

CLT Airport Food Truck Program Application 2025



Overview

This application is issued by the City's Aviation Department to acquire food truck and other related mobile vending services on specified Airport property locations. The Airport's Food Truck Program for multiple locations on site, outside of traditional terminal operations. The program is intended to serve as both an amenity to stakeholders who work for, with, and around the Airport. This will also serve as an opportunity for local, small, minority and women owned firms to do business with the Airport in a non-traditional concessions setting.

Locations

1. 5130 Airport Overlook Dr. ("Overlook" – open to the public)

Food trucks located at the Overlook will be situated in a designated food truck staging area.

2. 3701 Harlee Ave ("CLT Fleet Maintenance Facility" – not advertised to the public)

Food trucks located at the CLT Fleet Maintenance Facility will be located outside this facility and across the street from the Airport employee offices.

Submittal Instructions

Please fill out this application and submit it and the required additional documents by email to foodtrucks@cltairport.com or by hand-delivery to the front desk at the CLT Center, located at **5601 Wilkinson Blvd, Charlotte, NC 28208**. All required documents must be submitted for a complete application and to be considered. Applications will be reviewed and accepted on a rolling basis. The program coordinator will reach out to all applicants with a final decision.

Additional Requirements

Following acceptance into the program, you will be required to update both automobile and general liability to City required coverage amounts with the City of Charlotte as additional insured. Insurance and sanitation scores must be kept current with our office.

The program also requires a commercial use permit (contract) to be signed for a duration of one (1) year. A program manual will be provided, outlining program and participant details, and a meeting will be set up with the program coordinator. Shifts will be scheduled as soon as possible as they become available and at the City's sole digression.

Thank you for your interest!

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1. Food truck, food trailer, or food cart(s)?
2. Established date of business:
3. Number of food trucks/carts:
4. Dimensions of all trucks/trailers/carts? *L x W x H:*
5. Number of employees:
6. What cuisine do you serve?
7. What do you offer? *Please circle all applicable offerings.*

Food Truck/Cart business name:

Owner/Operator name(s):

Phone number:

Email address:

Breakfast / *Lunch/Dinner* / *Snacks* / *Desserts* / *Other:* _____

8. Do you offer any dietary-conscious options?

Vegetarian / *Vegan* / *Gluten-Free* / *Dairy-Free* / *Other:* _____

9. What is your price range for food items? *For main menu items*

10. What methods of payment do you accept? *Please circle all applicable payment methods.*

Cash / *Credit Cards* / *Apple Pay* / *Other:* _____

11. How much revenue do you need per hour on average to maintain service?

12. What are your months of operation?

13. What days and times would you be available to be located at the Airport?

Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Times							

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ACDBE Program Opportunity

The Airport's Food Truck Program has been made available as part of an active initiative to further the goal of the Airport Concessions Disadvantaged Business Enterprise (ACDBE) program. This opportunity will allow for our local small, minority and women owned businesses to provide services to the Airport in a non-traditional concession setting. In order to ensure the continuation of this opportunity under the ACDBE Program, the Airport is requesting that qualified vendors apply for the free ACDBE certification during program participation. (Vendors who do not qualify for ACDBE certification, may qualify for certification under the City's Charlotte Business INclusion Program).

ACDBE eligibility is as follows (must meet all criteria): owned and controlled at least 51% by a socially and economically disadvantaged individual(s) [women and/or Black American, Hispanic American, Native American, Asian-Pacific American, Subcontinent Asian American, or any other minority found to be disadvantaged by the Small Business Administration (SBA)]; owners are U.S. citizens or lawfully admitted permanent residents of the U.S.; the firm does not exceed \$56.42 million in gross annual receipts.

To the best of your knowledge, do you believe you are eligible for ACDBE certification? Yes / No

For a complete application and to be considered for CLT's Food Truck Program, please submit the following documents with your application:

- A sample menu with pricing
 - Color pictures of your mobile food unit(s)
 - A copy of your mobile food unit permit, if applicable
 - A copy of your current sanitation score(s), if applicable
 - A copy of current Certificate of Insurance for vehicle and general liability insurance
 - A copy of current Certificate of Insurance for workers compensation insurance
(If your company has 3 or more employees)
- or
- A letter that your company attests to not employing more than 2 employees, on company letterhead
- Completed non-discrimination form (attached)

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"The information contained in this application or any part thereof, including its Forms, Attachments, Exhibits and other documents and instruments delivered or to be delivered to CLT, is true, accurate, and complete. This application includes all information necessary to ensure that the statements therein do not in whole or in part mislead CLT as to any material facts."

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CITY OF CHARLOTTE NONDISCRIMINATION CERTIFICATION

All requests for bids or proposals issued for City contracts shall include a certification to be completed by the Proposer in substantially the following form:

The undersigned Proposer hereby certifies and agrees that the following information is correct:

1. In preparing the enclosed proposal, the Proposer has considered all proposals submitted from qualified, potential subconsultants and suppliers and has not engaged in discrimination as defined in Section 2.
2. For purposes of this Section, discrimination means discrimination in the solicitation, selection, or treatment of any subcontractor, vendor or supplier on the basis of race, ethnicity, gender, age or disability or any otherwise unlawful form of discrimination. Without limiting the foregoing, discrimination also includes retaliating against any person or other entity for reporting any incident of discrimination.
3. Without limiting any other remedies that the City may have for a false certification, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the City to reject the proposal submitted with this certification and terminate any contract awarded based on such proposal. It shall also constitute a violation of the City's Commercial Non-Discrimination Ordinance and shall subject the Proposer to any remedies allowed thereunder, including possible disqualification from participating in City contracts or bid processes for up to two years.
4. As a condition of contracting with the City, the Proposer agrees to promptly provide to the City all information and documentation that may be requested by the City from time to time regarding the solicitation and selection of subconsultants in connection with this solicitation process. Failure to maintain or failure to provide such information shall constitute grounds for the City to reject the proposal submitted by the Proposer and terminate any contract awarded on such bid. It shall also constitute a violation of the City's Commercial Non-Discrimination Ordinance and shall subject the Proposer to any remedies allowed thereunder.
5. As part of its bid or proposal, the Bidder or Proposer shall provide to the City a list of all instances within the past ten years where a complaint was filed or pending against Bidder or Proposer in a legal or administrative proceeding alleging that Bidder or Proposer discriminated against its subcontractors, vendors or suppliers, and a description of the status or resolution of that complaint, including any remedial action taken.
6. As a condition of submitting a proposal to the City, the Proposer agrees to comply with the City's Commercial Non-Discrimination Policy as described in Section 2, Article V of the Charlotte City Code, and consents to be bound by the award of any arbitration conducted thereunder.

Name of Company: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Thank you for your interest!