



**SPECTRA**

**SPECTRA FOOD SERVICES & HOSPITALITY**

Iowa Events Center

730 Third Street  
Des Moines, IA 50309  
T: 515.564.8000 F: 515.564.8001

**PUBLIC EVENT - AUTHORIZATION REQUEST**  
*SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION*

Spectra Food Services & Hospitality has exclusive food and beverage distribution rights within the Iowa Events Center.

**Iowa State Law prohibits any person or organization from bringing alcoholic beverages onto licensed premises. All alcoholic beverages for distribution *must* be purchased from Spectra Food Services & Hospitality.**

Sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products **only** upon written authorization.

Iowa Events Center exhibitors may distribute Food & Beverage samples in authorized space and must not be in competition with products or services offered by Spectra Food Services & Hospitality. Exact descriptions of sample and portion size must be submitted to the Iowa Events Center for written approval 10 days prior to the opening of the event. Any exhibitor distributing food/beverage must have a permit and all appropriate fees on file with the Des Moines Department of Health.

**GENERAL CONDITIONS:**

- ◆ Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm.
- ◆ All items are limited to **sample size – 1 oz food and 3 oz beverage (Alcoholic Beverages limited to 1oz.)**
- ◆ Samples must remain in a covered space and individually handed out as requested
- ◆ Those handling samples for the public consumption must wear gloves
- ◆ Those handling samples must change gloves and wash their hands with hot water for 20 seconds every hour
- ◆ Those handling samples should not have any signs of fever, dry cough or flu symptoms
- ◆ Any person working at the booth and within six feet of the samples must wear a mask
- ◆ Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar services) **must** be purchased from Spectra Food Services & Hospitality.
- ◆ Handwashing stations are required for all food & beverage samples. Hot water is available on-site. Stations may be pre-ordered and provided by the Iowa Events Center for the cost of \$25.00/station.
- ◆ Vendors may be required to obtain a Temporary Food Establishment Permit. Please contact the Iowa Department of Inspection and Appeals or visit [https://dia.iowa.gov/sites/default/files/documents/2016/01/temporary\\_license\\_application\\_2016.pdf](https://dia.iowa.gov/sites/default/files/documents/2016/01/temporary_license_application_2016.pdf) to fill out the application.

Product(s) you wish to dispense \_\_\_\_\_  
Size of portion to be dispensed \_\_\_\_\_  
Please explain purpose of offering samples \_\_\_\_\_

**SERVICE REQUIRED:**

Dry Storage (\$40.00 per day) per pallet: \_\_\_\_\_ No \_\_\_\_\_ Yes  
\_\_\_\_\_ Freezer \_\_\_\_\_ Refrigerator (\$40.00 per day) \_\_\_\_\_ Handwashing Station (\$25.00 per day)  
\_\_\_\_\_ 20 lb. bag of ice @ \$12.00 per bag

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Booth No. \_\_\_\_\_

Firm Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_  
STREET CITY STATE ZIP CODE

By: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(PRINT OR TYPE NAME & TITLE)

Spectra Food Services & Hospitality has agreed to waive exclusive catering rights to the Iowa Events Center for the above event. The group is responsible for all liability that may be involved with service of the food and beverage to be provided by the group. The group is responsible for all set up requirements including equipment, service and clean-up of the items to be brought in. It is understood that this waiver is applicable to this function only, and that each request is considered on an individual basis only.

Approved \_\_\_\_\_  
Spectra Venue Management Asst. General Manager

Approved \_\_\_\_\_  
Spectra Food Services & Hospitality Asst. General Manager