



# SPECTRA

DUKE ENERGY CENTER  
525 ELM STREET  
CINCINNATI, OHIO 45202  
TELEPHONE: (513) 419-7253 FAX (513)419-7275

## AUTHORIZATION REQUEST SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

Spectra Food Services & Hospitality has exclusive food and beverage distribution rights within the Duke Energy Convention Center.

**Ohio State Law prohibits any person or organization from bringing alcoholic beverages onto a licensed premise. All alcoholic beverages for display or distribution *must* be purchased from Spectra Food Services & Hospitality.**

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

Duke Energy 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. Samples must be representative of products manufactured or sold by the company exhibiting. Free samples are limited to 4 ounces of non-alcoholic beverages and 2 ounce of food. 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 Cincinnati 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 *4oz. container*.
  - ◆ Food items limited to *"bite size" or 2oz.*
  - ◆ Food and/or beverage items used as traffic promoters (i.e. popcorn, coffee, bar services) **must** be purchased from Spectra Food Services.

Product(s) you wish to dispense \_\_\_\_\_

Size of portion to be dispensed \_\_\_\_\_

Proposed method of dispensing \_\_\_\_\_

Please explain purpose of offering samples \_\_\_\_\_

### SERVICE REQUIRED

**Dry Storage:** \_\_\_\_\_ No \_\_\_\_\_ Yes \_\_\_\_\_ Freezer \_\_\_\_\_ Refrigerator (\$150.00 per day) per pallet  
 \_\_\_\_\_ Individual Freezer \_\_\_\_\_ Individual Refrigerator (\$40.00 per day)  
 \_\_\_\_\_ 20 lb. bag of ice @ \$25.00 per bag

Approved \_\_\_\_\_ Spectra Food Services      Approved \_\_\_\_\_ Duke Energy Center Manager

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)

\*\*\*Please send Sample Request Form to your Catering Sales Manager