



Food Truck Program Application Checklist

This document is an Application Checklist only and is not the Food Truck Program Application. It is intended to help applicants prepare the required documentation before submitting an application.

Program Overview

The Food Truck Program provides an opportunity for qualified local and small businesses to operate at the Airport through a non-traditional concession program. Vendors selected for participation are offered twelve (12)-month contract periods. The Airport accepts and reviews applications twice annually to support ongoing program participation and operational needs.

Location

5130 Airport Overlook Drive, Charlotte, NC 28208 ("Overlook – open to the public)

Additional Requirements

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.

Required Items

Please ensure all applicable items are included with your application.

- Sample menu with pricing
- Color photos of your mobile food unit(s)
- Copy of your Mobile Food Unit Permit (if applicable)
- Copy of your current sanitation score(s) (if applicable)
- Current Certificate of Insurance for vehicle and general liability insurance
- Current Certificate of Insurance for workers' compensation insurance (*required if applicable*)
 - **If your company has three (3) or more employees:** Current workers' compensation insurance certificate
- **OR**
 - **If your company has two (2) or fewer employees:** Letter on company letterhead attesting that your business does not employ more than two (2) employees
- Completed Non-Discrimination Form (attached)

APPLICATIONS FOR THE FOOD TRUCK PROGRAM OPEN BI-ANNUALLY

cltairport.com/community/food-trucks

For more information regarding the Food Truck Program please contact

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