



### **Peoria Civic Center Food and Beverage Regulations**

- 1.) Savor/ASM retains the sole and exclusive rights to all food and beverage sales at the Peoria Civic Center. The following fees may apply to all forms of food and beverage sampled or sold by outside vendors:
  - A.) \$300 per event, up to 4 event days. Vendor move-in / move-out are considered event days.
  - B.) These fees are due before the start of the event and are non-refundable.
- 2.) Coca-Cola Bottling Company retains all and exclusive beverage sales and advertising rights. Coca-Cola Bottling Company products must be purchased from Savor/ASM.
- 3.) You may not sell any items that are in direct competition with the Concession Menu being offered during the event.
- 4.) You must meet Peoria County Health Department guidelines and obtain a daily operating license/ temporary food license.
- 5.) You must have adequate liability insurance and proof of such insurance supplied to Savor/ASM prior to the event.

### **Sampling and/ or Giveaway of Food and Beverage**

- 1.) You must meet Peoria County Health Department guidelines.
- 2.) You must have adequate liability insurance with proof of such insurance supplied to Savor/ASM prior to the event.
- 3.) Samples are limited to 1 oz. for beverages and 1 oz. for food items.
- 4.) Sampling of alcoholic beverages by an outside vendor is NOT permitted by Peoria city liquor codes. The only way alcohol for sampling may be offered, is to have Savor/ASM staff handle / monitor / work your booth during operating hours (labor fees apply). Please call for further information.

Please contact your Catering Manager at to take care of fee payments, to arrange staffing for any alcohol sampling and / or any questions you may have.

**Thank you for your cooperation.**

## Request for Food Sampling / Sales

Food and Beverage Service - all food and beverage served at the Peoria Civic Center will be prepared, served and/or supplied by ASM's concessionaire, (SAVOR...Peoria) unless previously agreed in writing. In the event that written permission is granted, the customer shall strictly adhere to the following:

1. No alcoholic beverages may be served by anyone other than ASM's concessionaire.
2. Coca-Cola products have exclusivity in the Peoria Civic Center. Any sample of Coca-Cola products must be purchased through ASM's concessionaire.
3. Items sold by ASM's concessionaire may not be sold or given away by any other entity.
4. Sample size is limited to 1 oz. for alcoholic or non-alcoholic beverages and 1oz. for food.
5. A sample of any food item sold or given away and proof of food and beverage liability insurance must be provided to ASM's concessionaire prior to the start of your event. All food sold must be in retail packaging only with the intent for consumption off premise.
6. Food or beverage may not be sold or given away within 50 feet of any permanent or temporary ASM concession operation.
7. You must meet Peoria County Health Department guidelines. Any food or beverage service during a public event is subject to Health Department inspection. Please contact the Peoria Health Department (309-679-6161) prior to your arrival to ensure that all cleanliness guidelines have been met and to obtain your daily operating license if deemed necessary by the Peoria County Health Department.  
**IT IS YOUR RESPONSIBILITY TO CONTACT THE PEORIA HEALTH DEPARTMENT PRIOR TO YOUR ARRIVAL.**
8. You must provide proof of \$1,000,000 liability insurance coverage listing SAVOR and the Peoria Civic Center as other insured. Proof of said insurance must be supplied to Savor/ASM prior to the event.
9. You may not sell any items that are in direct competition with the concession menu being offered during the event unless approved by Savor/ASM. A \$300 fee will apply if sale/sampling approval is given.
10. Savor/ASM, the holder of the PCC liquor license, must handle all alcoholic beverages, no exceptions. A flat fee of \$75 per staff member will be required for up to 4 hours of service. Additional hours requested or required will be charged at \$18.75 per hour per staff member after 4 hours. Labor fees are due prior to the event start.

Trade Show \_\_\_\_\_ Date \_\_\_\_\_

Name of Business \_\_\_\_\_ Phone \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Give a brief description of food and beverage items to be given out or sold. Include sample size. If product is to be sold, include description of packaging.

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Vendor's Signature

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SAVOR Catering Manager Signature

**Please return form to:**  
Savor/ASM Catering Department  
201 SW Jefferson Peoria IL 61602  
309-680-3351 or 309-680-3537  
[catering@peoriaciviccenter.com](mailto:catering@peoriaciviccenter.com)