



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 for approval at least 2 weeks prior to the event.

Please submit to: Director of Catering
Charlotte Convention Center
501 South College Street
Charlotte, NC 28202
Elizabeth.Wehrheim@crva.com

The company representative agrees that all items distributed as samples will be individual Bite-sized portions, not to exceed six (6) ounces for food and eight (8) ounces for beverages, and that all items are company products 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: _____