

2024 MBCC CATERING GUIDE

sodexo[★]
live!

Maria Linkous
Director of Catering Sales

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Thank you for choosing the Miami Beach Convention Center as the destination to host your event.



GENERAL FOOD & BEVERAGE POLICIES



PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF WITH OUR POLICIES

EXCLUSIVITY

Sodexo Live! is pleased to be the Exclusive Food and Beverage provider of the Miami Beach Convention Center. **No outside food & beverage is permitted within the building.**

The Customer assumes full responsibility for enforcing the exclusivity clause; any violations, either by the Customer or an exhibiting organization participating in the event, may be subject to fees per item or service. This will be billed at cost of either the Customer, or the exhibiting organization participating in the event, at the Customer's discretion.

The Customer also assumes full responsibility for notifying all exhibiting organizations participating in the event of the Food & Beverage exclusivity policy. Sodexo Live! does not compile an exhibitor list and subsequently engage en mass with individual exhibiting organizations to ascertain interest in placing catering orders or communicate our exclusivity.

ORDERING TIMELINE

Due to the possibility of periodic interruptions in our supply chain with some of our vendors, we request all food and beverage specifications submitted to a member of Sodexo Live!'s Catering Sales team at least sixty (60) days in advance from your first event day. Banquet Event Orders (BEO's) will then be provided based off those specifications; please review each order and notify our team of any revisions.

Sodexo Live! requires a signed contract on file thirty (30) days prior to the first event day.

PAYMENT POLICY

A one hundred percent (100%) deposit is due thirty (30) days prior to the first event day.

A credit card must be on file for any add-ons during the event. If paying the deposit by ACH or wire/bank transfer, then the credit card will only be utilized for the remaining balance at the conclusion of the event.

GUARANTEED ATTENDANCE

The Customer shall notify Sodexo Live! no less than five (5) business days prior to the first event day the minimum number of persons that will attend and utilize services during the Event (i.e. the "Guaranteed Attendance").

BANQUET EVENT ORDER MODIFICATIONS

Sodexo Live! has full discretion in accommodating adjustments to Banquet Event Orders (BEO's) at the time of the request. Any modifications lower than the initial estimate must be provided no less than five (5) business days prior to the event or full charges may apply. All increases from the original estimate are subject to availability and may result in Chef's selections if the previously ordered items are not available on demand.

PRICING ESTIMATE

A good faith estimate of food and beverage pricing will be provided six (6) months in advance of the event's start date and will be confirmed at the signing of the agreement. Due to fluctuating market prices and product availability Sodexo Live! reserves the right to make reasonable product substitutions after consultation with the customer.

SERVICE CHARGE, SALES TAX & ADDITIONAL FEES

- **A 24% Service Charge shall apply to all orders.** A portion of this charge is a "House" or "Administrative Charge" which is used to defray the cost of set up, break down, service and other house expenses. The balance of the total amount of this Service Charge may be distributed to the Employees providing the service. It is not purported to be a gratuity and no part of it will be distributed as gratuities to any employees providing services to the guests.
- **A 9% Sales Tax shall also apply to all orders.** If the Customer is an entity claiming tax exemption, Sodexo Live! must obtain a current copy of your Florida Tax Exemption Certificate.
- All new Event Order(s) placed five business (5) days or less prior to the first event day, with no prior signed contract on file, **will incur a 20% Expedited Processing Fee.**
- Any Event Order(s) where a requested item or service deviates from the required minimum is subject to a Minimum Order Fee, which varies per item or service.

Additional fees for specific services may be applicable to your order(s); please consult the Banquet Contract or your Catering Sales Manager for additional guidance.

SELLING FOOD OR BEVERAGE ON MBCC PROPERTY

Upon request, Sodexo Live! may grant a Customer approval to sell food or beverage products on Miami Beach Convention Center's property. Approval is granted on a case-by-case basis at Sodexo Live!'s discretion and is contingent on a Selling Fee (listed below) being charged at cost of the Customer. A Certificate of Insurance (COI) stating Sodexo Live!, OVG 360 and the City of Miami Beach are not liable for the service must also be on file.

Selling Food or Beverage is limited to **"Pre-Packaged" Products** or **"Ready-to-Eat" Products**.

PRE-PACKAGED PRODUCTS

Items in this category are food or beverage that is packaged and sealed, that is not sold by Sodexo Live!, with the intention **not to be consumed on-site and requires additional preparation to consume**. This includes mixes, sauces, seasonings, etc.

These products may be sold in their pre-packaged form. Service is contingent on a Selling Fees being paid in full prior to the start of the event:

- Starting at \$750++ per selling location per day. Maximum number of locations is two (2).
- Additional Fees per each item or service being sold may be applicable.

READY TO EAT PRODUCTS

Items in this category are food or beverage that is not required to be packaged and sealed, with the attendee's ability to consume the product at will. This includes bagged chips, canned or bottled beverages, candy, condiments, etc.

These products may be sold in their ready-to-eat form. Service is contingent on a Selling Fees being paid in full prior to the start of the event:

- Starting at \$1,500++ per selling location per day. Maximum number of locations is two (2).
- Additional Fees per each item or service being sold may be applicable.

Sodexo Live! has the authority to halt all Selling Services due to:

- A Customer or Exhibiting Organization selling products without direct permission from Sodexo Live!, and/or no Certificate of Insurance with the required verbiage on file;
- Sodexo Live! deeming that a Customer or Exhibiting Organization is violating Florida Health Department Regulations or Florida State Law(s);
- Distribution of products and/or product quantities that were not contractually agreed upon;
- Other activities in which Sodexo Live! deems it necessary to halt operations.



EXHIBITOR, MEETING ROOM & BOOTH CATERING



We invite all Customers to utilize our Online Catering Portal for an efficient ordering experience:
<https://mbcc.ezplanit.com/#/welcome>

All Exhibitor, Meeting Room and Booth Catering Orders must be submitted via a "MBCC Catering Order Form" fourteen (14) business days prior to the event. Orders received after fourteen (14) days may be limited to only those items on hand.

A credit card is required be on file for each Exhibitor. All orders must be accompanied by one hundred percent (100%) deposit fourteen (14) business days prior to the event.

CATERING MINIMUMS

Meeting Room (Item Subtotal per order): \$125.00

- *Orders less than are subject to a \$25.00+ Delivery Fee.*

Exhibit Hall Booths (Item Subtotal per order): \$100.00

- *Orders less than are subject to a \$25.00+ Delivery Fee.*
- *The client must be present in the booth at time of delivery. Re-Delivery Fee of \$25.00+ per order will be applied if otherwise.*

EXHIBITOR ATTRACTIONS & TRAFFIC PROMOTERS

Food and Beverage "Traffic Promoters" must be purchased through Sodexo Live!. Small candies such as individually wrapped mints are permitted. Exhibitors are not allowed to handout food and beverage as an enticement to attract delegates to their booth if their featured product has no relation to food and beverage.

Exhibitor Attractions such as Popcorn Machines may be rented through Sodexo Live! only if prior approval has been given to the exhibitor by show management.

Exhibitors may bring in logo'd bottled water. A corkage fee of \$1.50/bottle plus applicable charges will apply. Sodexo Live! reserves the right to control the quantity of logo'd bottled water brought into the facility.

BOOTH CATERING SERVICE REQUIREMENTS

All booth orders are designed and packaged to be placed on countertops or booth tables prearranged by the exhibitor with the show decorator. **Sodexo Live! does not provide tables nor electrical access for booth catering orders** as this is a requirement of the show decorators. Electrical needs for food service, trash removal, table, and chair equipment must also be coordinated through your show's general contractor or show decorator. For table or spacing requirements, please ask your Catering Sales Manager.

ORDERING POLICIES

Our food and beverage is served via high quality disposable ware with appropriate condiments. We are glad to coordinate china, specialty linens, flowers, and amenities to optimize services.

All orders are subject to 24% service charge and 9% sales tax.

Cancellations of perishable products prior to five (5) business days in advance of the show's start will receive a refund. Any cancellation of services within five (5) business days of the show's start will be subject to payment in full.

Please allow a minimum of 60-90 minutes for all on-site orders and replenishment requests during the show.

All new Event Order(s) placed five business (5) days or less prior to the first event day, with no prior signed contract on file, will incur a 20% Expedited Processing Fee.

Any Event Order(s) where a requested item or service deviates from the required minimum is subject to a Minimum Order Fee, which varies per item or service.

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SAMPLING, BUYOUT & CORKAGE FEES

SAMPLING GUIDELINES

If your company manufactures, produces, or distributes food or beverage, and your product(s) are related to the nature of the show, you may provide samples for attendee's enjoyment.

- Maximum food sample size is two (2) ounces
- Maximum non-alcoholic beverage sample size is three (3) ounces
- Maximum alcohol sample size is one (1) ounce

An Outside Sample Food and/or Beverage Request Form (page 11) must be completed and returned 14 days prior to the event. Approval is granted on a case-by-case basis. A Certificate of Insurance (COI) stating Sodexo Live!, OVG 360 and the City of Miami Beach are not liable for the service must also be on file.

All sampled products **must be served via biodegradable, compostable disposableware**. No food or beverage may be sampled outside of the exhibit hall, ballrooms, common areas or inside any meeting rooms of the Miami Beach Convention Center. If a request for sampling exceeds the predetermined size portions or seems to be quantities exceeding sampling guidelines, it may be deemed appropriate by Sodexo Live! to assess a Buy Out or Corkage Fee per item brought in.



Sampling any alcohol-based beverages requires a Sodexo Live! bartender to distribute the product, charged at cost of the Customer. Sodexo Live! will determine the minimum amount of staff required for each service.



Sodexo Live! does not provide or rent out any equipment for sampling services. Customer is responsible for acquiring, cleaning & maintaining all equipment, as well as planning for proper waste disposal (including liquids). Storage and delivery services are available at cost of the Customer.

Samples may not be sold at any time. Customer is not permitted to charge a fee for Attendees who visit the booth or area of distribution to receive samples. Approved Exhibitors who are utilizing samples for wholesale purposes are not allowed to distribute wholesale product on MBCC property. Sodexo Live! encourages Customers to arrange pick-up services at an off-site location or delivery services.

Sodexo Live! has the authority to halt all sampling operations due to:

- A Customer or Exhibiting Organization is sampling products without direct permission from Sodexo Live!, and/or with no MBCC Sampling Application on file, and/or with no Certificate of Insurance with the required verbiage on file;
- Sodexo Live! deems a Customer or Exhibiting Organization is violating Florida Health Department Regulations or Florida State Law(s);
- Distribution of products and/or product quantities that were not stated on the Sampling Application nor contractually agreed upon;
- Other activities in which Sodexo Live! deems it necessary to halt operations.

BUYOUT & CORKAGE GUIDELINES

Sodexo Live! is the exclusive food and beverage provider of the Miami Beach Convention Center; however, we may grant permission for Customer(s) to bring in outside food or beverage. Approval is granted on a case-by-case basis and is **contingent on a Buyout or Corkage Fee being charged at cost of the Customer**. A Certificate of Insurance (COI) stating Sodexo Live!, OVG 360 and the City of Miami Beach are not liable for the service must also be on file.

Buyout and Corkage Fees, which vary per product or service, are subject to:

- Outside Food in any form (prepackaged, delivery, prepared on site, etc.)
- Outside Beverage in any form (prepackaged, delivery, prepared on site, etc.)
- Outside Food or Beverage Appliances (Nespresso machines, Blenders, Water Coolers, etc.)



Any alcohol-based beverages requires a Sodexo Live! bartender to distribute the product, charged at cost of the Customer. Sodexo Live! will determine the minimum amount of staff required for each service.



Sodexo Live! does not provide or rent out any equipment for Buyout services. Customer is responsible for acquiring, cleaning & maintaining all equipment, as well as planning for proper waste disposal (including liquids). Storage and delivery services are available at cost of the Customer.

Sodexo Live! has the authority to halt all Buyout & Corkage operations due to:

- A Customer or Exhibiting Organization is distributing products without direct permission from Sodexo Live!, and/or with no Certificate of Insurance with the required verbiage on file;
- Sodexo Live! deeming a Customer or Exhibiting Organization is violating Florida Health Department Regulations or Florida State Law(s);
- Distribution of products and/or product quantities that were not contractually agreed upon;
- The Customer or Exhibiting Organization has not paid in full the set BuyOut or Corkage Fee as set by Sodexo Live!'s Sales Department prior to the services starting;
- Other activities in which Sodexo Live! deems it necessary to halt operations.

MBCC SAMPLING REQUEST FORM

Approval is granted on a case-by-case basis. Note that submitting this form is not a guarantee of sampling approval, which is granted at Sodexo Live!'s discretion.

COMPANY INFORMATION:

Name of the Event _____ Booth Number _____

Company Name _____

Company Address _____

City _____ State/Province _____ Zip Code _____

Primary Contact _____ Cell Number _____

Email _____

FOOD AND BEVERAGE DETAILS:

Dates of Sampling: *From* _____ *to* _____

Product(s) you wish to sample _____

Portion sizes of sampled product(s) _____

- All food samples must be 2oz or less
- All non-alcoholic beverage samples must be 3oz or less
- All alcoholic beverage samples must be 1oz or less

We require all samples to be distributed via biodegradable, compostable packaging.

Proposed method of distribution _____

☐ I am bringing biodegradable, compostable disposables to serve the samples

☐ I need to purchase biodegradable, compostable disposables to serve the samples

Do you need our Loading Dock for product delivery? Yes (\$250++/up to a pallet, per pallet) ☐

Number of Pallets being delivered _____ Date of Delivery _____

Do you require storage? Freezer (\$250++/pallet/day) ☐ Refrigeration (\$250++/pallet/day) ☐

Dry (\$250++/pallet/day) ☐ Custom Storage Needs ☐ No Storage ☐

Dates of Storage: *From* _____ *to* _____

Total Cubic Feet of Storage Required _____

MBCC SAMPLING AGREEMENT

Sodexo Live! has exclusive food and beverage distribution rights within the Miami Beach Convention Center. Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products ONLY upon Written Authorization.

GENERAL CONDITION

1. Only exhibitors who directly manufacture, produce or distribute the intended product(s) within a booth in an exhibit hall may give away sample portions of their products. The product(s) must be related to the show. No food or beverage may be sampled or given away outside of the exhibit hall or ballrooms of the Miami Beach Convention Center. Items are to be used as samples only, no cash sales are permitted.
2. All Sodexo Live!-approved product(s) are limited to a specific size:
 - a. Food product(s) limited to a maximum of 2oz per sample;
 - b. Non-Alcoholic Beverages limited to maximum of 3oz per sample;
 - c. Alcoholic Beverages limited to maximum of 1oz per sample;
3. Food and/or beverage items used as traffic promoters (i.e. coffee, chips, candy, etc.) must be purchased from Sodexo Live! at the Miami Beach Convention Center.
4. FLORIDA STATE LAW PROHIBITS ANYONE OTHER THAN THE ALCOHOL LICENSE HOLDER TO DISTRIBUTE OR BRING INTO THE LICENSED ESTABLISHMENT (MIAMI BEACH CONVENTION CENTER) ANY ALCOHOLIC BEVERAGES FOR THE PURPOSE OF TRAFFIC PROMOTION. ALL ALCOHOLIC BEVERAGES MUST BE PURCHASED FROM THE ALCOHOLIC BEVERAGE LICENSE HOLDER.
5. Standard fees for storage, handling, delivery, etc. will be charged where applicable.
6. A Certificate of Liability Insurance naming Sodexo Live!, OVG 360, The Miami Beach Convention Center and the City of Miami Beach must accompany your Sample Food and/or Beverage Request Form fourteen (14) business days prior to the event start date. Requests received by Sodexo Live! within and after the fourteen (14) day period will not be considered for approval. YOUR COMPANY'S NAME AS CONTRACTED WITH SODEXO LIVE!, OVG 360, The MIAMI BEACH CONVENTION CENTER & CITY OF MIAMI BEACH MUST APPEAR ON THE CERTIFICATE OF INSURANCE. Please request a COI for acceptable format.
7. Waiver of Liability, Assumption of Risk and Indemnity Agreement: In consideration of being permitted to participate at the Miami Beach Convention Center in a supervisory capacity, the sampling as detailed on authorization request, the undersigned, heirs and personal representatives or assigns, do hereby release, waive, discharge and covenant not to sue Sodexo Live!, OVG 360 and the City of Miami Beach, their officers, employees and agents from any and all claims resulting from personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in.

By signing this form, I agree to the terms and conditions listed above. I understand that submitting this form is not a guarantee of sampling approval, which is granted at Sodexo Live's discretion.

Customer Signature of Approval: _____

Print Name: _____

Date: _____ Title: _____

Sodexo Live! Signature of Approval: _____

Print Name: _____

Date: _____ Title: _____

EXAMPLE CERTIFICATE OF INSURANCE

All Certificates of Insurance submitted to Sodexo Live! must have the following coverages, as well as verbiage stated within the Description of Operations:

| ACORD | | CERTIFICATE OF LIABILITY INSURANCE | | DATE (MM/DD/YYYY) XX/XX/XXXX | | |
|---|---|--|---|----------------------------------|-----------------------------------|--|
| PRODUCER XYZ BROKERAGE | | THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. | | | | |
| INSURED TENANT'S NAME (AS IT APPEARS ON LEASE AGREEMENT) ADDRESS | | INSURERS AFFORDING COVERAGE | | NAIC # | | |
| | | INSURER A: XYZ INSURANCE COMPANY | | | | |
| | | INSURER B: | | | | |
| | | INSURER C: | | | | |
| | | INSURER D: | | | | |
| | | INSURER E: | | | | |
| COVERAGES | | | | | | |
| THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. | | | | | | |
| CODE | DESCRIPTION | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS |
| <input checked="" type="checkbox"/> | GENERAL LIABILITY | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> INDEPENDENT CONTRACTORS GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC | XXXXXXX | XX/XX/XX | XX/XX/XX | EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 |
| <input checked="" type="checkbox"/> | AUTOMOBILE LIABILITY | <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | XXXXXXXX | XX/XX/XX | XX/XX/XX | COMBINED SINGLE LIMIT (Each Occurrence) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| <input type="checkbox"/> | GARAGE LIABILITY | <input type="checkbox"/> ANY AUTO | | | | AUTO-ONLY - EA ACCIDENT \$ OTHER THAN AUTO-ONLY: EA ACC \$ AGG \$ |
| <input type="checkbox"/> | EXCESS/UMBRELLA LIABILITY | <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$ | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ |
| <input checked="" type="checkbox"/> | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, describe under SPECIAL PROVISIONS below | XXXXXXXX | XX/XX/XX | XX/XX/XX | <input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000 |
| <input type="checkbox"/> | OTHER | | | | | |
| DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS | | | | | | |
| Sodexo Live!, OVG 360 and the City of Miami Beach, its agents, employees and officials are an additional insured under the terms and conditions of the General Liability policy with respect to work performed by the named insured as required by written contract. The Workers' Compensation policy contains a Waiver of Subrogation in favor of Centergate, Spectra and the City of Miami Beach, its agents, employees and officials providing the contract is executed prior to any loss. | | | | | | |
| CERTIFICATE HOLDER | | | CANCELLATION | | | |
| Sodexo Live! Miami Beach Convention Center 1901 Convention Center Drive Miami Beach, FL 33139 | | | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. | | | |
| | | | AUTHORIZED REPRESENTATIVE | | | |




ORDER SPECIFICATIONS

To facilitate an efficient planning process, we kindly request that all Customers first create a profile on our online Catering Portal:



or visit <https://mbcc.ezplanit.com/#/welcome>

Click "Sign Up" in the upper right-hand corner (desktop) or the dropdown  in the upper left-hand corner (mobile) to create an account.

All clients must submit the following food and beverage specifications:

SERVICE INFORMATION

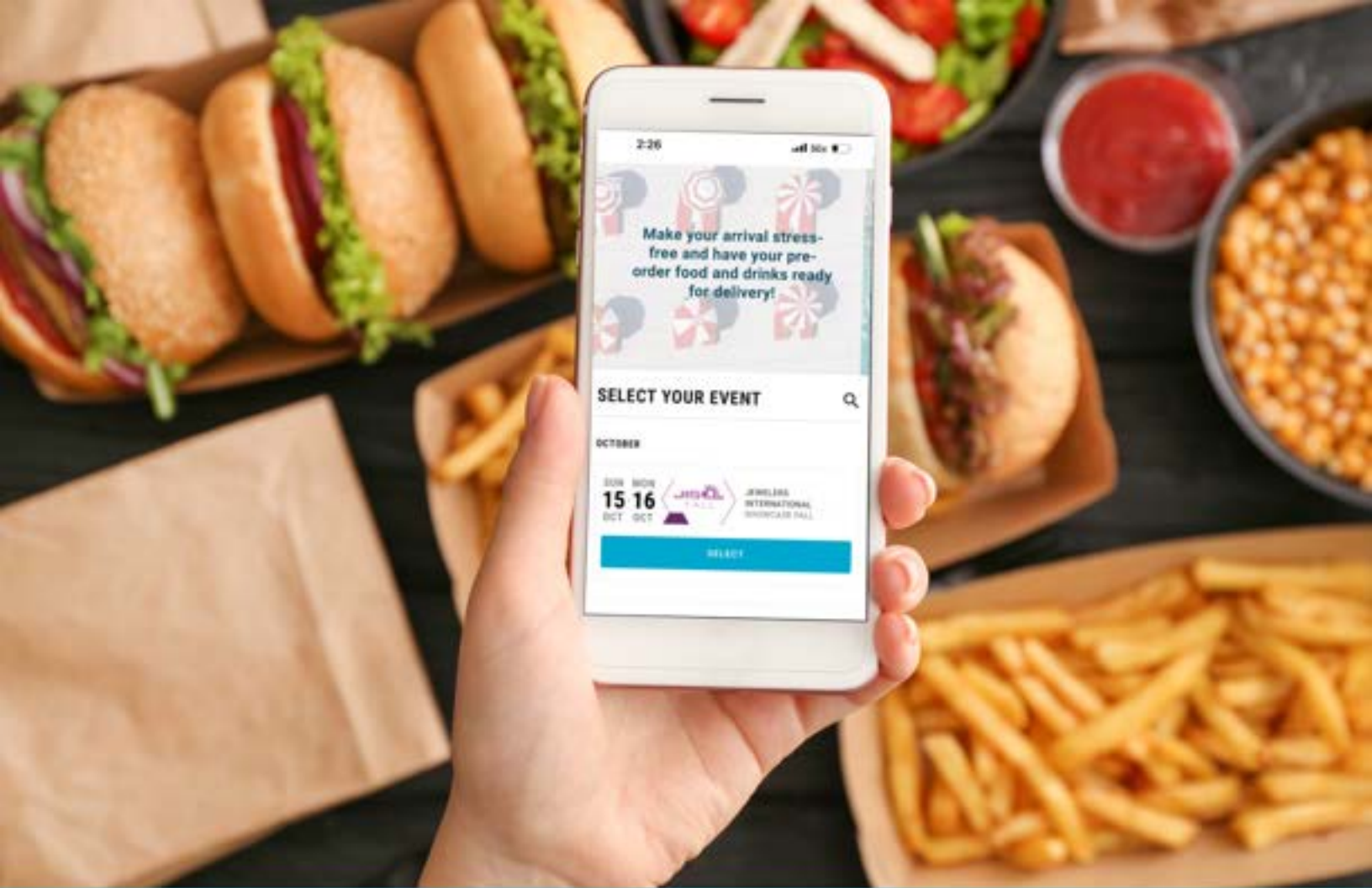
- Event or Convention associated with the Food and Beverage Request
- Date(s) of Services
- Name of Function
- Timing of Services
 - Set Time
 - The time our team will start setting up for the requested service(s)
 - Traditionally 30 minutes in advance of the Start Time
 - Start Time
 - The time our team guarantees that the requested service(s) will be ready to be executed and commence.
 - End Time
 - The time our team will stop all service(s) and start breaking down all equipment associated with such, unless discussed with your Catering Sales Manager
- Location(s) of Services

FOOD & BEVERAGE SELECTION

Food or Beverage Requested, including:

- Menu Item Name
- Pricing
- Quantity of Menu Item
- Any specialty requests, such as dietary restrictions.
 - Not all menu items may be modifiable.

Once all the above specifications are identified and submitted to our team, we will review your request and respond with a preliminary proposal in a timely manner.




ONLINE CATERING PORTAL

CREATING AN ONLINE ACCOUNT WITHIN EZPLAN-IT

To facilitate an efficient planning process, we kindly request that all Customers first create a profile on our online Catering Portal:



or visit <https://mbcc.ezplanit.com/#/welcome>

Click "Sign Up" in the upper right-hand corner (desktop) or the dropdown  in the upper left-hand corner (mobile) to create an account.

ADDING YOUR CREDIT CARD INFORMATION

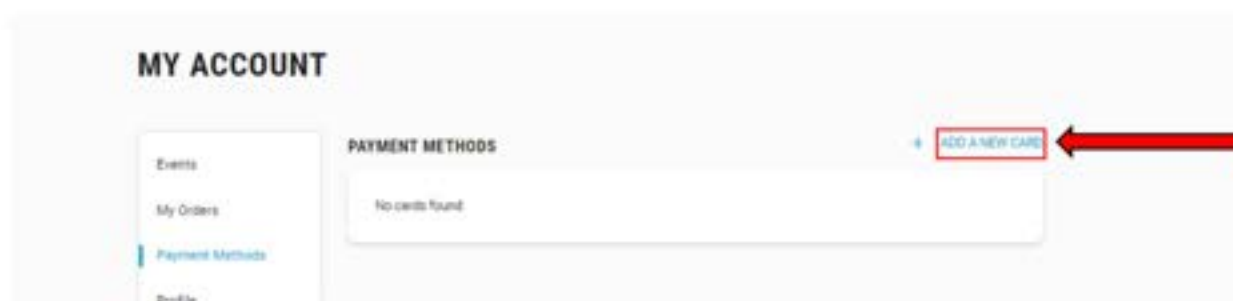
Click on the Profile Icon and from the drop down menu, select "Payment Methods".



SELECT YOUR EVENT

FIND EVENT 

Click on "Add a New Card" and fill out the required fields. It may request for a verification service to be completed via text or email.



Once the card has been added, notify your Catering Sales Manager and our team will be able to process your invoice successfully.