



COBB GALLERIA CENTRE

Two Galleria Parkway, Atlanta, GA 30339 Phone (770) 989-5016 services@cobbgalleria.com

SAMPLE FOOD AND/OR BEVERAGE AUTHORIZATION REQUEST

Event Name		Event Date(s)		Booth # REQUIRED
Company Name		Phone #		Email Address
Address	City	State	Zip Code	

TERMS AND CONDITIONS

- The Cobb Galleria Centre exclusively provides all food and beverage services. Please refer to the complete Food & Beverage Sampling and Cooking Guidelines found in the Exhibitor Kit.
- Read Sample Distribution Guidelines below, and if your product meets these requirements, please submit a [Temporary Food Service Vendor Application](#) to Cobb & Douglas Public Health within 30 days of the event. The health department requires all exhibitors who are distributing sample food and/or non-alcoholic beverage to obtain a Temporary Food Service License or supply a GA Dept of Agriculture License # _____.
- Forms must be submitted to services@cobbgalleria.com at least 14 days prior to the event date.
- If you are preparing food on-site, please complete the Cooking Authorization Form and submit as instructed. Failure to receive approval from the Fire Marshal if needed will negate this authorization.

GUIDELINES FOR SAMPLE DISTRIBUTION IN THE COBB GALLERIA CENTRE

1. FOOD SHOWS ARE NOT REQUIRED TO FILL OUT SAMPLE FOOD AND BEVERAGE FORMS.
2. A company/organization may only distribute samples of food and/or non-alcoholic beverage products that the company/organization produces or sells in its normal day to day operations. Samples may only be distributed in such quantities that are reasonable to promote the merchandise.
3. Items dispensed are limited to products manufactured by or licensed for distribution by exhibiting firms and must be related to the purpose of the show.
4. All items should be limited to **SAMPLE SIZE PORTIONS. IF YOU DO NOT COMPLY WITH THE SAMPLE SIZE REQUIREMENTS BELOW, YOU MAY BE ASKED TO DISCONTINUE SAMPLING.**
 - Beverages limited to a maximum 4 oz. container. No alcoholic beverages.
 - Food items limited to "bite size."
5. The firm name above acknowledges that they have sole responsibility for use, sale, servicing or other disposition of such items in compliance with all applicable laws.
6. Exhibitor agrees to indemnify and forever hold harmless Cobb Galleria Centre from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, sale, serving or other disposition of such items.
7. No outside bottled water permitted for any reason – see below for instructions to order food and/or beverage through CGC.
8. CGC must provide food and/or beverage items used as traffic promoters (i.e. coffee, candy, popcorn, soda, bar service, etc.).

FOOD OR BEVERAGE ITEMS REQUESTED

PRODUCT(S) TO DISPENSE	Size	PROPOSED METHOD OF DISTRIBUTUION	REASON FOR OFFERING SAMPLES

Cobb Galleria Centre offers online ordering for booth catering services. Visit cobbgalleria.com/exhibitors/online-ordering to place your order for items that do not meet the guidelines and requirements as listed above.

ORDERING INSTRUCTIONS FOR FOOD & BEVERAGE

TYPE	COST PER POUND PER DAY	TIME TO BE DELIVERED
ICE	\$37 per 40 pounds plus tax	N/A
Hand Washing Station (Sink rental)	\$475	

Email completed sampling forms to services@cobbgalleria.com or fax to 770-989-5222.