



FOOD & BEVERAGE SAMPLING DISTRIBUTION AUTHORIZATION REQUEST

Embassy Suites by Hilton Charlotte Concord Golf Resort is pleased to be able to work with all requests, but unfortunately, no outside food or beverage is allowed within the venue. Embassy Suites by Hilton Charlotte Concord Golf Resort is the exclusive provider of all food and beverage for the venue and our liability insurance only allows original manufacturer/producers to distribute food items. Show Management is happy to work with you to assist with any special requests. If you are the manufacturing/producing company and wish to sample your product, please fill out the following form. Please send to murphy.connolly@comexposium.com for approval.

REGULATIONS:

1. Items dispensed are limited to the product manufacturer/producer/distributor of the exhibiting firm.
2. All items are limited to sample size:
 1. Non-Alcoholic Beverages limited to maximum 4 oz. in a cup, Container with 3 oz of product.
 2. Food items limited to "bite size", not to exceed portions or a 2oz prepackaged samples. Must be dispensed/distributed in accordance with Health Codes
 3. Food and/or beverage items used as traffic promoters (i.e. cookies, coffee, bottled water, bar service, alcoholic beverages etc.) MUST be purchased from our Catering Department.
 4. If product/items do not fit in your hand carry, they must be shipped through your show decorator.

Name of Event: _____

Exhibiting Company Name: _____ Booth #: _____

Contact: _____

Phone: _____ Email: _____

1. Products you wish to sample:

2. How do you plan on sampling this product (i.e. trays, 4oz cups):

3. Please explain purpose of offering these samples:

4. Is the item pre-packaged?

Yes

No

Approved By:

Event Manager

Date