



FOOD AND BEVERAGE APPROVAL

DEADLINE: May 9th, 2014

**PRIOR APPROVAL FROM SHOW MANAGEMENT IS REQUIRED BEFORE SUBMITTING TO
Charlotte Convention Center**

Instructions for submitting your food and beverage approval –

Please address the following in your written request:

- Company name
- Corporate address
- Booth number
- Contact
- Email address
- Main company telephone number (including area code)
- Items to be provided
- Sample Size
- Hours of Distribution

Return to APTA via email at sarahdriver@apta.org

Once approved, contact Shelly Kopania, Catering Sales Manager at the Charlotte Convention Center at 704-339-6045 or shelly.kopania@charlotteconventionctr.com to coordinate your requests.

Food vending rules:

- Food samples can only be distributed in up to “bite size” and beverages limited to maximum of 6-ounce container and 5-ounce product.
- Exhibitors providing food are responsible for providing proper handling of food items to prevent spoilage or contamination. Neither APTA nor the Charlotte Convention Center are responsible for any perishable food items. Please contact the Charlotte Convention Center to arrange for proper storage. Exhibitors providing food are responsible for maintaining adequate refuse areas for disposal and maintaining the general area.
- All food and beverage distribution requires facility approval and a corkage fee may apply.
- Please also note our Soliciting clause in the [Rules & Regulations](#)