



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:

Charlotte Convention Center OR Email to: **Elizabeth.Wehrheim@crva.com**
Attn: Elizabeth Wehrheim
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**.

<u>Company Name:</u>	<u>Event Name:</u>	<u>Event Date(s):</u>
<u>Company Address:</u>		<u>Contact Name (Please Print)</u>
<u>Phone Number:</u>	<u>Fax Number & Email:</u>	

<u>Product Name/Type</u>	<u>Sample Size</u>	<u>Quantity</u>	<u>✓ Approved</u>	<u>✓ Denied</u>
1.				
2.				
3.				
4.				

Signature (Company Representative): _____

Signature (Charlotte Convention Center Representative): _____

Comments: _____
