



AUTHORIZATION REQUEST

TO DISTRIBUTE FOOD AND/OR BEVERAGE SAMPLES

ELIZA WILSON

GRAND RIVER CENTER

500 BELL STREET | DUBUQUE, IOWA 52001

T: 563.239.9730

F: 563.239.9748

Eliza.Wilson@oakviewgroup.com

OVG360 has exclusive food and beverage distribution rights within the Grand River 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 OVG360.

Sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products only upon written authorization.

Grand River Center exhibitors may distribute Food & Beverage samples in authorized space and must not be in competition with products or services offered by OVG360. Exact descriptions of sample and portion size must be submitted to the Grand River 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.
- Those handling samples for the public consumption must wear gloves.
- 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 OVG360.
- Handwashing stations are required for all food & beverage samples. Hot water is available on-site.

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: _____

OVG360 has agreed to waive exclusive catering rights to the Grand River 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 _____
OVG360 General Manager

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