



### Food and Beverage Sample Distribution Request

The following constitutes a sample distribution request used for the sole purpose of distributing sample food and/or beverage to exhibit attendees.

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

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

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**.

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

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

Printed Name of Company Representative: \_\_\_\_\_

Signature (Company Representative): \_\_\_\_\_

Signature (Charlotte Convention Center Representative): \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_