



Two Galleria Parkway, Atlanta GA 30339

SAMPLE FOOD & BEVERAGE AUTHORIZATION FORM

<u>Event Name</u>	<u>Event Date</u>	<u>Booth # (Required)</u>
<u>Exhibiting Company</u>	<u>Phone</u>	<u>Website</u>
<u>Address</u>	<u>City/State</u>	<u>Zip Code</u>

DISCLAIMERS

- The Cobb Convention Center is the exclusive provider of all food and beverage services. If you have questions regarding food and beverage provisions, please refer to the *Food & Beverage Sampling Guidelines*.
- After reading the guidelines, please follow all Cobb Convention Center and Cobb & Douglas County Health Department policies. If you require a "Temporary Food Service Vendor Application," you can locate the necessary forms on the health department's website (<https://cobbanddouglaspublichealth.com/>).
- If all requirements are already satisfied and you can supply a GA Department of Agriculture License, you may provide that number here. # _____
- All sampling forms must be submitted at least 14 days prior to the Cobb Convention Center (services@cobbgalleria.com).
- If you are preparing food while on Cobb Convention Center property, you must complete the *Cooking Authorization Form*.
- Failure to complete and submit all required paperwork will result in the ceasing of cooking and food distribution operations.

GUIDELINES FOR FOOD DISTRIBUTION & SAMPLING OPERATIONS

- Any food or beverage items dispensed while on property is considered "sampling."
- Food centric events and/or tradeshows are not required to complete this form. Please see the explanation below to determine exempt events.
 - "Large-scale events that showcase food and beverage products. Any business opportunity where food manufacturers, producers, distributors, or other retailers come together to show case food and other consumable items."
- Companies or organizations may only distribute samples of food and/or non-alcoholic beverage products that the providing company or organization produces or sells during normal business operations.
- Samples may only be distributed in such quantities that are reasonable to promote merchandise.
- Sample items are limited to products manufactured by or licensed for distribution by exhibiting companies and must be related to the purposes of the tradeshow.
- All items must be "sample size portions."
 - Food items must be "bite size."
 - Beverages are limited to 4 oz.
 - Bottled Water (regardless of size) is prohibited. All exhibitors wishing to disperse bottled water must place an order with Cobb Galleria Centre's Food & Beverage department.
 - **Absolutely no alcoholic beverages**



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PRODUCT TO BE SAMPLED	SIZE	METHOD OF DISTRIBUTION (Grab-n-go, hand passed, etc.)

Please provide an explanation for sampling items listed above (promotional, traffic enhancer, etc.)

I agree to indemnify and forever hold harmless the Cobb Convention Center from all liabilities, damages, losses, costs, or expenses resulting directly or indirectly from the use, sale, or serving of consumables. I understand that violating any policy/procedure will result in ceasing of operations.

Applicant Signature _____

Print _____

Applicant E-mail _____ Applicant Phone Number _____

Event Services Verification _____
Food & Beverage Department Verification _____