



Dear Exhibitor,

Thank you for exhibiting at the Cobb Galleria Centre. We offer an on-line ordering system for utility services and booth catering, so you can pre-order services and avoid service desk lines and save money.

The system is easy to use. Just create a username and password that is unique to you, and use this information to access the ordering system at the link below to order services.

<https://cobbgalleria.boomerecommerce.com>

If you have any questions or problems logging in, please contact us at services@cobbgalleria.com or 770-989-5051.

Thank you!

Ana Struzzieri
Operations Assistant
Cobb Galleria Centre
Two Galleria Parkway
Atlanta, GA 30339

Direct: 770-989-5051

Fax: 770-989-5222

services@cobbgalleria.com

Visit us on the web at www.cobbgalleria.com

Cobb Galleria Centre – Online Ordering

(The easy way to power your booth!)

Exhibitor Instructions

Cobb Galleria Centre offers online ordering for utility and booth catering services. Please follow the instructions below to place your order.

First Time User (Returning User- Log in, insert password, and proceed to Step 10)

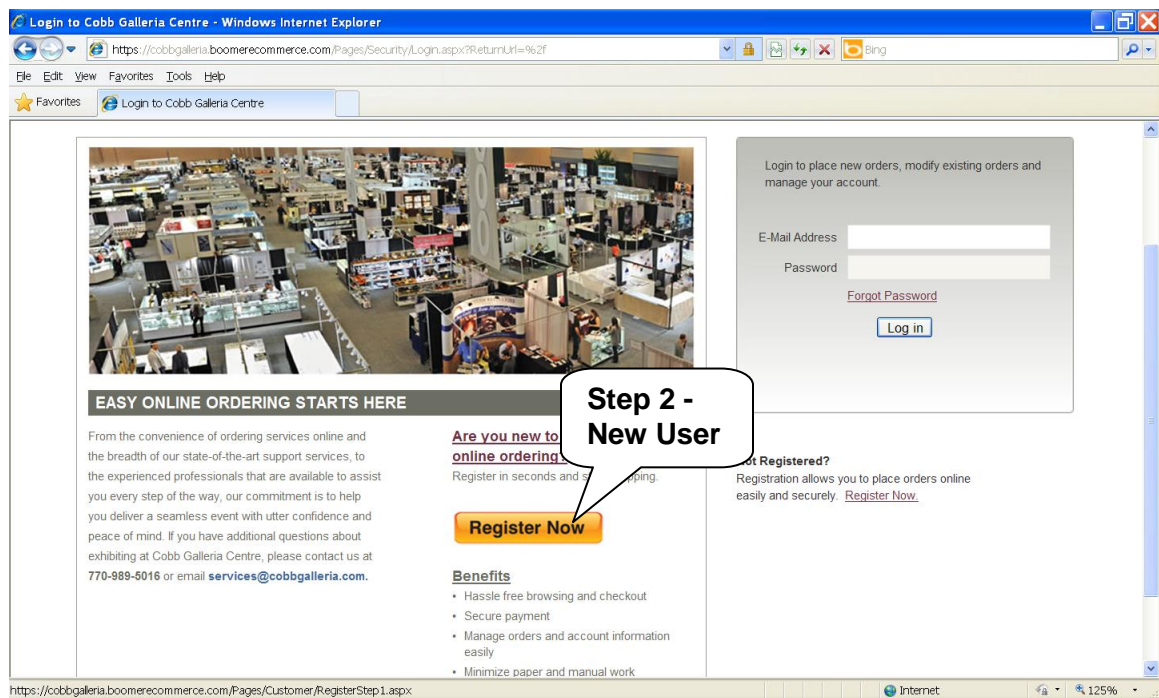
Step 1. Log in

Please click the link below to create a user id and password.

<https://cobbgalleria.boomerecommerce.com>

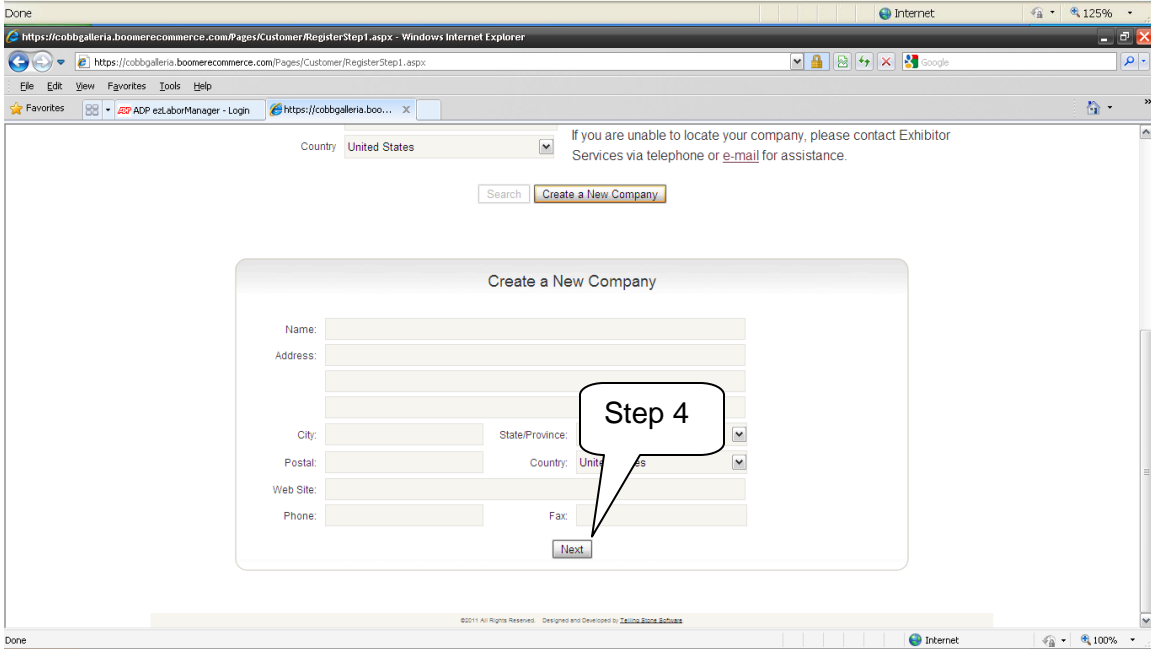
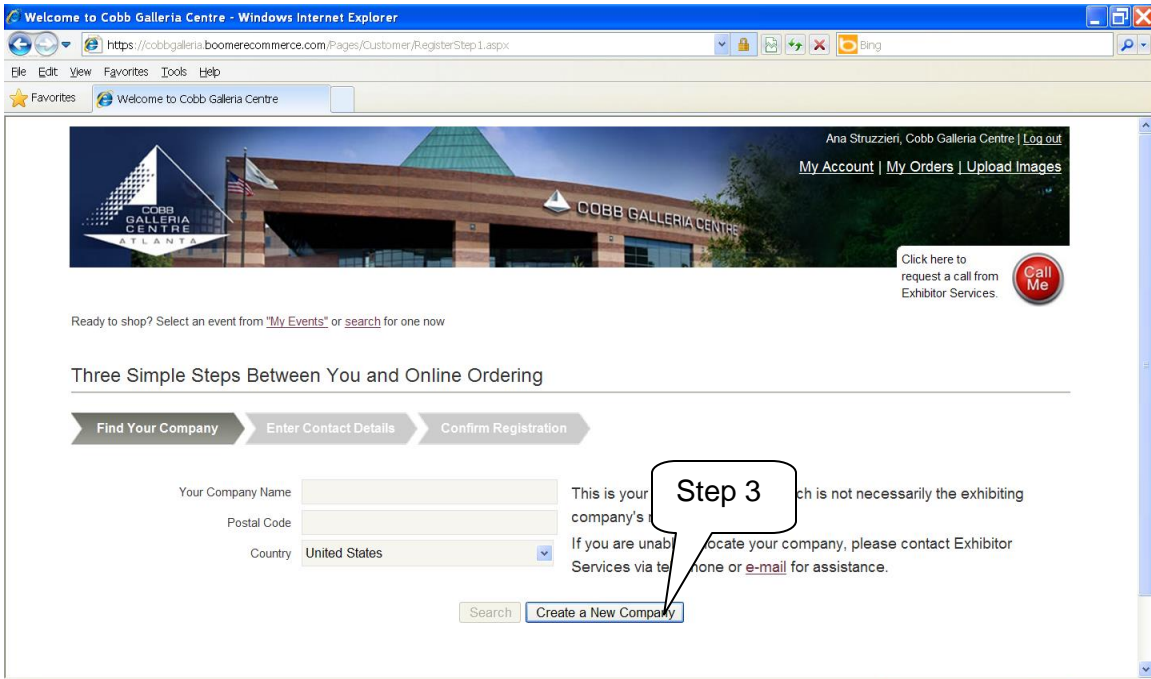
Step 2. Create User Account


Click on **Register Now**

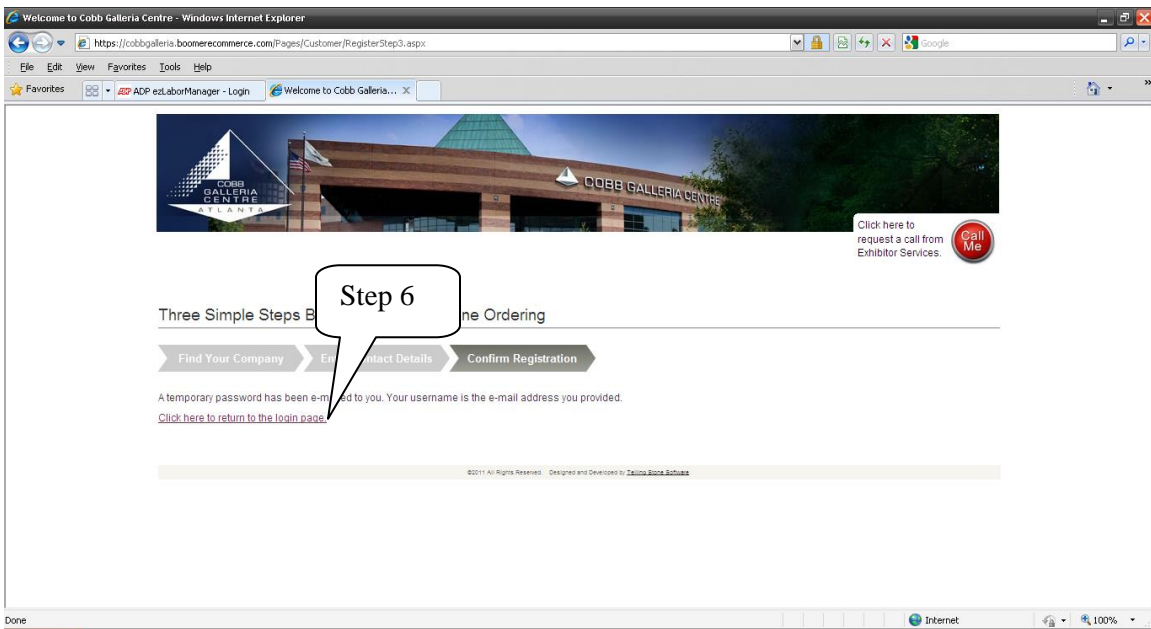
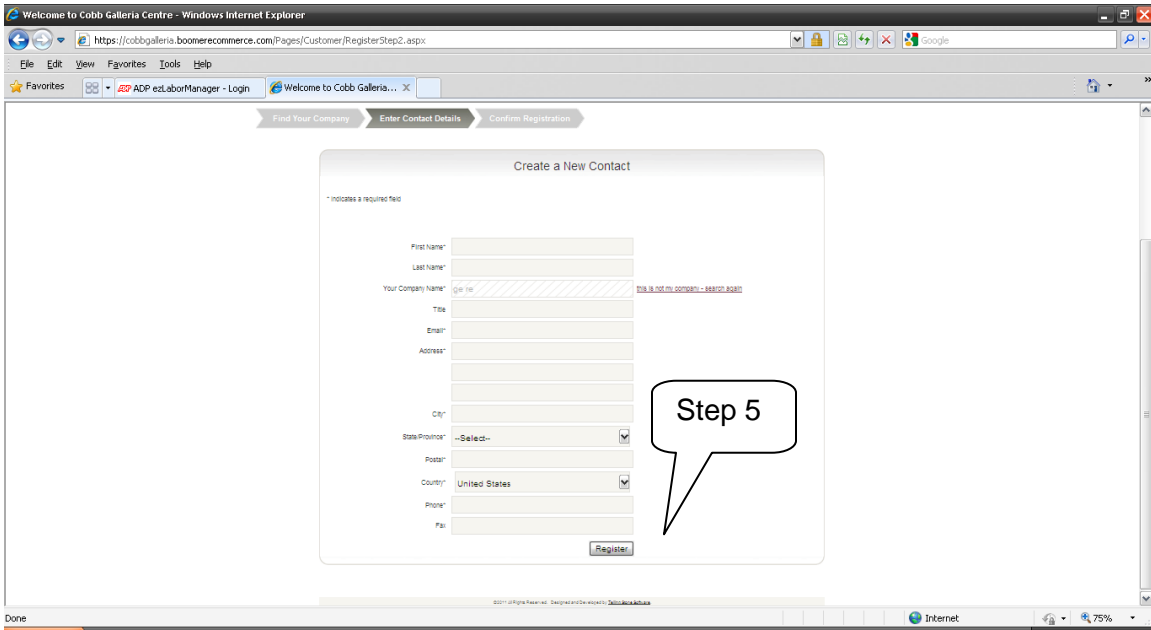


Step 3. Create New Company

Click **Create a New Company** (Step 3) on the bottom of the screen. Then, **scroll down** to input company information as depicted below. When complete, click **Next** (Step 4) and provide contact information on next screen.



Fill in all required fields and click  (Step 5)

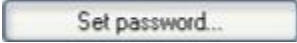


After completing registration, you will receive an email from “Engineering Services” containing a temporary password. Upon receiving temporary password in your email inbox, click the link noted in **Step 6** or the link in the email for <https://cobbgallery.boomerecommerce.com>

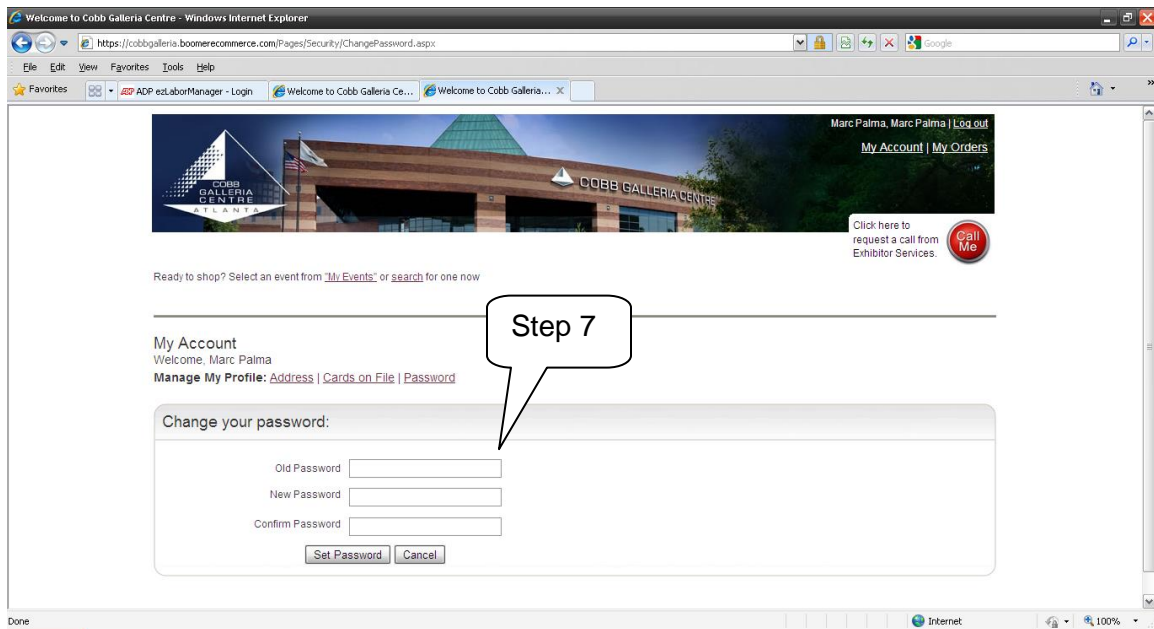
Initial Login

Login in with temporary password

Step 7. Copy and Paste the temporary password you were emailed earlier in the “**Old Password**” field. Choose a new password and enter it in the following two fields. Next, click

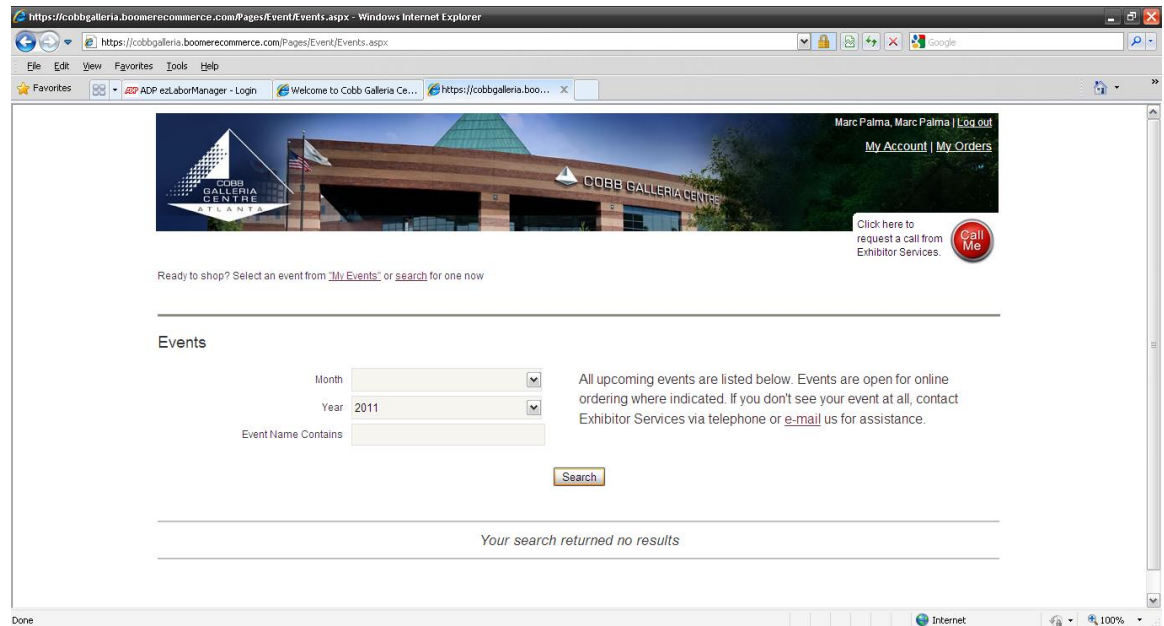


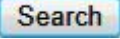
proceed to **Step 8**

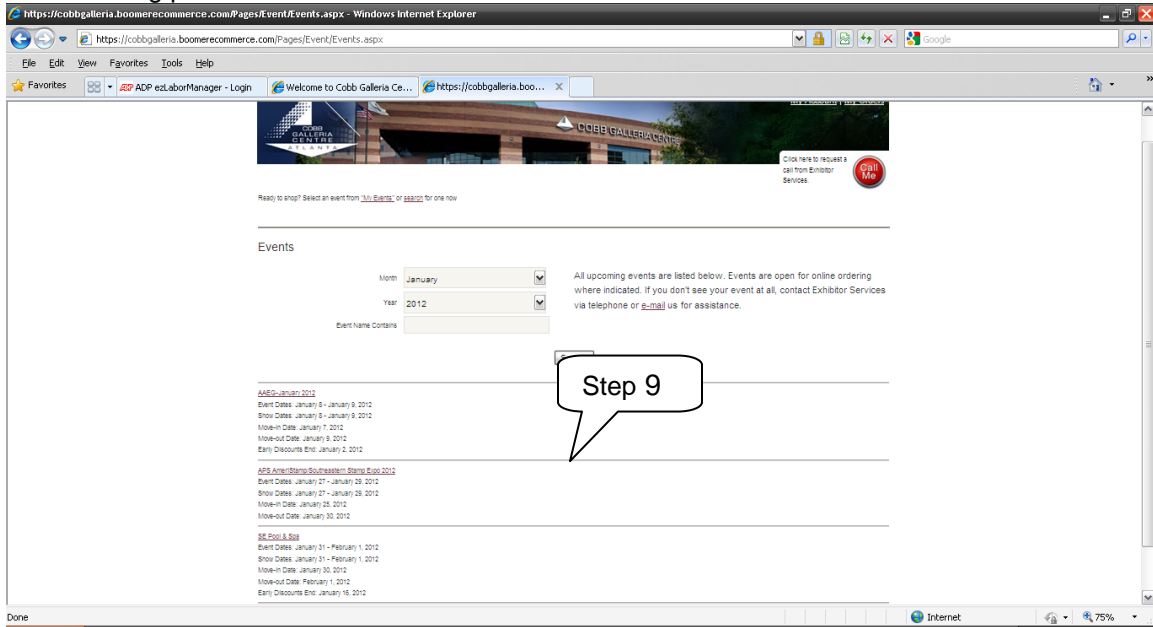


Step 8. Locate your Event

Locate your event within the page below. Search by “**Month**”, “**Year**” or “**Event Name Contains**”.



Step 9. Next, click  and scroll down to view upcoming events. Click on event name to start ordering process.



Ready to shop? Select an event from [Up Events](#) or [Past](#) for one now.

Events

Month:
Year:
Event Name Contains:

All upcoming events are listed below. Events are open for online ordering where indicated. If you don't see your event at all, contact Exhibitor Services via telephone or [e-mail](#) us for assistance.

AME - January 2012
Event Dates: January 5 - January 9, 2012
Show Dates: January 5 - January 9, 2012
Move-in Date: January 7, 2012
Move-out Date: January 9, 2012
Early Discounts End: January 2, 2012

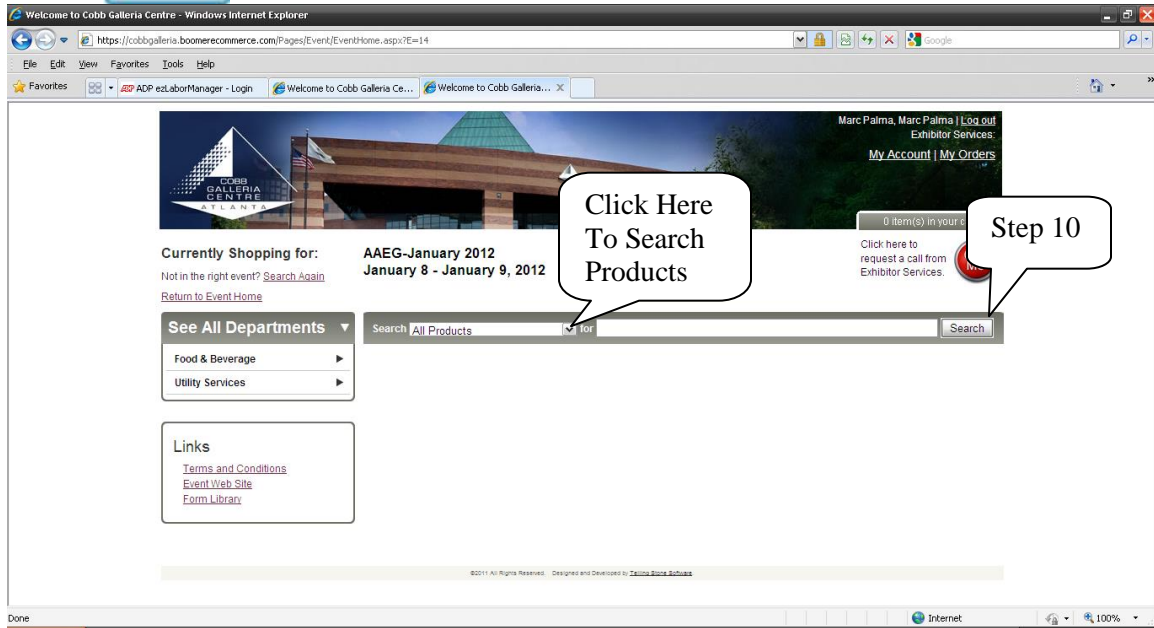
GSA - January 27 - January 28, 2012
Event Dates: January 27 - January 28, 2012
Show Dates: January 27 - January 28, 2012
Move-in Date: January 25, 2012
Move-out Date: January 30, 2012

RS - Show & Sell
Event Dates: January 31 - February 1, 2012
Show Dates: January 31 - February 1, 2012
Move-in Date: January 30, 2012
Move-out Date: February 1, 2012
Early Discounts End: January 16, 2012

Step 10. Search Products

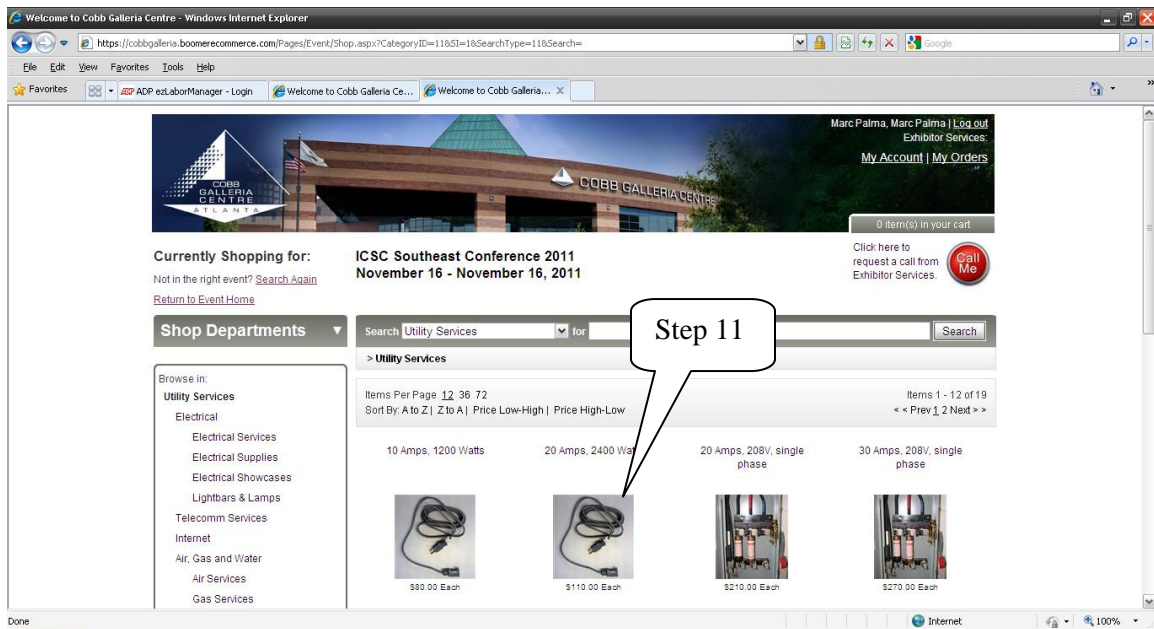
Click scroll down menu labeled “All Products” to select services needed. Next, click

Search



Step 11. Ordering Product

After searching for products needed, the next screen will show clickable, detailed information for products available.



Step 12. Next, click Add to Cart or Add and Pick More.

Step 13. Click “Secure Checkout”.

Step 14. Enter Booth Number (if unknown, leave blank). Click next.

Step 15. Click box “I Accept Terms & Conditions” and next.

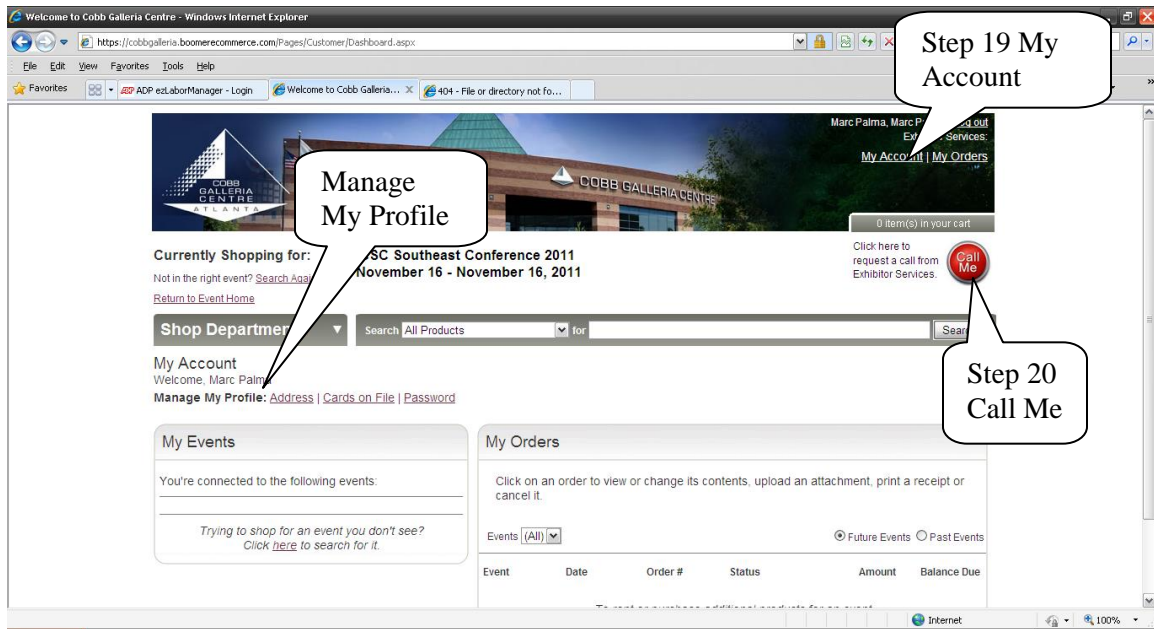
Step 16. Enter payment method.

Step 17. Enter payment information and Apply Payment.

Step 18. Click “Next” until the end so an order will be created.

Step 19. Customer Dashboard

You can view your events and your products / services ordered on this page. You can also manage your addresses, cards on file and your password in the **Manage My Profile** area. Access this page by clicking **My Account** located in upper right hand corner of screen on any screen while logged in.



Step 20. Contact Us

If you have any questions or problems logging in, please contact us at

services@cobb Galleria.com, 770-989-5016 or by clicking on the



button on the upper right corner of the screen at any time.

Thank you,
Cobb Galleria Centre