



The Ranch Events Complex has granted exclusive food and beverage service rights to Spectra Food Services & Hospitality. All food and beverages served within The Ranch facilities must be provided through Spectra Food Services & Hospitality.

For exhibitors who wish to distribute food and/or beverage product that is manufactured and distributed in the normal course of the exhibitor's business, may request to do so a **minimum** of two weeks in advance of the scheduled date(s) of the event(s) and adhere to the following policies as well as fill out the appropriate forms:

Outside Food Vendors will be required to adhere to the following guidelines when requesting to sell and/or distribute food and/or beverages within The Ranch facilities:

1. Food items must not compete with Spectra's concession items. For example competing items would be, but not limited to, popcorn, nachos, hotdogs and hamburgers. Vendors will be required to contact Spectra and have menu items approved a **minimum** of two weeks prior to the date(s) of the scheduled event(s).
2. Sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products upon written authorization and approval from Spectra Food Services & Hospitality. Please fill out the appropriate form for proper authorization.
3. Food and beverage vendors must be approved by the Larimer County Department of Health or the State of Colorado before distributing any products. A copy of the license will be required to be displayed at your vendor location within the Ranch facilities.
4. Food vendors that are planning on selling food, pre-packaged candy, nuts, jerky, etc and/or non alcoholic beverage items regardless of what type, will be required to pay Spectra Food Services & Hospitality the following fees as well inform Spectra what food or beverages items they are planning on selling during the scheduled event:  
One Day: \$ 40.00  
Two Days: \$ 75.00  
Three Day: \$ 100.00  
\*Any days past three days will be an additional \$35.00 per day
5. **Alcoholic beverages will not be permitted to be brought on to The Ranch grounds by anyone at any time. There is no exception to this policy.**



**PLEASE FILL OUT THE FOLLOWING INFORMATION IF YOU WISH TO SELL FOOD,  
PRE-PACKAGED ITEMS, AND/OR NON-ALCOHOLIC BEVERAGES AT YOUR SCHEDULED  
EVENT**

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

On Site Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Description of items:

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This form along with any payments can be made to “Spectra Food Services & Hospitality” and must be collected a **minimum** of two weeks prior to the scheduled date of the event(s) via check, credit card, or cash.

**Payment and along with this form can be sent via mail or fax to:**

Spectra Food Services & Hospitality  
5290 Arena Circle  
Loveland, CO 80538  
Office: (970) 619-4055  
Fax: (970) 619-4060



**AUTHORIZATION REQUEST**  
**SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION**

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Spectra Food Services & Hospitality has the exclusive food and beverage distribution rights within The Ranch facilities.

**Colorado Law prohibits any person or organization from bringing alcoholic beverages onto a licensed premises. All alcoholic beverages for display or 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 and approval from Spectra Food Services & Hospitality.

The Ranch 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. Samples must be representative of products sold or manufactured 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 Spectra Food Services & Hospitality office for written approval a **minimum** of two weeks prior to the scheduled date(s) of the event(s). No alcoholic samples may be distributed. Any exhibitor giving away and/or selling food in their booth must display the proper permit and all appropriate fees on file with the Larimer County Department of Health or the State of Colorado.

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**GENERAL CONDITIONS:**

- Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm.
- All items are limited to **sample size**:
  - Beverages are limited to maximum **4 oz container**.
  - Food items limited to **“bite size” or 2 oz.**
  - Sample distribution must be limited to the exhibitor’s booth area only.
  - It is unlawful to distribute alcoholic beverages of any kind.
  - Any food or beverage cannot be exchanged for monetary value unless approved in advance.

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

On Site Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Description of sample items to be distributed: \_\_\_\_\_

**Sample Authorization Forms can be sent via mail or fax to:**

Spectra Food Services & Hospitality

5290 Arena Circle

Loveland, CO 80538

Office: (970) 619-4055

Fax: (970) 619-4060