

Dear Show Managers & Exhibitors,

There are specific requirements to sample food and beverage items at the Cobb Galleria Centre. The information listed below is a comprehensive list of requirements, issued by the Cobb Galleria Centre, as well as regulations outlined by the Cobb & Douglas Public Health Department. Please read the following very carefully. Failure to adhere to these requirements could result in a cease-and-desist order from the health department. Please note that any exhibitor distributing food and/or beverage items is subject to inspection.

Thank you,
Bassem Maarouf
Food & Beverage Director
Cobb Galleria Centre

Cobb Galleria Centre Requirements

- ✓ All food and beverage samples or “traffic promoters” brought into the Centre must have prior written approval at minimum 14 days prior to arrival.
- ✓ Show management *must* submit all completed sampling forms along with the approved Temporary Food Service License to the assigned event coordinator.
- ✓ A company/organization may distribute samples of food and/or beverages that are produced by the company within its normal operations. Samples may be distributed in such quantities that are reasonable to promote merchandise.

Cobb & Douglas Health Department Requirements

- ✓ Show management *must* complete and return a Temporary Food Event Organizer Application.
- ✓ Non-profit and county sanctioned events lasting less than (5) days are exempt. For additional information, refer to page (2) of the Temporary Food Event Organizer Application.
- ✓ Exhibitors are required to submit a Temporary Food Service Vendor Application to the Cobb & Douglas Health Department considering the conditions listed below.
 - Exhibitor is not licensed by the Georgia Department of Agriculture
 - Exhibitor does not have a permit from the Georgia Department of Health
 - Exhibitor has a Georgia Health Department permit, but will be prepping food/beverages on premises (mixing, cooking, warming, or serving non-commercially sealed products)
 - Exhibitor will be opening and portioning sealed, commercially packaged goods.
- ✓ Exhibitors will be *required* to submit pages (1) & (7) of the Temporary Food Service Vendor Application considering the conditions listed below.
 - Exhibitor has a health department permit and will be preparing food in their permitted facility (must provide proof of permit and recent inspection).
 - Exhibit has a Cottage Food License (must provide proof of license)

- ✓ Exhibitors will not be required to submit an additional form only if the conditions listed below are met.
- Exhibitor is licensed by the Georgia Department of Agriculture (must provide proof of license)
 - Exhibitor is distributing only sealed, commercially packaged goods.

Important Deadlines

FORM	DEADLINE	COMPLETED BY	RETURNED TO
Temporary Food Event Organizer Application	30 days prior to event	Show Management	Cobb & Douglas Health Department + Cobb Galleria Centre
Temporary Food Service Vendor Application	30 days prior to event	Exhibitor	Cobb & Douglas Health Department
Sample Food & Beverage Distribution Authorization Form	14 days prior to event	Exhibitor	Cobb Galleria Centre
Cooking Authorization Form*	14 days prior to event	Exhibitor	Cobb Galleria Centre

**Please note – all cooking operations must follow guidelines set forth by the Cobb County Fire Marshal's Office and will be subject to inspection*

Questions?

For more information concerning food safety and health department requirements, please visit Cobb & Douglas Public Health (<https://cobbanddouglaspublichealth.com/>)

For specific criteria concerning non-profit events, please contact Jessica Guinn at Cobb County Community Development, (770) 528-2125.