



SPECTRA

MAKENZIE SCHURK

Catering Sales Manager

Iowa Events Center

Makenzie.Schurk@OakViewGroup.com

O: 515.564.8247 M: 515.238.6518

F: 515-564-8001

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 Iowa Department of Inspections and Appeals.

GENERAL CONDITIONS:

- ◆ Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm.
- ◆ All items are limited to **sample size**.
- ◆ 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
- ◆ Beverages limited to maximum 3oz. *container (Alcoholic Beverages limited to 1oz.)*
- ◆ Food items limited to "bite size" or 1oz.
- ◆ 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.
- ◆ Handwashing stations, ice and other services are available through exhibitor services. Please visit www.iowaeventscenter.com

Product(s) you wish to dispense _____

Size of portion to be dispensed _____

Please explain purpose of offering samples _____

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

Please return completed form to the email above, contact with questions