

EXHIBITOR FOOD & BEVERAGE REQUEST FORM



Food and Beverage Request

The following information must be completed and **submitted no later than two weeks prior to the event for approval.**

Please submit to: Food and Beverage Operations Manager
Charlotte Convention Center
501 South College Street
Charlotte, NC 28202
(704) 339-6051 – fax

Company name:	Event Name:	Event Date:
Company Address:	Email:	
Phone Number:	Fax Number:	

The following constitutes a **sample distribution request** used for the sole purpose of distributing sample food and/or beverage to exhibit attendees. Company representative agrees that all items to be distributed as samples will be of individual bite-sized portions and that beverages will be in containers of four (4) ounces or less and that all items are **company product only**.

PRODUCT NAME/ TYPE	SAMPLE SIZE	QUANTITY	✓ APPROVED	✓ DENIED
1)				
2)				
3)				
4)				

The following constitutes a **request to be a vendor** for the purpose of selling food and/or beverage to exhibit attendees.

<i>PRODUCT / SERVICE</i>	
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For consideration please attach the following:
Appropriate business license and insurance certificate.
Product portion size and suggested selling price.
Recent health department grading and appropriate food service certificates. (ie. ServSafe, etc.)
Pictures of product and/or food service equipment.
List of references

Print Name (Company Representative): _____

Signature (Company Representative): _____

Signature (Charlotte Convention Center Representative): _____

Comments: _____
