

**Spectra Food Services and Hospitality**  
**Dayton Convention Center**  
**22 East Fifth Street**  
**Dayton, OH 45402-0022**  
**Telephone: 937.333.7112 Fax: 937.333.4711**

**Authorization Request**  
**Sample Food and/or Beverage Distribution**

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Spectra Food Services has exclusive food and beverage distribution rights within the Dayton Convention Center.

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

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

Dayton Convention Center exhibitors may distribute Food and Beverage sample in authorized spaces and must not be in competition with products and services offered by Spectra Food Services. Samples must be representative of products manufactured or sold by the company exhibiting. Free samples are limited 4 ounces of non-alcoholic beverages and 2 ounces of food. You are also responsible for all containers and utensils for distribution. Exact description of sample and proportion 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 me be distributed. Any exhibitors involving food in their booth or event must contact the Public Health Dayton & Montgomery County PHDMC. (937) 225-4460

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**General Conditions**

1. Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm.
  2. 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 (ie. Popcorn, coffee, bar services) must be purchased from Spectra Food Services
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Product(s) you wish to dispense \_\_\_\_\_

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

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

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

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**SERVICE REQUIRED**

\_\_\_\_\_ Freezer \_\_\_\_\_ Refrigerator (\$40.00 per day) \_\_\_\_\_ 20lb bag of ice ( \$10.00 per bag)

Approved by \_\_\_\_\_ at Spectra Food Services

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Event Name \_\_\_\_\_ Date of Event \_\_\_\_\_ Booth # \_\_\_\_\_

Firm Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Ordered By \_\_\_\_\_ Signature \_\_\_\_\_

(Print Name & Title) \_\_\_\_\_ Date \_\_\_\_\_

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## Exhibitor Food & Beverage Order Form

<i>Beverages</i>	Cost	Quantity	Total	Date	Start Time AM/PM	End Time AM/PM
Bottled Soda (Coke Products) 20oz (per bottle)	\$2.75			-		
Bottled Water 20oz (per bottle)	\$2.75			-		
Coffee (per gallon)	\$30.00			-		
Individual Bottled Juices	\$3.00			-		
<b>Boxed Lunches ( Priced Per Person )</b>						
Grilled Chicken Caesar Wrap	\$14.00			-		
Ham and Swiss	\$14.00			-		
Italian Deli	\$14.00			-		
Roasted Fiesta Wrap	\$14.00			-		
Tofu Pita Wrap *Dairy Free	\$15.00			-		
Turkey Club	\$14.00			-		
Turkey Havarti Wrap	\$14.00			-		
<b>Entrée Salads ( Priced Per Person )</b>						
Deluxe Chef Salad	\$14.00			-		
Deluxe Italian Chopped Salad	\$14.00			-		
Deluxe Sesame Chicken Salad	\$14.00			-		
<b>Snacks ( Priced Per Person )</b>						
Assorted Nature Valley and Quaker Granola Bars	\$2.50			-		
Bag of Chips	\$1.50			-		
Individual Trail Mix	\$1.50			-		
Pastries	\$2.50			-		
Popcorn and Chocolate Trail Mix	\$3.75			-		
<b>Baskets ( Priced Per Person )</b>						
Chicken Fingers and Fries Basket	\$12.00			-		
Croquettes and Fries Basket	\$12.00			-		
<b>Grand Total</b>				-		

\*\*Additional items available inquire with catering sales manager 937.333.4700\*\*

<b>Event Name</b>	<b>Booth#</b>	<b>On-site Contact</b>	
<b>Contact</b>		<b>Date of Event</b>	
<b>Company Name</b>		<b>Start Time</b>	<b>End time</b>
<b>Mailing Address</b>		Visa ___ Master Card ___ American Express ___ Discover ___ <b>Card #</b>	
<b>Email Address</b>		<b>Cardholders Name</b>	
<b>Phone</b>		<b>Exp. Date</b>	
<b>Client Signature</b>	<b>Date</b>	<b>Signature</b>	

or a check payable to Spectra Food Services

Minimum order of \$25.00

All items subject to a 20% management fee and state of Ohio 7.25 % sales tax ( if applicable). Management fee does not apply to billed labor.

Orders placed with in 7 days of scheduled events will be subject to a \$50 administrative fee. All changes or cancellations must be submitted in writing. Changes or Cancellations must be received (3) business days prior to service **NO CANCELLATIONS WILL BE PERMITTED ON-SITE.**

This is **SPECTRA FOOD SERVICES** exclusive caterer at the Dayton Convention Center, no outside food and beverage allowed into the facility

Please return completed form to the following FAX# 937.333.4711

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If you would like further information about Spectra Food Services please contact us and a food and beverage Sales Manager will be more than happy to help you.