



SPECTRA FOOD SERVICES & HOSPITALITY

Iowa Events Center

730 Third Street
Des Moines, IA 50309

T: 515.564.8000 F: 515.564.8001

Important Vendor Food & Beverage Information

Food and Beverage Exclusivity

1. All food and beverage must be ordered through Spectra Food Services & Hospitality, the exclusive caterer at the Iowa Event Center 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 exhibit hall 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 exhibit hall or inside any meeting rooms of the IEC facilities.
3. Requests to provide sample food or beverage at the show must be made in writing at least 10 days prior to the start of the show, and include the name and dates of the exhibit, and the exhibitor's product to be sampled.
4. All exhibitors providing food or beverage samples will be required to have a handwashing station in their booth.
5. Exhibitors may be required to obtain a Temporary Food Establishment Permit. Please contact the Iowa Department of Inspection & Appeals or visit https://dia.iowa.gov/sites/default/files/documents/2016/01/temporary_license_application_2016.pdf to fill out the application.

Food & Beverage Buy-Out

6. All vendors looking to sell food & beverage products must obtain approval from the event center at least 10 days prior to the start of the show. Vendors may be subject to a buy-out fee that will be determined by the Assistant General Manager of Food & Beverage.
7. All vendors selling food or beverage product will be required to have a handwashing station in their booth.
8. Vendors may be required to obtain a Temporary Food Establishment Permit. Please contact the Iowa Department of Inspection & Appeals or visit https://dia.iowa.gov/sites/default/files/documents/2016/01/temporary_license_application_2016.pdf to fill out the application.

Alcoholic Beverages Regulations

9. Spectra Food Services & Hospitality as the property licensee, retains the right for supplying and serving alcoholic beverages. 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.



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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**.
- ◆ 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.
- ◆ 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 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) _____ 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: _____

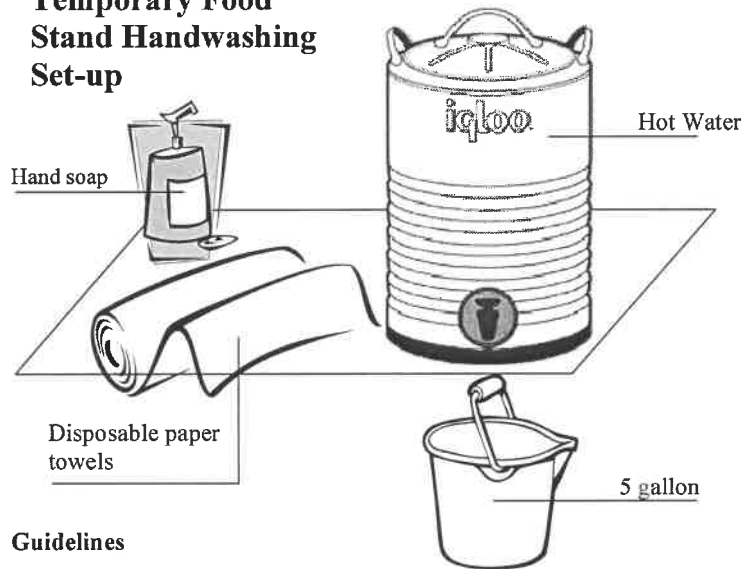
(PRINT OR TYPE NAME & TITLE)

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

Temporary Food Stand Handwashing Set-up



Guidelines

Handwashing

1. An accessible and functional hand washing facility **with hot water** shall be provided within the perimeter of any business involved in the sale of food. If only pre-packaged food products are sold, hand washing facilities are not required.
2. Handwashing facilities shall not be used for the cleaning of equipment, storage of wiping cloths, or the disposal of liquid waste.
3. All food products, cooking equipment, and serving utensils shall be protected from any splash or spillage involved in the washing of hands.
4. Disposable paper towels shall be provided with each handwashing facility and will be properly disposed of after being used.
5. Any of the following set-ups can be used as a handwashing facility:
 - Portable commercial hand sinks that produce water flow within 10 seconds of activating a hand pump or opening a dispensing valve. Soap from a sanitary dispenser shall be provided.
 - Minimum of 2-5 gallons of potable water will be maintained in a container capable of dispensing water through a valve. This valve shall enable a constant flow of water when opened. The waste water shall be collected and disposed of to a sanitary sewer. Soap from a sanitary dispenser shall be provided.
6. An accessible and functioning commercial hand sink will accompany any toilet utilized by food handlers. Soap from a sanitary dispenser and disposable single-use towels shall be provided. The sink shall be used for hand washing only. Handwashing facilities shall be checked regularly for adequate soap, towels, and water.

Iowa Department of Inspections and Appeals

Food and Consumer Safety Bureau

515-281-6538

APPLICATION TO OPERATE A TEMPORARY FOOD ESTABLISHMENT

A temporary license is valid up to 14 days in conjunction with a single event

Applications not submitted at least three weekdays before the event may not be reviewed

Penalties will be assessed if application is not submitted prior to the event

TYPE or PRINT IN INK. Enter N/A where requested information does not apply. Leave NO BLANK SPACES.

FOOD ESTABLISHMENT INFORMATION	EVENT INFORMATION
Name of Owner and Business Name:	Event Name:
Mailing Address:	Date(s) of Event: From: _____ To: _____
City/State/Zip Code:	Location:
Contact Information: phone () - _____ cell phone () - _____ email _____	Address:
Type of Organization: <input type="checkbox"/> For Profit <input type="checkbox"/> Charitable – Not for Profit	City: _____ County: _____ Zip code: _____
Hours of Operation: Set-up/Preparation Time: _____ Service Time: _____	Event Organizer's Name: cell phone () - _____ email _____
On-site (Person-in-Charge) Contact: Name _____ phone () - _____ cell phone () - _____ email _____	Event Location: <input type="checkbox"/> Indoor Event <input type="checkbox"/> Outdoor Event* Anticipated Maximum Attendance at Peak Time: _____ * Event will occur regardless of the weather conditions: <input type="checkbox"/> Yes <input type="checkbox"/> No
Secondary on-site (Person-in-Charge) Contact: Name _____ Cell phone () - _____	Facility Type: <input type="checkbox"/> Booth <input type="checkbox"/> Mobile Food Establishment <input type="checkbox"/> Permanent Building <input type="checkbox"/> Food Cart

FOOD INFORMATION: LIST ALL FOOD/BEVERAGE PRODUCTS THAT WILL BE PREPARED, SOLD OR GIVEN AWAY.			
List menu item(s) (attach list if more space is needed)	Source of food (must provide invoice or receipt at the event)	All preparation done on site (including, cutting, seasoning, marinating, cooking, etc.)	If prepared at another location indicate what preparation will occur**
Example: <i>Hamburgers</i>	<i>Smith's Market</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	

**For food items that will be prepared at another location, provide the following information:

Food Establishment Name	Name of Permit Holder
Address and City	License #
Date and Time of preparation	Contact phone number

TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS

Booth Construction

Overhead Covering Canvas Wood Other: _____
 Floor Asphalt Concrete Wood Other: _____
 Walls Screens Concrete Wood Other: _____
 Booth supplied by: Food Stand Operator Event Organizer

Utensils and Equipment (check all that apply)

Single-serve eating and drinking utensils
Multi-use kitchen utensils
 Type of Utensil Washing Setup:
Three basin set-up
Shared three compartment sink
Three compartment sink within a food establishment
N/A
 Sanitizer to be used: Chlorine Quaternary Ammonia
Iodine Other _____
 Test strips provided Yes No

Handwashing Facilities

Provided by: Event Coordinator Food Stand Operator
 Type of handwashing facility: (must be located in all food preparation and handling areas)
Gravity-fed water with spigot/bucket
Self-contained portable unit
Plumbed with hot and cold water under pressure
N/A (only prepackaged foods are sold)
Hand Soap, single-use towels, and trash receptacle must be provided at all handwashing stations.
 Disposable gloves provided Yes No

Food Storage or Display Equipment

List all equipment used for food storage and display:
 Hot:
 Cold:
 Dry:
 Condiments:

Water Supply

Provided by: Event Coordinator Food Stand Operator
 Source of water Public _____ *Private well _____
 *If private, test results must be provided with the application or at the time of the inspection.
 Method of providing hot water: _____

Thermometers:

Refrigeration/Cold Storage
Cooking/hot food storage(indicate type): _____

Toilet Facilities for Food Employees

Provided by: Event Coordinator Food Stand Operator

Cooking Equipment

Identify all cooking equipment that will be used:

Electrical Supply:

Generator Power hook up Other _____
No Power Lighting available

Food Transportation

Identify how food will be transported to event:

Refuse Removal

Describe how refuse will be disposed of:

Food Employees/Volunteers

Certified Food Manager available Yes No
 Name: _____ Certificate available Yes No
 # of food employees/volunteers: ____
 Person responsible for maintaining log book _____

Liquid Waste Removal

Describe how liquid waste will be disposed of:

Frequency of liquid waste removal: ____ times per day

A temporary food establishment license will not be issued unless this application meets all applicable requirements found in the Iowa Food Code as summarized in the Temporary Food Establishment Rules and the regulatory authority has approved the license. Non-compliance may result in closure of the temporary food establishment.

License Fee: \$33.50

Submit payment to:

Iowa Department of Inspection and Appeals

Food and Consumer Safety Bureau

312 E 12th Street

Des Moines, IA 50319

Phone number (515)281-6538

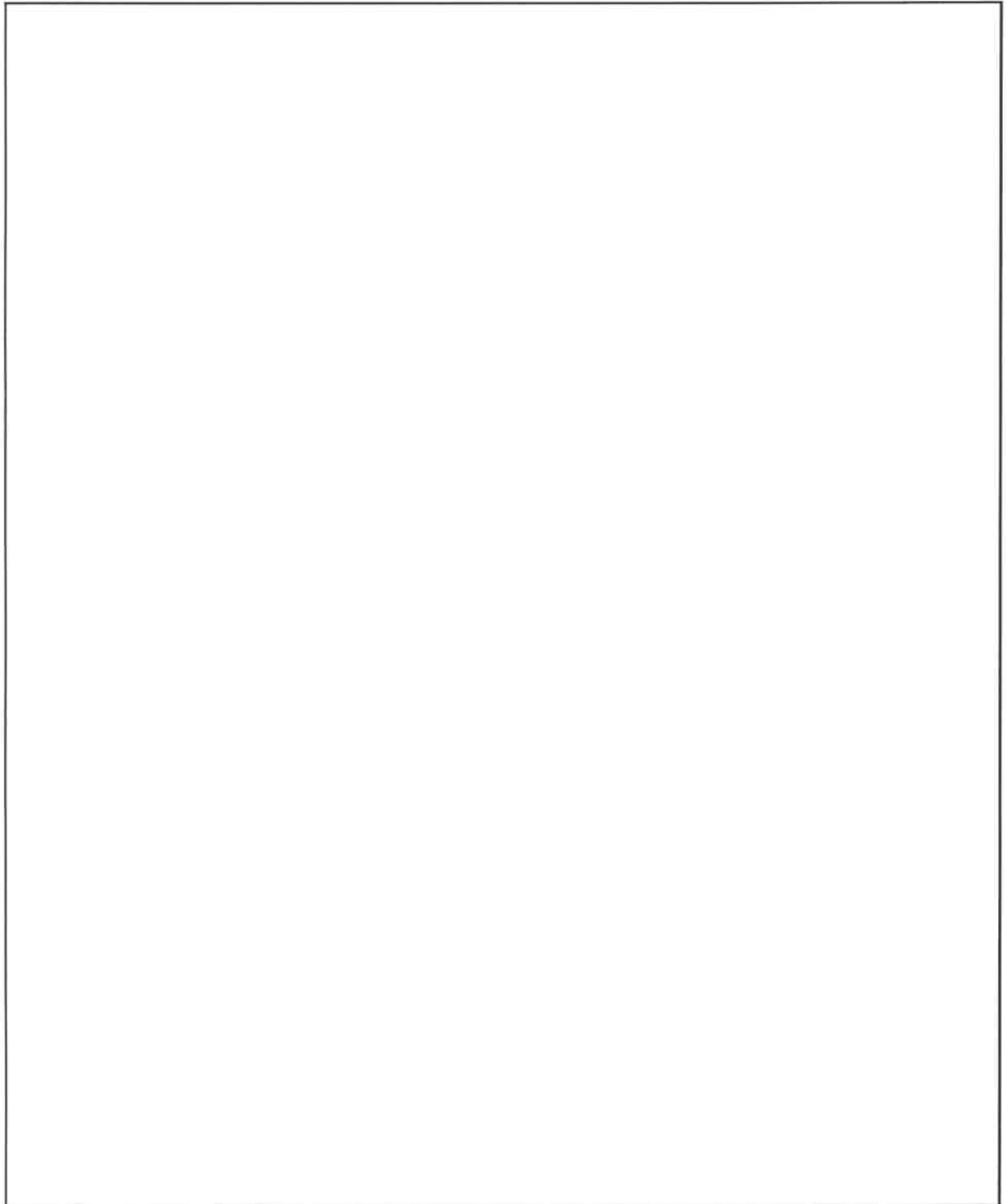
Applicants Name (Print): _____ Applicants Signature: _____

DO NOT COMPLETE INFORMATION BELOW – FOR OFFICE USE ONLY

Check #	Date Received	Amount Received
Check Name	Penalty amount	Amount Due

Sketch below the general layout of the Temporary Food Establishment indicating the location of the following:

1. Location of cooking and holding equipment
2. Location of handwashing and utensil washing facilities
3. Location of trash disposal containers
4. Location of work tables, food and single-service storage
5. Location of condiments

A large, empty rectangular box with a thin black border, intended for a hand-drawn sketch of a temporary food establishment layout. The box is oriented vertically and occupies most of the lower half of the page.

Temporary Food License Checklist

- | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1. Proper Permits/Licenses have been obtained prior to the event. | Yes | No |
| 2. There is a designated person who will be in charge. They are knowledgeable of Temporary Food License and Food Safety Rules and Regulations. | Yes | No |
| 3. There is an employee/volunteer log book available to track who is working at the event. | Yes | No |
| 4. The food being served at the event will be prepared the day of the event- before or during the event (onsite), or in the Temporary Food License holder's licensed kitchen (off site from the event).
Food item receipts/invoices shall be made available upon inspector request. | Yes | No |
| 5. At the Event- water will be received from, and disposed of, according to law. | Yes | No |
| 6. There will be an approved hand washing station set up in the permit holder's designated space at the event prior to any food preparation. | Yes | No |
| 7. Food and equipment will be stored off the ground/floor during the event. | Yes | No |
| 8. There is proper equipment available onsite to maintain hot and cold food temperatures. | Yes | No |
| 9. Proper thermometers will be available to monitor food cooking and holding temperatures. | Yes | No |
| 10. There are adequate warewashing facilities available.
Single service items are required for customers (plates, cups, silverware).
Cooking items and utensils may be taken back to the owner's licensed kitchen for warewashing after the event. | Yes | No |
| 11. Leftover food will be discarded. | Yes | No |
| 12. Questions? Please contact your Food Safety Inspector. | | |