



SPECTRA FOOD SERVICES & HOSPITALITY
Iowa Events Center

730 Third Street
Des Moines, IA 50309
T: 515.564.8000 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 Food and Beverage Office for written approval 14 days prior to the opening of the event. No alcoholic samples may be distributed. Any exhibitor giving away and/or selling food in their booth 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**.
- ❖ Beverages limited to maximum 3oz. *container*.
- ❖ 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.

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

SERVICE REQUIRED:

Dry Storage (\$150.00 per day) per pallet: _____ No _____ Yes
_____ Freezer _____ Refrigerator (\$40.00 per day) _____ 20 lb. bag of ice @ \$10.00 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 _____ Approved _____
Spectra Venue Management General Manager Spectra Food Services & Hospitality General Manager