



**JEFF MAYNES**

Assistant General Manager of

Food & Beverage/Director of Catering

Iowa Events Center | Oakview Group Hospitality

Jeff.Maynes@OakviewGroup.com

O: 515.564.8026 M: 515.729.5085

**AUTHORIZATION REQUEST**  
*SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION*

Oakview Group 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 Oakview Group 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 Oakview Group 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 the exhibition 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 are limited to a maximum of 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 Oakview Group 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](http://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)

Oakview Group 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 \_\_\_\_\_

OVG Venue Management Asst. General Manager

Approved \_\_\_\_\_

Oakview Group Hospitality Asst. General Manager

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