

*Business meetings
and banquets...*

AT THE HY-VEE CONFERENCE CENTER

Welcome...

Welcome to the Hy-Vee Conference Center!

Whether you need a business meeting, employee appreciation dinner, or cocktail party, our goal is to offer you many options to plan your custom-tailored event. We provide the finest cuisine prepared by our professional staff. We will personally attend to your dining and meeting needs in an efficient, courteous manner. From simple to elegant, two to over seven hundred, Hy-Vee's Conference Center meeting professionals are here to meet your needs with the care and attention to quality that only Hy-Vee can provide. Count on us to make your event enjoyable! We can provide all of your meeting needs with our affordable and state of the art audio/visual system and meeting equipment, including:

- Flip charts
- Tripod easels
- Portable staging
- A/V computer rental
- Computer PPT remote
- Laser pointers
- Video projectors and projection screens
- CD, cassette, VHS, or DVD player
- Video switcher
- CRT or LCD monitors
- Overhead projectors
- Projector screens
- Stage lighting
- A/V and TV carts
- Handheld, wireless, and lav microphones
- Phone coupler
- Tabletop and standing podiums
- Amps and speakers
- In-house sound system
- Pipe and drape backdrops
- Vendor tables
- Wireless internet access
- ...and more!

Please inquire with our sales representative for more information about our A/V products and services, and for a complete price list.

Our room set-up and A/V specialists will make sure your event looks and runs smoothly and professionally. Whether you require a classroom style training session with a PowerPoint presentation accompanied by light refreshments, or a lavish company-wide employee recognition dinner with videos and an awards ceremony, let the Hy-Vee Conference Center accommodate all of your needs!

At the Hy-Vee Conference Center your event is the single most important reason why we are here.

Corporate Planner Package

Priced at \$33.95 per person

The Continental

Freshly baked danish, muffins, and bagels
Signature cream cheeses and sweet butter
Chilled orange juice
Freshly ground regular and decaffeinated coffee
Assorted soft drinks

Mid-morning Refreshments

Refresh of the freshly ground regular and decaffeinated coffee
Assorted soft drinks and bottled water

Lunch

Choose from our list of luncheon salads/cold platters or plated hot lunches
All lunches include freshly baked breads and sweet butter along with iced tea (milk available upon request)
Assorted soft drinks and bottled water
Add \$2.00 to the per person price above for luncheon buffets/designer luncheon buffets

Must have a minimum of 30 people for a buffet or pay a chef's fee of \$100.00 plus service charge and sales tax

Afternoon Break

Assorted gourmet cookies
Assorted soft drinks and iced tea
Freshly ground regular and decaffeinated coffee
For our other specialty breaks an additional charge per person will be added

Please ask us about customizing the menu for your event!
Please add a 22% service charge and 6% sales tax to all above prices.
Prices valid through calendar year 2009
All prices subject to change due to market

Breakfast Breaks

The Continental

Freshly baked danish, muffins, and bagels
 Signature cream cheeses and sweet butter
 Chilled orange juice
 Freshly ground regular and decaffeinated coffee
\$8.95 per person

The Executive Continental

Freshly baked danish, muffins, and bagels
 Signature cream cheeses and sweet butter
 Seasonal fresh fruit display
 Chilled assorted fruit juice bar
 Flavored hot teas
 Freshly ground regular and decaffeinated coffee
\$10.95 per person

The Deluxe Executive Continental

Freshly baked danish, muffins, and bagels
 Signature cream cheeses and sweet butter
 Seasonal fresh fruit display
 Granola and yogurt
 Chilled assorted fruit juice bar
 Flavored hot teas
 Freshly ground regular and decaffeinated coffee
\$12.95 per person

Beverages

Punch	\$25.00 per gallon
Iced tea	\$25.00 per gallon
Fresh ground coffee	\$25.00 per gallon
Lemonade	\$25.00 per gallon
Orange juice	\$25.00 per gallon
Soft drinks	\$2.00 each
Bottled water	\$1.50 each
Assorted bottled juices	
V-8, apple, orange, and cranberry available	\$2.75 each
Milk, 8oz carton	
2%, skim, and chocolate available	\$1.00 each
Red Bull	\$4.00 each

Treats

Danish, muffins, and bagels with signature cream cheeses	\$24.95 per dozen
Gourmet cookies	\$23.95 per dozen
Triple fudge brownies	\$23.95 per dozen
Assorted mini confections	\$1.95 each
Salty snacks	\$14.95 per lb
Honey roasted mixed nuts	\$16.95 per lb
Assortment of whole fruit	\$14.95 per dozen

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Breakfast Buffets

The Traditional Breakfast Buffet

Fluffy fresh scrambled eggs
Sugar cured crisp bacon and sausage links
Breakfast potatoes
Freshly baked fruit muffins
Cut fresh seasonal fruit
Chilled assorted fruit juice bar and milk
Freshly ground regular and decaffeinated coffee
\$14.95 per person

The Classic Breakfast Buffet

Chaffered country style omelets
Fresh baked bagels with flavored cream cheeses
Freshly baked fruit muffins
Sugar cured crisp bacon and sausage links
Breakfast potatoes
Cut fresh seasonal fruit
Freshly ground regular and decaffeinated coffee
\$16.95 per person

The All American Breakfast Buffet

Eggs Barbados with green onion sauce
Sugar cured crisp bacon and sausage links
Breakfast potatoes
Griddled french toast with berries, warm maple syrup, and sweet butter
Cut fresh seasonal fruit
Freshly ground regular and decaffeinated coffee
\$18.95 per person

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Specialty Breaks

Afternoon Break

Assorted gourmet cookies and triple fudge brownies
Fresh brewed iced tea
Freshly ground regular coffee and decaffeinated coffee
\$7.95 per person

Fresh Berry Break

Assorted chilled bottled fruit juices
Whole seasonal fresh berries with crème fraîche,
brown sugar, and whipped fresh cream
Baked fruit muffins with butter and preserves
Freshly ground regular and decaffeinated coffee
\$8.95 per person

Fitness Break

Fresh seasonal fruit kabobs
Assorted fruit yogurts
Homemade granola and yogurt covered raisins
Chilled bottled fruit and vegetable juices
Bran muffins with a selection of herbal teas and bottled water
\$8.95 per person

Chocoholic

Double dipped strawberries
Triple fudge brownies
White chocolate and macadamia nut cookies
Assorted ice cold milks
Freshly ground regular and decaffeinated coffee
\$9.95 per person

The Sports Fan

Buttered popcorn
Cracker Jacks
Roasted peanuts in the shell
Pretzels
Homemade chips and dip
Glass bottled Coca-Cola
\$9.95 per person

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Luncheon Buffets

All banquet luncheons are served with freshly baked breads, iced tea, and milk

New York Deli Buffet

Seasonal composed salads
Sliced Dilusso deli meat display including:
Peppered roast beef, honey glazed ham, smoked turkey breast, corned beef
Assorted sliced cheese selections
Gourmet breads and rolls
Sliced tomatoes, sweet onions, and crisp lettuce
Appropriate condiments
Homemade potato chips
Triple fudge brownies and signature cookies
\$18.95 per person

South Fork Barbecue

Seasonal composed salad
Bunk house beans, texas taters
Grilled back angus hamburgers and fire roasted chicken breast
Fresh baked buns and condiments
Sliced tomatoes, sweet onions, and crisp lettuce
Triple fudge brownies and signature cookies
\$18.95 per person

Chef's Italian Pasta Bar

Crisp romaine lettuce with fresh Italian vinaigrette
Grated parmesan cheese and garlic croutons
Toasted bread sticks
Two pastas served with marinara and alfredo sauce
Grilled marinated boneless breast of chicken with herbs and spices
Triple fudge brownies and signature cookies
\$19.95 per person

Fajita Bar

Assorted spring greens with mandarin oranges, sweet red onions and lemon poppy seed dressing
Beef and chicken fajitas grilled with crisp vegetables and fresh cilantro
Served with warm tortillas, fresh toppings, and Spanish style rice
Finished with warm sopapillas and honey
\$19.95 per person

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Designer Luncheon Buffets

All banquet luncheons are served with freshly baked breads, iced tea, and milk

Silver Lunch Buffet

Fresh tossed seasonal mixed greens with choice of dressing

Choice of one meat entrée:

Fire roasted sliced top sirloin, charbroiled or sautéed breast of chicken,
Charbroiled and roasted loin of pork, or fresh fish of the day

Choice of one accompaniment:

Garden rice pilaf, rosemary roasted baby reds, or garlic mashed potatoes

Choice of one fresh vegetable:

Green beans almandine, baby carrots, or a mélange of fresh seasonal vegetables

Choice of one dessert:

Cookies and brownies

Angel Food or pound cake with fresh mixed berries and whipped cream

Assortment of sweet treat desserts

Assortment of fresh baked fruit pies and cakes

Gold Lunch Buffet

Fresh tossed seasonal mixed greens with choice of dressing

Two composed salads

Choice of two meat entrées:

Fire roasted sliced top sirloin, charbroiled or sautéed breast of chicken,
Charbroiled and roasted loin of pork or fresh fish of the day

Choice of two accompaniments:

Parmesan encrusted potatoes, rosemary roasted baby reds,
Garden rice pilaf or garlic mashed potatoes

Choice of one fresh vegetable:

Green beans almandine, baby carrots, or a mélange of fresh seasonal vegetables

Choice of one dessert:

Cookies and brownies

Angel Food or pound cake with fresh mixed berries and whipped cream

Assortment of sweet treat desserts

Assortment of fresh baked fruit pies and cakes

**Prices on Silver and Gold Buffets range from \$22.95 to \$28.95 per person
Depending on menu choices**

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Luncheon Salads and Cold Platters

All banquet luncheons are served with freshly baked breads, iced tea, and milk

Luncheon salads and cold platters also feature a selection of signature cookies and triple fudge brownies

Country Club Wrap

Smoked turkey, honey ham, bacon, swiss cheese, tomatoes,
and shredded lettuces wrapped in a tortilla

Served with homemade potato chips

\$13.95 per person

Oriental Orange Chicken Salad

A mélange of fresh spring greens, mandarin oranges, chow mein noodles,
grilled pineapple, topped with seared julienne chicken breast and spicy orange dressing

\$13.95 per person

Cobb Salad

Mixed garden greens, diced smoked turkey, crisp bacon
tomatoes, hard cooked eggs, and crumbled bleu cheese

Served with your choice of dressing

\$13.95 per person

Stuffed West Des Moines Croissant

Freshly baked, stuffed with your choice of chicken, shrimp, or tuna salad

Fresh fruit garnish

Served with homemade potato chips

\$14.95 per person

Soup and Sandwich

A cup of Chef's daily selection of soup

Mid-sized salad croissant with a fresh fruit garnish

Served with homemade potato chips

\$14.95 per person

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Plated Hot Lunches

Steak Sandwich

Eight ounces of tender grilled steak served open faced on grilled country bread and topped with fresh sautéed onions and mushrooms
Served with garlic mashed potatoes and Chef's selection of seasonal vegetables
\$18.95 per person

Red and White Chicken Lasagna or Tuscan Veggie

The Chef's specialty. A unique blend of fresh roasted chicken breast, California spinach, forest mushrooms, and scallions, blended with imported cheeses and finished with homemade marinara and alfredo sauces
\$17.95 per person

Lemonade Chicken

A boneless breast of chicken, charbroiled and finished with a heart healthy lemonade and white wine glaze, scented with mushrooms and shallots
\$16.95 per person

Chicken Turnover

A grilled boneless chicken breast stuffed with fresh wild mushrooms, spinach, and French boursin herb cheese, wrapped in a flaky puff pastry dough, baked golden brown, and served in a pool of sherry wine and scented velouté sauce
Presented with fresh seasonal vegetables
\$17.95 per person

Traditional Honey and Rosemary Roasted Pork Loin

Carved fresh from center cut boneless pork loins, served in a pool of port wine scented demi-glace with grilled sage dressing
Served with Chef's selection of fresh seasonal vegetables
\$17.95 per person

All plated hot lunches include:

Tossed assorted spring greens with a choice of our fine homemade dressings
Chef's selection of accompaniments- chosen to enhance each entrée
Triple fudge brownies and signature cookies for dessert

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Designer Dinner Entrées

Our signature banquet dinner prices include the choice of one designer salad, fresh baked rolls, butter, coffee, tea, and dessert. Our executive Chef will prepare the appropriate accompaniments to enhance your entrée.

Choice of Salad:

Fresh Garden Green

Seasonal greens tossed with fresh diced tomatoes, crisp cucumber, and fresh grated cheese straws
Served with your choice of Italian, Ranch, or French dressings

Traditional Caesar Salad

Crisp romaine, freshly grated imported parmesan cheese, diced Roma tomatoes, garlic croutons and Caesar dressing

Mandarin Salad

Assorted crisp garden greens tossed with mandarin oranges, sliced strawberries, caramelized walnuts, and poppy seed dressing

California Spinach Salad

Fresh cleaned and picked spinach leafs tossed with sliced button mushrooms, toasted almonds, and mandarin oranges in a warm bacon and onion dressing

Choice of Entrée:

Filet Mignon

8 oz center cut of beef tenderloin, charbroiled to perfection
served with Béarnaise, bordelaise, wild mushroom, or Diane sauce
\$36.95 per person

12 oz New York Strip

Long noted for its flavor. Fire roasted to perfection.
Dressed in maitré d butter
\$30.95 per person

City Duo

The best of both worlds: A delicate sautéed breast of chicken finished with your choice of Grand Marnier champagne, Poulette, or lemon sauce and a charbroiled beef tenderloin medallion finished with your chose of Béarnaise, bordelaise, wild mushroom or Diane sauce
\$36.95 per person

entrées continued on next page...

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Choice of Entrée (continued):

Chicken Wellington

A sautéed boneless breast of chicken stuffed with wild mushrooms, California spinach, and French boursin cheese. Wrapped in a flaky puff pastry dough and baked until golden brown. Served in a pool of port wine scented demi-glace

Presented with fresh seasonal vegetables

\$26.95 per person

Boneless Breast of Chicken

Lightly seasoned with fresh herbs and spices (your choice charbroiled or sautéed)

Served with your choice of sauce: Tuscan, Poulette, or Diane sauce

Presented with seasonal garden rice pilaf and Chef's fresh seasonal vegetables

\$23.95 per person

America's Cut Pork Chops

Center cut chop stuffed with old fashioned honey griddled sage dressing, slow roasted with fresh peaches and cognac

Presented with Chef's fresh seasonal vegetables and garlic roasted potatoes

\$26.95 per person

Rosemary Roasted Pork Loin

Carved honey and rosemary roasted pork loin

Presented with Chef's seasonal vegetables and buttermilk potatoes

\$26.95 per person

Fresh Seafood Selection

Available at current market price

Please check with our sales representative for pricing

Dessert Selections

Cheesecake served with seasonal fresh berries

Chocolate Overload torte

Gourmet carrot cake

Assortment of fresh fruit pies

Chef's Chocolate Fountain Display with Appropriate Accompaniments

add \$4.95 per person to any lunch or dinner

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Designer Dinner Buffets

All banquet dinner buffets are served with fresh baked rolls, choice of dessert, and freshly ground regular and decaffeinated coffee. Iced tea and milk are available upon request.

The Traditional Dinner Buffet

Assorted fresh seasonal greens with choice of salad dressing,
Roasted garlic crusted carved prime rib of beef with au jus
Sautéed breast of chicken with choice of Poulette, lemon, or Tuscan sauce
A mélange of fresh seasonal vegetables
Garden rice pilaf
Garlic and rosemary roasted baby red potatoes
\$34.95 per person

The Harvest Dinner Buffet

Assorted fresh seasonal greens with choice of salad dressing,
pasta primavera salad, fresh seasonal fruit salad
Roasted garlic crusted carved prime rib of beef with au jus
Sautéed breast of chicken with choice of Poulette, lemon, or Tuscan sauce
Sliced honey rosemary glazed pork loin
Garlic and herb roasted new potatoes
Garden rice pilaf
A mélange of fresh seasonal vegetables
\$39.95 per person

Dessert Selections

Cheesecake served with seasonal fresh berries

Chocolate Overload torte

Gourmet carrot cake

Assortment of fresh fruit pies

Chef's Chocolate Fountain Display with Appropriate Accompaniments

add \$4.95 per person to any lunch or dinner

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Hors d'œuvres

Signature Hors d'œuvres

50 piece minimum for a la carte Cold and Hot Hors d'œuvre selections

Hot Hors d'œuvres

- Mini crab cakes with lemon pepper aioli
- Boursin stuffed mushrooms
- Chicken Yakatori
- Beef Satay
- Chicken Spedinni
- Crab Puffs
- Chicken Florentine stuffed mushrooms
- Petite quiche
- Pot stickers with teriyaki ginger sauce
- Chinese vegetable or pork egg roll
- Buffalo style chicken drummies hot or mild
- Swedish, Italian, or BBQ meatballs
- Jalapeno poppers with ranch and salsa
- Crab rangoons with sweet and sour sauce and hot mustard
- Bacon wrapped water chestnuts

Choose one item above for \$2.00 per piece

Cold Hors d'œuvres

- Seasonal melon wrapped in proscuitto
- Assorted gourmet canapés
- Smoked salmon pin wheels
- Smoked honey turkey roulades
- Assorted silver dollar sandwiches with accompaniments
- Stuffed strawberries
- Bruschetta with garlic crostini
- Fresh fruit and cheese skewers

Choose one item above for \$2.50 per piece

Jumbo Shrimp Cocktail.....\$3.00 per piece

Bacon Wrapped Scallops.....\$3.00 per piece

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Hors d'œuvres Displays

Seasonal Fruit Display

Hand selected, served with Honey Chutney Dressing

\$4.95 per person

Fresh Vegetable Crudités

A mélange of fresh Garden Vegetables with a country style Ranch dip

\$3.95 per person

Gourmet Marinated Vegetables

Includes asparagus spears, button mushrooms, baby carrots, broccolini, sweet onions, peppers, and tomatoes

\$4.95 per person

International Cheese Board

A selection of sliced imported cheeses, presented with toasted pita chips, assorted gourmet crackers, and fresh fruit garnish

\$4.95 per person

Italian Antipasto Display

An array of Italian meats, cheeses, vegetables, served with fresh crusted Italian Bread

\$6.95 per person

Assorted Display

Fresh Seasonal Fruit, Fresh Vegetables Crudités and International Cheeses

\$8.95 per person

South of the Border

Assorted gourmet chips, sour cream, salsa, guacamole and nacho cheese sauce

\$5.95 per person

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Hors d'œuvres Packages

Hors d'œuvres packages are displayed for two hours. Each package offers an unlimited amount of hors d'œuvres, replenished as needed for the display time.

A Classic Package

One Hot Hors d'œuvres
One Cold Hors d'œuvres

One Display

\$15.95 per person

An Elegant Package

Two Hot Hors d'œuvres
One Cold Hors d'œuvres

One Display

\$18.95 per person

A Traditional Package

Two Hot Hors d'œuvres
Two Cold Hors d'œuvres

Two Displays

\$23.95 per person

An Unforgettable Package

Three Hot Hors d'œuvres
Three Cold Hors d'œuvres

Three Displays

\$29.95 per person

Add an Ice Sculpture to your Hors d'œuvres package starting at \$250.00 each

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Business Event Beverage Service

We offer only quality liquors in our standard or premium levels, along with a selection of fine wines to compliment your unique menu package. Our standard liquors include, but are not limited to, *Jim Beam bourbon, J&B and Chivas scotch, Beafeater gin, Bacardi rum, Canadian Club and Black Velvet whiskey, Smirnoff vodka, Jose Cuervo Gold tequila* and quality-brand cordials. Our premium liquors include, but are not limited to, *Dewars scotch, Tanqueray gin, Crown Royal whiskey and Absolut vodka.*

HOSTED OPEN BAR OPTION

The hosted bar is sponsored and paid for by the host of the function. Service is charged on consumption. As a host you can choose to host the bar for one hour or throughout your event. Hosted non-alcoholic beverages are \$1.75 per person.

CASH SERVICE OPTION

The cash bar provides each guest with the opportunity to purchase his or her own beverages. A bartender charge of \$35.00++ per hour will be charged if a \$100.00 per hour average is not met on a cash bar. Hosted non-alcoholic beverages and keg beer do not apply to the \$100.00 per hour average. Bartender charges will be waived if the bar is hosted for at least 1 hour or if at least 80 tickets are purchased. Each drink may be purchased at the following prices:

	Hy-Vee Premium	Hy-Vee Standard
Mixed Drinks	\$5.00	\$4.00
House Wine		\$4.00 / glass or \$18.95 / bottle
Domestic Beer		\$3.00 / bottle
Premium Beer		\$4.00 / bottle
Keg Beer		\$225.00 / keg
Non-Alcoholic Beer		\$3.00 / bottle
Soft Drinks		\$1.00

TICKET SERVICE OPTION

The Hy-Vee Conference Center also offers drinks to be purchased with tickets in combination with or without a cash bar. Tickets are charged at \$5.00 per beverage for liquor, beer, and wine service. Tickets are charged at \$4.00 per beverage for beer and wine service only. All liquor must be purchased through the Conference Center. It is a violation of Iowa state law to bring alcoholic beverages into the Conference Center. If alcoholic beverages are brought into the Conference Center, they will be confiscated and a fee of \$50.00++ will be added to the bill for each bottle or can.

Vendor Services

Vendor Table Quantities depend on floor space (includes 2'x6' cloth & skirted table, 2 chairs, waste can)	\$10.00 per table
Auction Table (clothed and skirted)	\$2.50 per table
Vendor booth, piped and draped (booths have an 8-foot backdrop and 3-foot wings) (includes 2'x6' clothed & skirted table)	\$35.00 per booth
Electricity for vendor tables or booths 11v 15amp circuit Other electricity requirements upon request with applicable charges	\$25.00 per table/booth
Phone Line for vendor tables or booths (limited number of phone lines available, ask for availability)	\$50.00 per table/booth
Eight foot tall pipe and drape	\$2.50 per linear foot
Twelve foot tall pipe and drape	\$5.00 per linear foot
Eighteen foot tall pipe and drape	\$9.00 per linear foot

***Additional charges will apply if tables need to be reset.**

Please communicate to all vendors that we do not have on-site storage facilities. Vendor deliveries will be accepted the day prior to the event. Any materials that are shipped must be addressed to the Hy-Vee Conference Center. All return shipping items must come with prepaid mailing labels.

Business Policies

ROOM SETUPS AND CAPACITIES

Room Name	Dimensions	Sq. Ft.	Seating Capabilities				Ceiling Height
			Banquet	Class	Square	Theater	
Conference Center	141' x 82'	11,747	750	500	N/A	1200	18/20'
Iowa Room	69' x 82'	5,800	300	200	N/A	500	20'
Minnesota Room	37'5" x 41'	1,400	60	50	40	80	18'
Missouri Room	37'5" x 41'	1,400	60	50	40	80	18'
Illinois Room	35'11" x 26'10"	1000	50	40	30	50	18'
South Dakota Room	35'11" x 26'10"	1000	50	40	30	50	18'
Nebraska Room	35'11" x 28'	1000	50	40	30	50	18'
Foyer							

ROOM RENTAL

Entire Conference Center (Approximately 12,000 square feet)	\$8000.00 to rent
Iowa Room (Approximately 6000 square feet)	\$4000.00 to rent
North/South Side (Approximately 3000 square feet)	\$2000.00 to rent
Minnesota or Missouri Room (Approximately 1500 square feet)	\$1000.00 to rent
Illinois, Nebraska, or South Dakota Room (Approximately 1000 square feet)	\$670.00 to rent

Room rental fees will be waived if required food purchase minimum is met.

***Dates are reserved on a first come, first serve basis. A hold can be placed on a date for 1 week. If there is other interest for the date that you have placed on hold, you will be notified. If no contact has been made by the end of the 1 week timeframe, the held date will be released to another interested party. It is your responsibility to notify the Hy-Vee Conference Center if you have booked elsewhere during that time period.**

FOOD AND BEVERAGE

Only the Hy-Vee Conference Center may provide any and all beverages and food for your event. Due to various health code issues, please do not remove beverages or food from the facility.

All food and beverage service to your organization within the Conference Center must be provided by the Conference Center at the Conference Center's prevailing prices for such services. Prices are subject to change.

The Hy-Vee Conference Center's lunch menus are available from 10am to 2pm.

BAR SERVICE

The hosted bar is sponsored and paid for by the host of the function on a consumption basis. A cash bar provides guests with the opportunity to purchase drinks individually or by using tickets. Bar hours of service will open and close in accordance with state laws. Liquor prices will be set in advance. If alcoholic beverages are to be served on the Conference Center premises, then we must require that only our servers and bartenders dispense the beverages. All beverages must be consumed inside the Conference Center. The Conference Center's alcoholic beverages license requires us to (1) request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverages service if the person is either underage or proper identification cannot be produced and (2) refuse alcoholic beverage service to any person who, in our judgment, appears to be intoxicated. The Conference Center also requires the right to use hand stamps for functions that have mixed age guests.

BANQUET AND MEETING ROOMS

Please adhere to the times agreed upon, as other guests may be utilizing the facilities prior to or following your function. Should your time schedule change, please contact the meeting coordinator and we will make every effort to accommodate you. Rooms are assigned according to your reservations. However, if attendance numbers change, we reserve the right to reassign the event to a room more suitable for the size of your group.

We request that you provide us with a tentative meeting program and banquet schedule (which includes attendance figures) at least two to four weeks prior to event date.

Room space and food/beverage rates are as quoted. Should your requirements change, prices will be adjusted accordingly.

We reserve the right to refuse rental of the Conference Center for any reason.

A 22% service charge and applicable sales tax will automatically be added to all billable items and services that occur during your function. Service charge and sales tax are subject to change.

AUDIO/VISUAL EQUIPMENT

Audio/Visual equipment and services, booths, tables, and special effects are available for rental through the Conference Center pending availability. All prices for A/V equipment are for single day use. The Conference Center's A/V service team must handle any adjustments to A/V equipment. Prices for specialized labor (i.e. electricians, security guards, audio/visual technicians) are available upon request. All specialized labor must be booked through and/or approved by the Conference Center director. The customer is responsible and shall reimburse The Hy-Vee Conference Center for any damage, loss, or liability incurred by any of the customer's guests or any persons or organizations contracted by the customer to provide any services or goods before, during, and after the function.

ENTERTAINMENT

Musicians, orchestra, etc. are booked by the host of each function and will be solely their responsibility. The Hy-Vee Conference Center director must approve entertainment programs. Rental of instruments (pianos, etc.) is the responsibility of the booking host. The Conference Center management reserves the right to control the volume level of music or activities during any function. Any entertainment coming to the facility must submit a contract rider to us two weeks prior to the event for our review of the equipment. Any outside electrical or sound equipment must be approved by the Conference Center. Sound, lights, and video through the house system must be operated by a Conference Center employee. Additional charges will apply for any electrical needs above a single 120v, 20amp. Estimates are available upon request.

DECORATIONS

All decorations must be pre-approved by the Hy-Vee Conference Center. Setup charges may apply.

SECURITY

The Hy-Vee Conference Center shall not assume responsibility for any damage or loss incurred before, during, or after any event. The Conference Center may require additional security for your function. If additional security is required, charges will be added to your invoice. *The Hy-Vee Conference Center reserves the right to change or modify this policy at any time.*

GUARANTEES

Your guarantee is the number of guests for your event. This guarantee will be the same number for meals and seats. All details (including the menu) must be submitted at least two weeks prior to your function. A final guarantee is required five business days prior to your function. The guarantee is the minimum number your group will be charged for the event. We will prepare meals for 3% over your guarantee up to a 10 meal maximum. If attendance exceeds the guarantee, we will make every effort to take care of your guests but we may not be able to provide the same menu. Our buffets provide you and your guests with a one-time-through-the-line dinner. The food minimum is based on the space required by the function.

MISCELLANEOUS PROVISIONS

We both understand that our agreement is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, and the like. You agree to cooperate with us to ensure compliance with such laws.

We also both understand that the performances of this agreement by either party are subject to acts of God, war, government regulation, strikes, curtailment of transportation facilities, or other emergencies making it inadvisable, illegal, or impossible to provide the Conference Center's services or to hold your scheduled events.

Due to the layout, security personnel and storage capabilities of the Conference Center, we will not be responsible for the storage or security of your display material and/or show merchandise. You assume responsibility for obtaining proper insurance and assume the liability for losses or damages to the equipment and to the property brought onto the premises of

the Conference Center. You will indemnify and hold the Hy-Vee Conference Center, and its employees, harmless from any and all such losses, damages, and claims, except to the extent caused by the gross negligence of the Hy-Vee Conference Center. Under no circumstances will we be liable for the criminal acts of the third party.

If it is necessary for you to ship the materials to the Conference Center, each item must be properly packed and marked with (1) the organization name and contact; (2) date of the function; and (3) name of the Conference Center contact. Boxes, packages, and/or display materials will be accepted no earlier than one day prior to the scheduled event date. The Hy-Vee Conference Center reserves the right to refuse packages which appear damaged and assumes no liability for the condition of the contents of such packages.

If any provision of this agreement is held to be invalid, illegal, or unenforceable, the remaining provisions will remain in full. This document and attachments hereto contain all the terms of our agreement and supersede any prior agreements we may have had. In order to avoid any misunderstandings by either of us, any changes to the term of our agreement must be in writing and signed/initialed by both of us.

CLEAN-UP FEE

Any group that creates an excessive mess and/or uses glitter, confetti, or sparkles of any kind will be charged a clean-up fee (to be determined by the Hy-Vee Conference Center) on their invoice.

CANCELLATIONS

If we are advised that a signed booking is cancelled, a cancellation fee will be charged. You agree to pay the room minimum rental listed in your contract based on the cancellation date and percentages shown below:

0-3 months prior	100% of room minimum fee
3-6 months prior	75% of room minimum fee
6-12 months prior	50% of room minimum fee

The cancellation fee shall constitute full settlement of any and all obligations arising out of nonperformance of this agreement. Provided, however, in the event of default, the customer shall pay all reasonable attorney fees and court costs incurred in connection with the collection of such amounts owing hereunder.

DEPOSITS/BILLING

A deposit of \$1000 is required at the initial signing of the contract. The estimated remaining balance is due prior to your event date. The deposit can be made via check or credit card. However, the Credit Card Authorization Form is required to be filled out and returned with the contract and will be kept on file for function billing. A service charge of 22% and applicable sales tax will be added to all items and services provided. If you are a tax-exempt organization, we require a copy of your Iowa Sales Tax Exemption certificate. All prices are subject to change.

CONSUMER ADVISORY

Thoroughly cooking foods of animal origin such as beef, eggs, fish, lamb, pork, poultry, or shellfish reduces the risk of foodborne illness. Individuals with certain health conditions may be at higher risk if these foods are consumed raw or undercooked. Consult your physician or public health official for further information.

[Iowa Code section 137F.2(10)]