



**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 # <b>REQUIRED</b> |
| Company Name |      | Phone #       |          | Fax #                   |
| 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 per this request.*
- *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 CENTRE**

1. 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.
2. 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”
3. 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.
4. 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.
5. Standard fees for storage, handling, delivery, etc., will be charged where applicable.
6. 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 |
|------------------------|------|----------------------------------|-----------------------------|
|                        |      |                                  |                             |
|                        |      |                                  |                             |
|                        |      |                                  |                             |
|                        |      |                                  |                             |

**SERVICES REQUIRED**

| TYPE              | COST PER POUND PER DAY      | ESTIMATED STORAGE NEEDS |
|-------------------|-----------------------------|-------------------------|
| FREEZER           | \$2.00 plus tax             |                         |
| REFRIGERATED      | \$2.00 plus tax             |                         |
| DRY               | \$2.00 plus tax             |                         |
| OTHER STORAGE:    | \$2.00 plus tax             |                         |
| ICE               | \$30 per 40 pounds plus tax | N/A                     |
| DELIVERY TO BOOTH | \$25 plus tax               | Time of delivery:       |

Event Services Verification: \_\_\_\_\_

Food & Beverage Director's Approval: \_\_\_\_\_