



## OAK VIEW GROUP HOSPITALITY

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

### Important Vendor Food & Beverage Information – Public Events

#### Food and Beverage Exclusivity

1. All food and beverage must be ordered through Oak View Group Hospitality, the exclusive caterer at the Iowa Events Center (IEC) facilities. No food or beverage will be permitted into the IEC by any exhibitor, show decorators, or any other vendors hired by the exhibiting company.

#### Complimentary Food and Beverage Samples

2. Only exhibitors with booths in the trade show may give away sample portions of the product they manufacture, produce, or distribute, and must be show related. Sample sizes must be limited to three (3) ounces of beverage and one (1) ounces of food. No products may be sampled or given away outside of the trade show floor or inside any meeting rooms of the IEC facilities.
3. Requests to provide sample food or beverage at the show must be submitted to IEC in writing at least 10 days prior to the start of the show. They must complete the attached sampling authorization form which includes the name and dates of the exhibit, vendor contact information and the product to be sampled.
4. All exhibitors providing food or beverage samples will be required to have a handwashing station in their booth. Vendors can purchase a handwashing station for \$25 for the first day of show through Exhibitor Services. Refills for the handwashing station are \$15 per additional day of show.
5. Exhibitors may be required to obtain a Temporary Food Establishment Permit. Please contact the Iowa Department of Inspection & Appeals.

#### Food & Beverage Buy-Out

6. Events looking to sell food & beverage vendors must obtain approval from the event center at least 10 days prior to the start of the show. Vendors may be subject to a buyout fee of \$150 per day of show that will be determined by the Assistant General Manager of Food & Beverage. As a guide, items packaged for consumption offsite similar to spices, seasonings, oils, or rubs would not be subject to a buyout. Items that could be sold at the venue or be consumed onsite such as popcorn, nuts, or candies could be subject to a buyout.
7. All vendors selling food or beverage product will be required to have a handwashing station in their booth. Vendors can purchase a handwashing station for \$25 for the first day of show through Exhibitor Services. Refills for the handwashing station are \$15 per additional day of show.
8. Vendors may be required to obtain a Temporary Food Establishment Permit. Please contact the Iowa Department of Inspection & Appeals

#### Alcoholic Beverages Regulations

9. Oak View Group Hospitality as the property licensee, retains the right for supplying and serving alcoholic beverages. Alcohol samples are limited to (1) ounce in size. By state liquor law statutes, no alcoholic beverages may be provided or served by any other entity while at the IEC and will be removed immediately from the premises. An Iowa Events Center employee will be required to check IDs for those guests wishing to sample alcoholic beverages. The cost for an attendant is \$30/hour.

#### Traffic Promoters

10. Items such as popcorn, cookies, coffee bar services and bottled water must be purchased from Oak View Group Hospitality. A hard candy dish provided complimentary by an exhibitor at their booth may be exempt, as long as the candy is bite sized,

individually wrapped in portions of one ounce or less and manufactured in a licensed commercial facility.

**Catering Services Policies**

11. All food service ordered must be paid in full prior to any service commencing. We will accept company checks, VISA, Master Card, and American Express only, and a credit card is required to be on file for any additional services ordered during the show.
12. Please allow a minimum of 30-40 minutes for all replenishment requests during the show.
13. The exhibitor is responsible for supplying any electricity required for food service equipment and trash removal from the booth.
14. All service will be delivered on disposable ware unless special arrangements are made otherwise.
15. To all prices add 23% management fee.
16. On-site catering orders are handled in the catering office at the facility administrative offices. Last minute orders are subject to availability.