



COBB GALLERIA CENTRE

Two Galleria Parkway, Atlanta, GA 30339 Telephone (770) 955-8000 – Fax (770) 989-5233

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.*
- *Exposition sponsoring organizations and/or their exhibitors may distribute food and/or non-alcoholic beverage products **ONLY** upon written authorization by Cobb Galleria Management and The Georgia Department of Public Health.*
- *The Georgia Department of Public Health requires all exhibitors who will be distributing sample food and beverage to obtain a temporary food service license. Please contact the Health Inspector at 770-435-7815 to obtain the application. Applications must be received at least 30 days before the event. Please list license # _____.*
- *The Cobb County Fire Marshal has stringent requirements for cooking in the Cobb Galleria Centre. This form is for sample distribution only and does not imply approval to cook or heat any item. If cooking or warming is required, please complete the Cooking Authorization Form and submit as instructed. Failure to receive approval from the Fire Marshal if needed will negate this authorization.*
- *Form must be completed and returned to Cobb Galleria Centre Attn: Event Services at least 21 days prior to event date.*

GUIDELINES FOR SAMPLE DISTRIBUTION IN THE COBB GALLERIA CENTER

1. FOOD SHOWS ARE NOT REQUIRED TO FILL OUT SAMPLE FOOD AND BEVERAGE FORMS.
2. 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.
3. 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.**
 - a. Beverages limited to a maximum 4 oz. Container. No alcoholic beverages
 - b. Food items limited to "bite size"
4. 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.
5. The firm 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.
6. No outside bottled water permitted for any reason – see below for instructions to order food and/or beverage through CGC.
7. 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 DISTRIBUTION	REASON FOR OFFERING SAMPLES

SERVICES REQUIRED

COBB GALLERIA OFFERS ONLINE ORDERING FOR BOOTH CATERING SERVICES. FOLLOW THE INSTRUCTIONS BELOW TO PLACE YOUR ORDER FOR ITEMS THAT DO NOT MEET THE GUIDELINES AND REQUIREMENTS AS LISTED ABOVE.

Visit the below link to create an account for ordering food and/or beverage and follow the step by step instructions:

<http://cobb Galleria.boomerecommerce.com>

ORDERING INSTRUCTIONS FOR FOOD & BEVERAGE

TYPE	COST PER POUND PER DAY	TIME TO BE DELIVERED
ICE	\$37 per 40 pounds plus tax	N/A

Email completed sampling forms to services@cobb Galleria.com or Fax to 770-989-5222.