings are strictly available to exhibitors and must be set up within the designated booth space on the show floor. Consuming raw or undercooked meat, poultry, seafood, shell stock, eggs, unpasteurized juice, or underprocessed bakery items may increase your risk of foodborne illness, especially in cases of certain medical conditions.

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REQUEST TO DISTRIBUTE SAMPLES

ORDER FORM, PAGE 2

Event Name:_____ Sampling Dates:_____ Booth #_____ Hall Location:_____
Exhibiting Company:_____ Address:_____ City/State _____ Zip:_____
Ordered By:_____ Telephone:_____ Fax: _____ Email: _____

ITEM(S) DESCRIPTION (QUANTITY, PORTION SIZE, METHOD OF AND REASON FOR DISPENSING):_____

KITCHEN USE REQUEST (DESCRIBE WHAT IS NEEDED):_____

HEALTH DEPARTMENT AND HANDWASHING STATION OPTION TO BE USED IN EXHIBIT AREA:

☐ \$387.14 - Electric hand sink, plus an additional \$29.80 charge for each day thereafter. Facility coordinates permit and water disposal/replenishment.
A 20 amp circuit must be ordered separately.

☐ \$235.32 - Gravity-fed hand washing station, plus an additional \$29.80 charge for each day thereafter. Facility coordinates permit and water disposal/replenishment.

The company requesting sampling approval acknowledges it has sole responsibility for the use, servicing, or other disposition of such items (including alcoholic beverages) in compliance with all applicable laws. Accordingly, the company agrees to indemnify and forever hold harmless The Venetian Resort and The Venetian Expo from all liabilities, damages, losses, costs, or expenses resulting directly or indirectly from their use, serving, or other disposition of such items (including alcoholic beverages).

Signature/Approved by:_____ Date:_____

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CATERING GUIDELINES

GENERAL GUIDELINES

The Venetian Convention & Expo Center Catering Departments hold the exclusive rights to all Food and Beverage services. No food or beverage, logoed bottled water, samples, etc., are allowed to be brought into The Venetian Convention & Expo Center. All F&B equipment must be rented from The Venetian Convention & Expo Center Catering Departments. Personally brought-in items, such as water coolers, single-cup coffee makers, rice cookers, etc., are prohibited and will result in corkage fees or removal of the equipment. Supplying your own equipment may blow power fuses in your exhibit booth and require the purchase of additional amperage at the on-site rates. 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 & 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 to 1 calendar day(s) prior to the show opening date will be processed at the advertised menu rate. All orders received on show days will incur a 10% price increase.
- If electricity is required for a booth, Event Service Electrical is the exclusive provider of all electrical needs. Please call 702.733.5366 for assistance.
- Exhibitor must provide table or counter space for all F&B orders. Tables are available for rent; please call 702.733.5366 or email catering@venetianlasvegas.com for assistance.
- The cost for an Attendant is \$231.66 for the first 4 hours (at a minimum of 4 hours) and \$57.91 per hour thereafter. The cost for a Bartender is \$231.66 for the first 4 hours (at a minimum of 4 hours) and \$84.33 per hour thereafter.
- Please call 702.733.5366 or email catering@venetianlasvegas.com for additional menus and service inquiries.
- Please contact the Catering Department at 702.733.5366 or visit the Exhibit & Business Service Center for assistance during the show.

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