



**Centerplate Catering retains the exclusive right to provide, control and retain all Food & Beverage services throughout the Miami Beach Convention Center.**

- A Company/organization may NOT bring any food, beverages or alcoholic beverages for use and consumption anywhere within the convention center.
- The only exception to this policy is when the exhibitor is the manufacturer that produces or sells the food or beverage in its normal day-to-day operations.
- In this case, there are restrictions on individual amounts served.

|                                |        |
|--------------------------------|--------|
| Food Product.....              | 1oz    |
| Beverage (Non Alcoholic) ..... | 2oz    |
| Beer.....                      | 6oz    |
| Wine.....                      | 2oz    |
| Spirits.....                   | 1/2 oz |

- At the discretion of the Director of Food & Beverage, allowances are made for clients wishing to bring their own catering. A written proposal/letter listing the description and amounts of each item may be submitted to the Director at least (4) weeks in advance, after which he will determine a "buy out" fee. This fee is 50% of the selling price of our catering as determined by the Director of Food & Beverage
- Upon written approval from the Director of Food & Beverage, payment must be submitted to Centerplate as follows:
- Credit Card Payment: at least 72 hours prior to the beginning of the event and must be on file. Please be advised services will not be provided without this form on file prior to the event.
- Corporate Check: (10) days or more in advance

## **FOOD & BEVERAGE POLICIES FOR EXHIBITORS ON THE SHOW FLOOR**

### **PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF WITH OUR POLICIES**

Centerplate (formerly Volume Services America) intends to provide the highest level of quality service to our clients and guests. In order to execute all events with the utmost professionalism, we require adherence to our policies. As exclusive caterers, all food and beverage intended for consumption within the Miami Beach Convention Center must be purchased through Centerplate.

**No food or beverages are permitted in the Convention Center by any exhibitor, installation company or any other entities hired by exhibiting company without prior approval and written authorization by Centerplate. - THIS INCLUDES BOTTLED WATER.**

Only exhibitors with booths in the trade show exhibit hall may give away sample portions of the product they manufacture, produce or distribute and must be show related. A Sample Food and/or Beverage form must be requested from the Director of Catering of Centerplate, 305-672-0006, and returned completed prior to the sampling occurring. Sample sizes must be limited to 5 ounces of beverage and 2 ounces of food. **No food or beverage may be sampled or given away outside of the exhibit hall or inside any meeting rooms of the Miami Beach Convention Center.**

If an exhibitor's request for sampling exceeds the predetermined size portions or seems to be quantities exceeding sampling guidelines, it may be deemed appropriate by Centerplate to assess a corkage fee for the privilege of bringing their product into the Miami Beach Convention Center.

Food and Beverage "Traffic Promoters" must be purchased through Centerplate. Small candies such as mints or M&M bowls are permitted. **Exhibitors are not allowed to hand out food and beverage as an enticement to attract delegates to their booth if their product (Product Brought into facility) has no relation to food and beverage.**

**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.**

An exhibitor may bring in **logo'd Bottled Water**. A corkage fee of **\$1.50+ tax per bottle will apply**. Centerplate reserves the right to control the quantity of logo'd Bottled Water brought into the facility. Product must be shipped to the Centerplate Warehouse prior to the start date of the event and delivery fees of \$25.00+ tax per delivery to the booth will apply. For more details contact the Director of Catering at 305-672-0006.



## ***Food and Beverage Policies***

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All exhibit booth orders are designed and packaged to be placed on your counters or booth tables prearranged by the exhibitor with the show decorator. **Centerplate does not provide tables for display of food and beverage.** This is a requirement of the show decorators, not Centerplate. **The exhibitor is also responsible for supplying any electricity required for food service equipment and trash removal.**

All exhibitor show floor services are delivered on high quality disposable service ware with appropriate condiments. Should China be a necessity for the presentation of your order, rental charges will apply. Contact the Director of Catering at 305-672-0006 for pricing.

Please allow a minimum of 45 minutes to 1 (one) hour for all replenishment requests during the show.

Booth Orders under \$75.00++ per delivery are subject to a delivery fee of \$25.00+ (+9% Sales Tax).

Meeting Room Orders under \$100.00++ per delivery are subject to a delivery fee of \$25.00++ (+9% Sales Tax.)

**Orders from the Booth Service Order Form must be received no later than ten (10) business days prior to the start date of the event. Orders received after ten days may be limited to only those items on hand.**

**In order to best serve your catering needs, we require 72 business hours (3 business days) advance notice for ordering or an additional 20% service charge will apply.**

**All orders must be accompanied by payment in full (100% prior Date of Event).** Centerplate will accept company checks drawn on a US bank, Visa, MasterCard, Diners Club and American Express. A credit card is required to be on file for each exhibitor to secure on-site orders during the event. **Also, a front & back copy of the card is required for processing.** This includes all clients that have made payment in full in advance with a company check.

Add 20% Service Charge and 9% Sales Tax to all exhibitor booth services.

Our full Catering Menus for Meeting Room functions, Private Parties, Host Bars and Receptions are available upon request. Please contact the Director of Catering at 305-672-0006 for further assistance or visit our web site at [www.ezplanit.com](http://www.ezplanit.com).



**AUTHORIZATION REQUEST  
SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION**

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Please complete *entire form* (page 2) and return with *Certificate of Liability Insurance* to:  
**Centerplate 305-538-4802**

**PLEASE TYPE ALL INFORMATION.**

Name of the Event \_\_\_\_\_ BoothNo.: \_\_\_\_\_

Firm Name \_\_\_\_\_ Tel: \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Contact \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ 20 \_\_\_\_\_

Product(s) you wish to dispense: \_\_\_\_\_

Size of portion to be dispensed: \_\_\_\_\_

Proposed method of dispensing: \_\_\_\_\_

Reason for offering samples: \_\_\_\_\_

**SERVICES REQUIRED PROVIDED BY CENTERPLATE:**

**STORAGE:** Yes \_\_\_\_ No \_\_\_\_ **TYPE:** Freezer \_\_\_\_ Refrigeration \_\_\_\_ Dry \_\_\_\_ Other \_\_\_\_\_

**ALL PRODUCTS MUST BE DELIVERED TO CENTERPLATE LOADING DOCK, 1901 CONVENTION CENTER DR.  
LOCATED IN THE SOUTHWEST CORNER OF THE MIAMI BEACH CONVENTION CENTER.**

**TOTAL CUBIC FEET OF ITEMS BEING SHIPPED:** \_\_\_\_\_

**(HANDLING FEE OF \$250.00+ WILL BE APPLICABLE TO THE FOLLOWING. 1.FREEZER IS \$10.00+ PER CUBIC FOOT PER DAY. 2. REFRIGERATION IS \$10.00+ PER CUBIC FOOT PER DAY. 3. DRY STORAGE IS \$5.00+ PER CUBIC FOOT PER DAY). ALL PRODUCTS MUST BE DELIVERED TO YOUR BOOTH. THERE IS A \$50.00+ DELIVERY CHARGE PER DELIVERY.**

**NAME OF COMPANY DELIVERING PRODUCT:** \_\_\_\_\_

**FIRST AND LAST DATE OF STORAGE:** \_\_\_\_\_

**TIME OF PRODUCT DELIVERY TO BOOTH EACH DAY:** \_\_\_\_\_

**AMOUNT OF PRODUCT TO BE DELIVERED EACH DAY:** \_\_\_\_\_

**ICE:** \_\_\_\_\_ Ice charges are \$12.50+ per 25 lb. bag. **There will be a \$25.00+ delivery charge per delivery (varies on quantities).**

**NOTE:** + = 9% Miami Beach Sales Tax. (Applies to all charges)

**APPROVED:** \_\_\_\_\_

General Manager  
Centerplate

cc: Show Manager  
MBCC Event Service Dept.  
Client's copy

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**Please Return To Our Office at least ten (10) business days prior to start of show to ensure confirmation.  
For additional information on services available, please call (305) 672-0006.**



**AUTHORIZATION REQUEST  
SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION**

Page 1 of 2

Centerplate 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:**

- A. Only exhibitors with booths in the trade show exhibit hall may give away sample portions of the product they manufacture, produce or distribute and *must* be show related. No food or beverage may be sampled or given away outside of the exhibit hall or inside any meeting rooms of the Miami Beach Convention Center.
- B. All approved items limited to SAMPLE SIZE.
  - 1. Beverage limited to maximum of 5oz container.
  - 2. Food items limited to maximum of 2oz portion.
- C. **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.**
- D. The firm named acknowledges they have sole responsibility for use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Food Services by Centerplate and the Miami Beach Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items. Items are to be used as samples only; no cash sales are permitted.
- E. Standard fees for storage, handling, delivery, etc. will be charged where applicable.
- F. Food and/or beverage items used as traffic promoters (i.e. coffee, sodas, ice cream, etc.) *must* be purchased from Centerplate at the Miami Beach Convention Center.
- G. **A Certificate of Liability Insurance naming Centerplate and the Miami Beach Convention Center *must* accompany your Sample Food and/or Beverage Request Form ten (10) business days *prior* to the event start date. Requests received by Centerplate after the ten day period will not be considered for approval. YOUR COMPANY'S NAME AS CONTRACTED WITH CENTERPLATE, SMG & CITY OF MIAMI BEACH MUST APPEAR ON THE CERTIFICATE OF INSURANCE.**



## INTERNET TELEPHONY CONFERENCE & EXPO

FEBRUARY 2-4, 2009

BOOTH SERVICE ORDERS ONLY

EACH DELIVERY REQUIREMENT MUST HAVE INDIVIDUAL FRONT PAGE ORDER FORM.

DELIVERY REQUIREMENTS TO BOOTH #:

COMPANY NAME:

DAY/DATE:

DELIVERY TIME :

PICK UP TIME:

ON-SITE CONTACT PERSON:

| ITEMS                                                                                   | QTY | PRICE    | TOTAL \$ | ITEMS                                                                                                                                                    | QTY | PRICE    | TOTAL \$ |
|-----------------------------------------------------------------------------------------|-----|----------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------|----------|
| <b>COFFEE &amp; JUICES</b>                                                              |     |          |          | <b>QUICK LUNCH FARE</b>                                                                                                                                  |     |          |          |
| UPSCALE COFFEE KIT:MAKE YOUR OWN MAKER W/SUPPLIES FOR 12 POTS. 220VOLT 20AMP**          |     | 275.00++ |          | SANDWICH PLATTER: 2 DOZ<br>HAM, TURKEY & ROAST BEEF W/ SWISS & CHEDDAR<br>AND CONDIMENTS ON SILVER DOLLAR ROLLS.                                         |     | 90.00++  |          |
| UPSCALE COFFEE KIT REFILL:                                                              |     | 200.00++ |          | CROISSANT PLATTER: 1 DOZ<br>HAM W/ SWISS & TURKEY W/SWISS AND CONDIMENTS                                                                                 |     | 90.00++  |          |
| 5-GAL COFFEE URN: PRE-MADE WITH SUPPLIES.                                               |     | 225.00++ |          | ASSORTED KAISER SANDWICHES: 1 DOZ<br>HAM W/ SWISS & TURKEY W/SWISS AND CONDIMENTS                                                                        |     | 90.00++  |          |
| ASSORTED JUICES:1 DOZ<br>APPLE-OJ-GRAPEFRUIT                                            |     | 48.00++  |          | PETITE FINGER SANDWICHES: 1 DOZ                                                                                                                          |     | 90.00++  |          |
| <b>PASTRIES &amp; FRUITS</b>                                                            |     |          |          | PETITE WRAPS: 1 DOZ                                                                                                                                      |     | 80.00++  |          |
| WHOLE FRUIT: 24 PIECES                                                                  |     | 48.00++  |          | <b>BOX LUNCHEONS</b>                                                                                                                                     |     |          |          |
| SLICED FRUIT: SERVES 12                                                                 |     | 90.00++  |          | THE DELI-CIOUS TURKEY BOX                                                                                                                                |     | 20.00++  |          |
| BASKET OF BAKERIES: 1 DOZ.<br>MUFFINS,DANISH AND BAGELS<br>W/ BUTTER,JELLIES,CREAM CHZ. |     | 42.00++  |          | THE DELI-CIOUS HAM BOX                                                                                                                                   |     | 20.00++  |          |
| <b>BEVERAGES</b>                                                                        |     |          |          | THE DELI-CIOUS ROAST BEEF BOX                                                                                                                            |     | 20.00++  |          |
| COKE: PER 12 OZ CAN                                                                     |     | 3.50++   |          | THE DELI-CIOUS TUNA BOX                                                                                                                                  |     | 20.00++  |          |
| DIET COKE: PER 12 OZ CAN                                                                |     | 3.50++   |          | THE DELI-CIOUS CHICKEN SALAD BOX                                                                                                                         |     | 20.00++  |          |
| SPRITE: PER 12 OZ CAN                                                                   |     | 3.50++   |          | THE DELI-CIOUS VEGGIE BOX                                                                                                                                |     | 20.00++  |          |
| SPARKLING WATER - Per Bottle                                                            |     | 4.00++   |          | All Box Lunches are served on a Fresh Baked Kaiser Roll, necessary condiments,<br>with Seasonal Whole Fruit, Bag of Potato Chips and Fresh Baked Cookie. |     |          |          |
| BOTTLED WATER - Per Bottle                                                              |     | 3.50++   |          | <b>LIGHT SNACKS</b>                                                                                                                                      |     |          |          |
| WATER COOLER - Per 5 Gallon                                                             |     | 125.00++ |          | JUMBO COOKIES:1 DOZ<br>OATMEAL RAISIN,PEANUT BUTTER,CHOCOLATE CHIP                                                                                       |     | 40.00++  |          |
| WATER COOLER REFILL - Per 5 Gallon                                                      |     | 50.00++  |          | FUDGE BROWNIES W/ NUTS: 1 DOZ                                                                                                                            |     | 39.00++  |          |
| <b>** ALL Alcohol Services Require A Centerplate Bartender.</b>                         |     |          |          | DOMESTIC CHEESE BOARD: SERVES 12<br>ASSORTED CHEESE, FRUIT,<br>CRACKERS & BREADS                                                                         |     | 105.00++ |          |
| BUDWEISER - All beer Per 6-pk                                                           |     | 36.00++  |          | CRUDITE BASKET:SERVES 12<br>ASSORTMENT OF FRESH<br>VEGETABLES W/ RANCH<br>DRESSING.                                                                      |     | 78.00++  |          |
| BUD LITE                                                                                |     | 36.00++  |          | TORTILLA CHIPS: SERVES 12<br>W/SALSA & GUACAMOLE                                                                                                         |     | 42.00++  |          |
| MILLER LITE                                                                             |     | 36.00++  |          | BASKET OF CHIPS W/ DIP: SERVES 12                                                                                                                        |     | 28.00++  |          |
| AMSTEL LITE                                                                             |     | 42.00++  |          | BASKET OF PRETZELS: SERVES 12                                                                                                                            |     | 18.00++  |          |
| HEINEKEN                                                                                |     | 42.00++  |          | PREMIUM MIXED NUTS: SERVES 12                                                                                                                            |     | 24.00++  |          |
| HOUSE WINE - CHARDONNAY                                                                 |     | 49.00++  |          | <b>SUB TOTAL</b>                                                                                                                                         |     |          |          |
| HOUSE WINE - CABERNET SAUVIGNON                                                         |     | 49.00++  |          | <b>(FOR THIS PAGE ONLY)</b>                                                                                                                              |     |          |          |
| Centerplate Bartender (min. 3hr Shift)                                                  |     | 165.00++ |          | Food ++ \$                                                                                                                                               |     |          |          |
| Service Attendant (min. 3hr Shift)                                                      |     | 150.00++ |          | Labor + \$                                                                                                                                               |     |          |          |
| <b>MEETING ROOM / HOST BAR &amp; RECEPTION CATERING</b>                                 |     |          |          |                                                                                                                                                          |     |          |          |
| ADDITIONAL MENUS AVAILABLE AT <a href="http://WWW.EZPLANIT.COM">WWW.EZPLANIT.COM</a>    |     |          |          |                                                                                                                                                          |     |          |          |
| CONTACT TANNY LIM AT 305-672-0006 EXT.2002 FOR DETAILS.                                 |     |          |          |                                                                                                                                                          |     |          |          |
| <b>A \$25.00+ Delivery Fee Applied to ALL Orders Under \$75.00+</b>                     |     |          |          |                                                                                                                                                          |     |          |          |
| (+++) 20% Additional Service Charge applied to All Orders Received 10 Days prior Event  |     |          |          | <b>(++) 20%Service Charge &amp; (+) 9 % Miami Beach Sales Tax</b>                                                                                        |     |          |          |

**\*\* CLIENT RESPONSIBLE FOR ELECTRICAL REQUIREMENTS. PRICES ARE SUBJECT TO CHANGE.**

**\*\* CLIENT RESPONSIBLE FOR PROVIDING EXISTING COUNTER SPACE OR TABLE FOR FOOD & BEVERAGE.**

**Centerplate IS THE EXCLUSIVE CATERER AT THE MIAMI BEACH CONVENTION CENTER.**

NO FOOD, BEVERAGES OR ALCOHOLIC BEVERAGES ARE ALLOWED TO BE SERVED BY ANYONE OTHER THAN THE MIAMI BEACH CONVENTION CENTER CATERING COMPANY  
Miami Beach Convention Center, 1901 Convention Center Drive, Miami Beach, FL 33139 T 305 672 0006 F 305 538 4802

[Email@www.centerplate.com](mailto:Email@www.centerplate.com)

A Volume Services America Company

## BOOTH SERVICE CATERING CONTRACT

**TO PLACE YOUR ORDER, PLEASE FAX ALL PAGES TO (305) 538- 4802**

**No Orders will be Accepted Without This Copy Completed.**

A FRONT PAGE ORDER FORM IS REQUIRED FOR EACH SERVICE PLUS ONE COMPLETED SIGNED CATERING CONTRACT, ACCOMPANIED BY FULL PAYMENT. PLEASE TYPE ALL INFORMATION.

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

COMPANY: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ BOOTH NO.: \_\_\_\_\_

\_\_\_\_\_ PAYMENT: \_\_\_\_\_

ON SITE CONTACT: \_\_\_\_\_ NUMBER OF PEOPLE \_\_\_\_\_

(if different than above) Email: \_\_\_\_\_ (Please Print & Complete)

### IMPORTANT INFORMATION

- All food and beverages *must* be provided and/or ordered through Centerplate the exclusive catering company of the Miami Beach Convention Center.
- Deliveries made during Show Hours only. Exceptions to this must be discussed with the Catering Manager (305-672-0006).
- Please allow 45mins to 1 hour for on site orders.
- Orders under \$75.00 per delivery are subject to a delivery fee of \$25.00+. (+ = 9% Miami Beach Sales Tax)
- All services are designed and packaged to be placed on your counters or booth tables. We are unable to provide tables on the exhibit floor. Please contact the Show Decorator for additional tables.

**Full Catering Menus** for PRIVATE PARTIES, RECEPTIONS and MEETING ROOMS are available [WWW.EZPLANIT.COM](http://WWW.EZPLANIT.COM).

**Orders received after 10 (ten)-business days notice may be limited to only those items on the premises.**

**In order to best serve your catering needs, we require 72 business hours (3 business days) advance notice for ordering or an additional 20% service charge will apply.**

|                                           |  |
|-------------------------------------------|--|
| SUB TOTAL OF ALL ORDER FORMS (X)          |  |
| 20% SERVICE CHARGE (=)                    |  |
| SUB TOTAL (+)                             |  |
| LABOR CHARGE (X)                          |  |
| Under \$75.00++ Add \$25.00+ Delivery Fee |  |
| 9% SALES TAX                              |  |
| GRAND TOTAL DUE                           |  |

**Centerplate requires FULL PAYMENT ~ 100% IN ADVANCE WITH YOUR ORDER.**

**Orders will not be processed without ACCOMPANYING PAYMENT AND CREDIT CARD INFORMATION.**

**A CREDIT CARD MUST BE PROVIDED TO SECURE ON-SITE RE-ORDERS DURING ALL EVENTS FOR ALL ATTENDEES.**

**CENTERPLATE REQUIRES A VALID CREDIT CARD AUTHORIZATION FORM ON FILE TEN (10) BUSINESS DAYS PRIOR TO THE EVENT. THIS INCLUDES ALL CLIENTS THAT WISH TO MAKE PAYMENTS IN FULL IN ADVANCE WITH A COMPANY CHECK.**

**CREDIT CARD AUTHORIZATION FORM (PLEASE PRINT AND PROVIDE FRONT & BACK COPY OF CARD)**

CARD TYPE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

CREDIT CARD ID: \_\_\_\_\_

(3 or 4 digit ID on front or back of card) \_\_\_\_\_

CARD #: 

NAME (As it appears on Card) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**NO FOOD, BEVERAGES OR ALCOHOLIC BEVERAGES ARE ALLOWED TO BE SERVED BY ANYONE OTHER THAN CENTERPLATE CORPORATION.**

Miami Beach Convention Center, 1901 Convention Center Drive, Miami Beach, FL 33139 T 305 672 0006 F 305 538 4802

Email [www.centerplate.com](http://www.centerplate.com)

A Volume Services America Company