

## SAMPLING AUTHORIZATION FORM

This form should be completed for Sample Food and Beverage requests

Event Name:		<b>ADVANCE RATE CUT-OFF DATE:</b>	<b>BOOTH #</b>
Event Dates:			
Exhibiting Company Name:			
MBCCSBL051607			
Street Address:	City:	State:	Postal Code:
Phone #:	Ext:	Fax #	
Signature:		Print Name:	
Contact's e-mail:		On-site contact/cell number:	

YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED IN THE MBCC SERVICES BROCHURE. MBCC IS NOT RESPONSIBLE FOR TERMS & CONDITIONS AND/OR ORDER FORMS THAT MAY HAVE BEEN REMOVED PRIOR TO DISTRIBUTION.

### General Conditions

Product liability insurance is required when Sample food or beverage is distributed in Mandalay Bay Convention Center. Companies approved for dispensing food or beverage must provide liability insurance **prior** to dispensing of product.

Food and beverage items **NOT** manufactured, processed, or germane to the business of the exhibiting company **MUST** be purchased from the MBCC (refer to Food and beverage Contract).

Dispensing and storage of food/beverage product is the responsibility of the exhibitor. Contact your General Service Contractor if you require storage. MBCC does not store any product for exhibitor.

**Exhibitors are responsible for complying with all Southern Nevada Health Department regulations. Following are the regulation numbers that pertain to exhibition cooking: 96.01.0045 – 96.01.0039 – 96.02.0000 – 96.09.0000 – 96.09.0100 – 96.09.0200. For additional information, SNHD web site is – [www.southernnevadahealthdistrict.org](http://www.southernnevadahealthdistrict.org) – Phone 702-759-1000. The SNHD policies are subject to change without notice. The Clark County Health District frequently visits Exhibit Halls ensuring that all Exhibitors are compliant.**

All cooking equipment must conform to fire prevention regulation and are enforced by the Mandalay Bay Convention Center and Clark County Fire Department. All necessary permits including the Health Department and Fire Marshal, for cooking demonstrations must be secured and provided to all parties. Cooking and warming of food or beverage is prohibited unless approved by the Clark County Fire Department prior to the event. All cooking and warming must meet the requirements of the Uniform Fire Code and permit requirements of the Clark County Fire Department. Smoke or strong odors created during food preparation must be vented so as not to interfere with adjoining exhibits. The plumbing contractor must be contacted to vent cooking equipment.

### Trash Removal

Disposal of food items must be in accordance with the manner established by MBCC.

All Exhibitors sampling food and beverage will be required to also order Periodic Porter Service. Based on the following:

Booth Size:	Advance Rate:	Show Rate:
Up to 1000 sq feet	\$48.00 per day	\$60.00 per day
1001 - 3000 sq feet	\$70.00 per day	\$100.00 per day
3001 sq feet and up	\$110.00 per day	\$155.00 per day

### Product Information

Product to be dispensed \_\_\_\_\_

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

How will the product be prepared? \_\_\_\_\_

Will you require MBCC to prepare product? \_\_\_\_\_

Please complete Food Preparation request form.

Will you require any equipment from MBCC to prepare or display product? \_\_\_\_\_

Equipment list available by emailing [mbccweborders@mandalaybay.com](mailto:mbccweborders@mandalaybay.com)

Official Use			
Date rec'd	MBCC preparing	Yes <input type="checkbox"/> No <input type="checkbox"/>	Liability Insurance rec'd <input type="checkbox"/> FM Required Yes <input type="checkbox"/> No <input type="checkbox"/>

## FOOD PREPERATION REQUEST

Event Name:		<b>Cutoff for Ordering</b>	<b>BOOTH #</b>
Event Dates:			
Exhibiting Company Name:			
Street Address:	City:	State:	Postal Code:
Phone #:	Ext:	Fax #	
Signature:		Print Name:	
Contact's e-mail:			

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\*Complete the method of payment form attached and include with your request.

\*All food preparation information must be received by **<Date>**. Orders received after this date will not be accepted.

\*All food should be shipped to the General Service Contractor and arrangements should be made to be delivered to the kitchen to days prior to preparation.

\*Any questions you have not covered below, please contact **Dawn Henry at (702)322-5793 or [dhenry@mandalaybay.com](mailto:dhenry@mandalaybay.com)**

\*All food items should be in bulk packages, individual packages should not be sent unless this will be the state they are to be prepared.

\*Based on the information provided, a custom contract will be created.

### Please provide the following information if you need your food samples, cooked or prepared by Mandalay Bay.

1. What is being delivered to Mandalay Bay's kitchens? Please list the items, number of cases, delivery dates and times. Each case should be labeled with a delivery date and time to be delivered to the kitchen.

2. What are your food samples?

3. What type of storage is required? Refridgerated, Freezer, Dry? On the Shipping label please indicate storage type.

4. What are your cooking / preparation instructions? Please provide a separate list of cooking instructions, if the actual instructions on the product are available, please send those. In addition, the cooking instructions should be on each case sent to the kitchen.

5. What equipment will you need to rent from Mandalay Bay for your samples(i.e. chaffing dishes, serving trays)?

6. Please provide a detailed schedule of when you will need the food delivered to the booth including the specific quantities for each product.

7. Will Manadlay Bay provide any food items to complete the preparation of your product? If so, please list items.

8. Will you require labor from Mandalay Bay in your booth? Please specify type of labor, what they would be doing, and the hours required.

9. Who will be our on-site contact for preparation questions? Please provide name and cell number.

10. Please attach any other information necessary not listed above.