

## 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://cobbgallery.boomerecommerce.com>

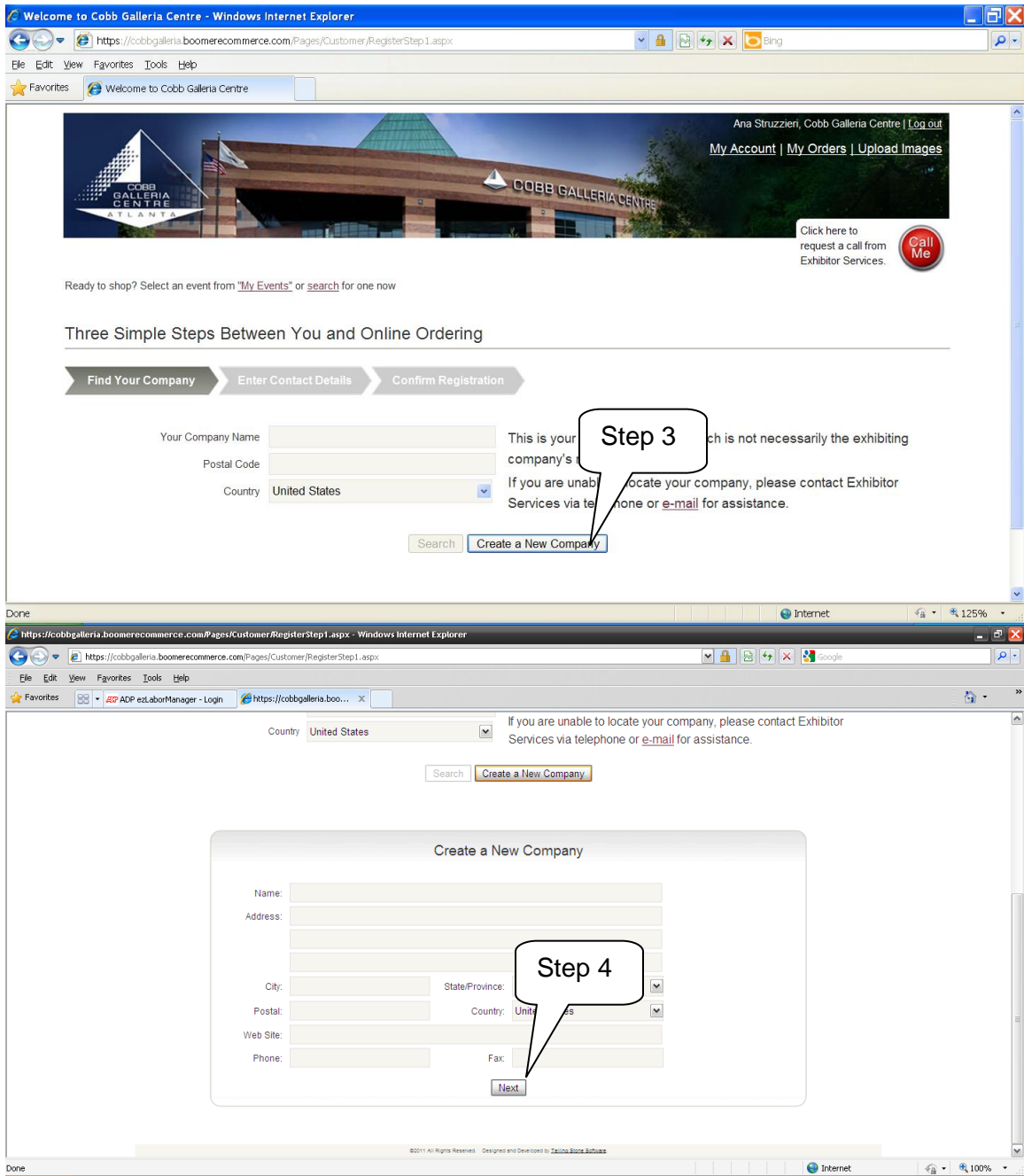
#### Step 2. Create User Account

Click on **Register Now**

The screenshot shows a Windows Internet Explorer browser window displaying the Cobb Galleria Centre online ordering website. The address bar shows the URL: <https://cobbgallery.boomerecommerce.com/Pages/Security/Login.aspx?ReturnUrl=%2f>. The page features a large image of a trade show booth on the left. On the right, there is a login form with fields for "E-Mail Address" and "Password", a "Forgot Password" link, and a "Log in" button. Below the login form, there is a section titled "EASY ONLINE ORDERING STARTS HERE" with a "Register Now" button. A speech bubble labeled "Step 2 - New User" points to the "Register Now" button. The page also includes a "Benefits" section with a list of advantages: Hassle free browsing and checkout, Secure payment, Manage orders and account information easily, and Minimize paper and manual work. The footer of the browser window shows the URL: <https://cobbgallery.boomerecommerce.com/Pages/Security/RegisterStep1.aspx>.

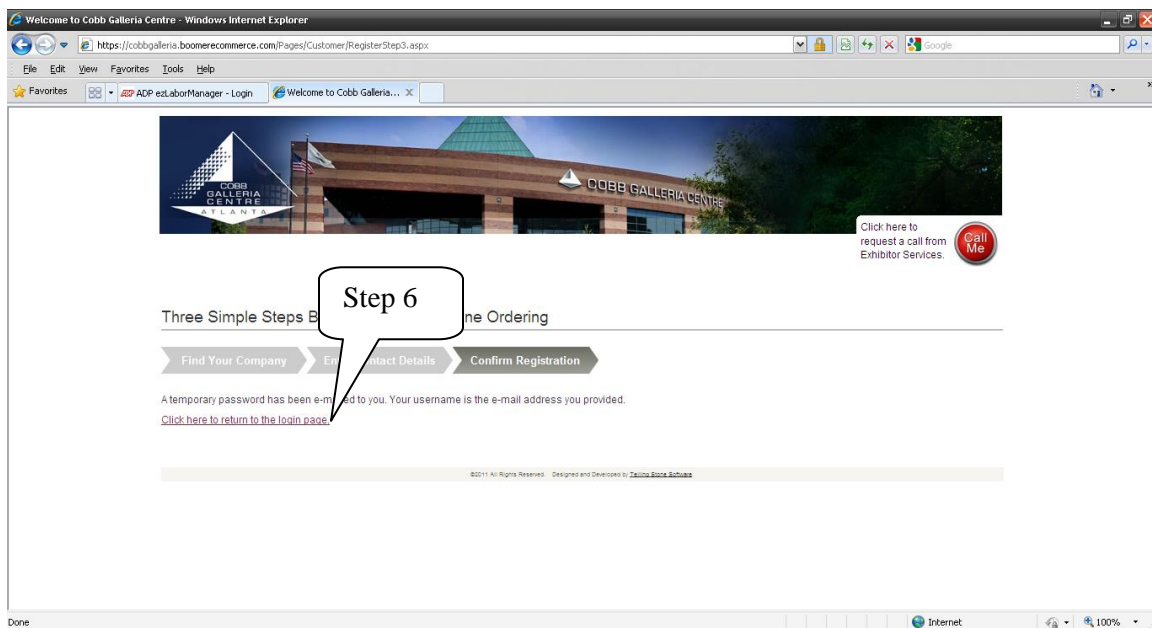
#### Step 3. Create New Company

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 **Register** (Step 5)

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>

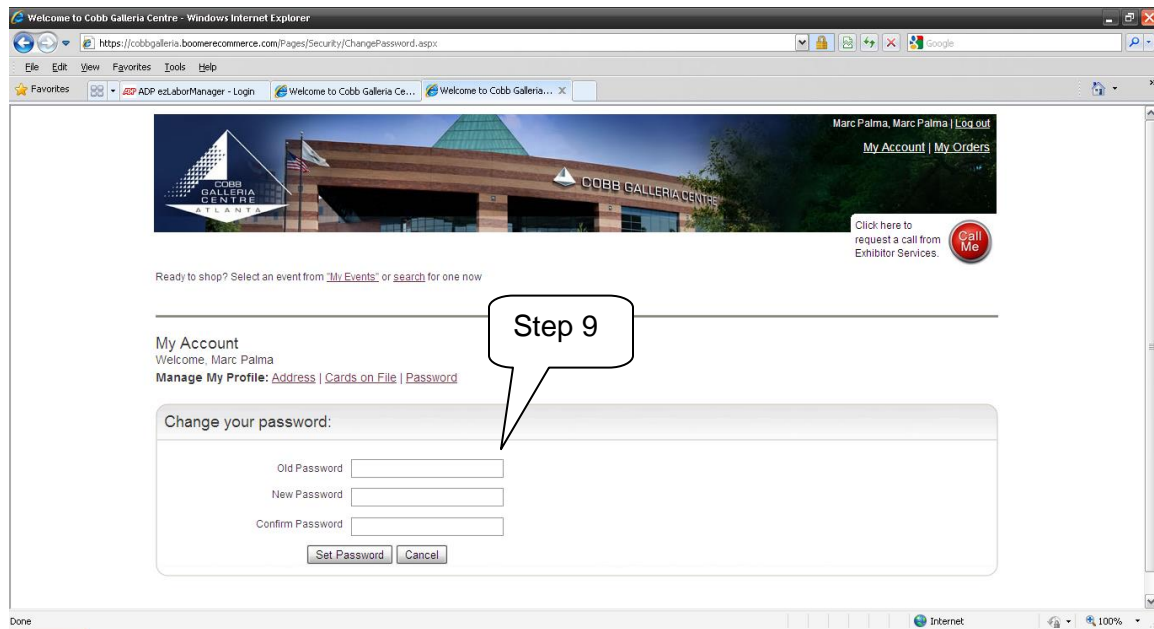
### Initial Login (insert first screen with step 8 note)

Login in with temporary password

Step 9. Enter 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

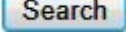


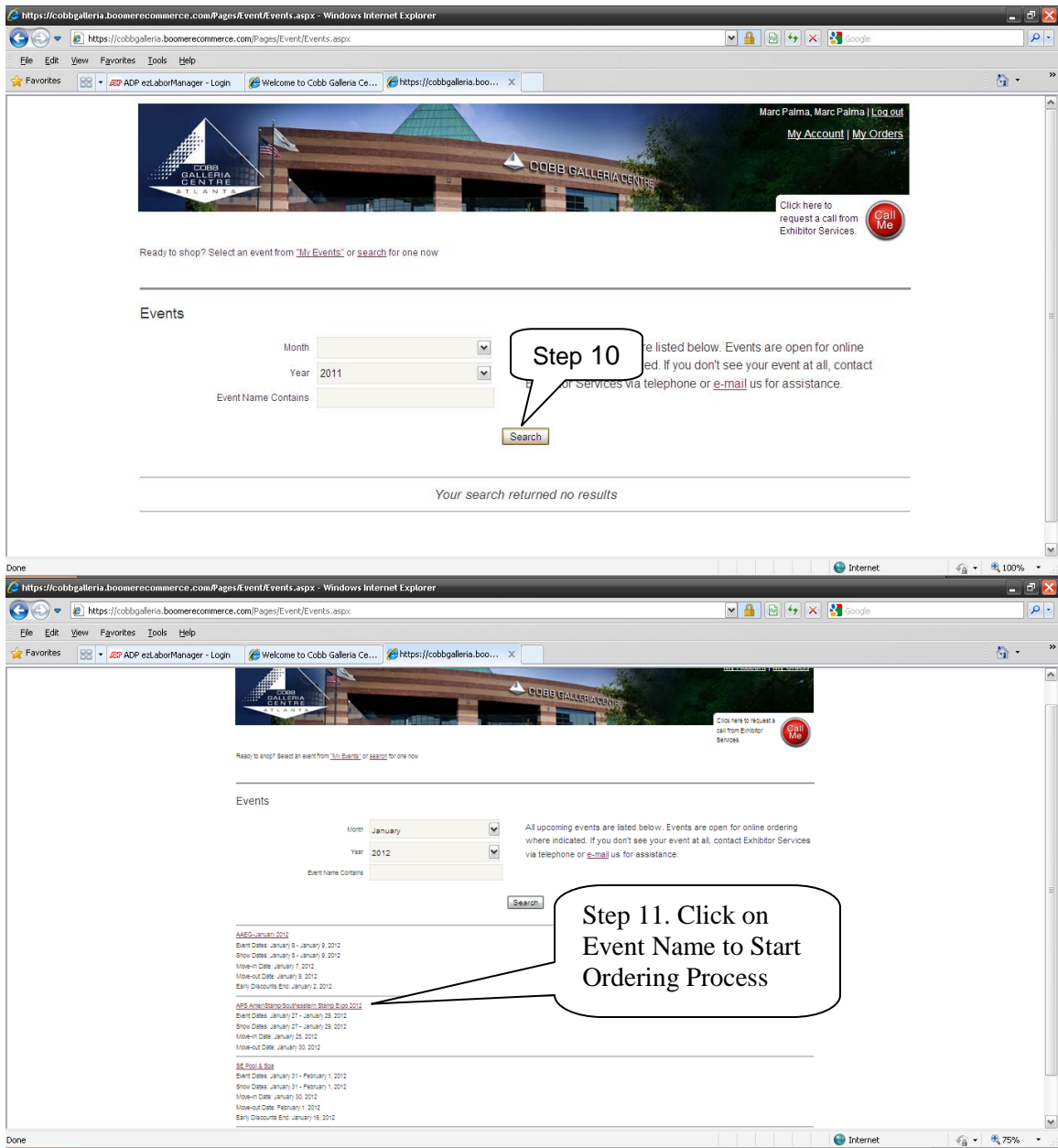
proceed to step 10



### Step 10. Locate your Event

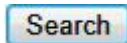
Locate your event within the page below. Search by “**Month**”, “**Year**” or “**Event Name Contains**”.

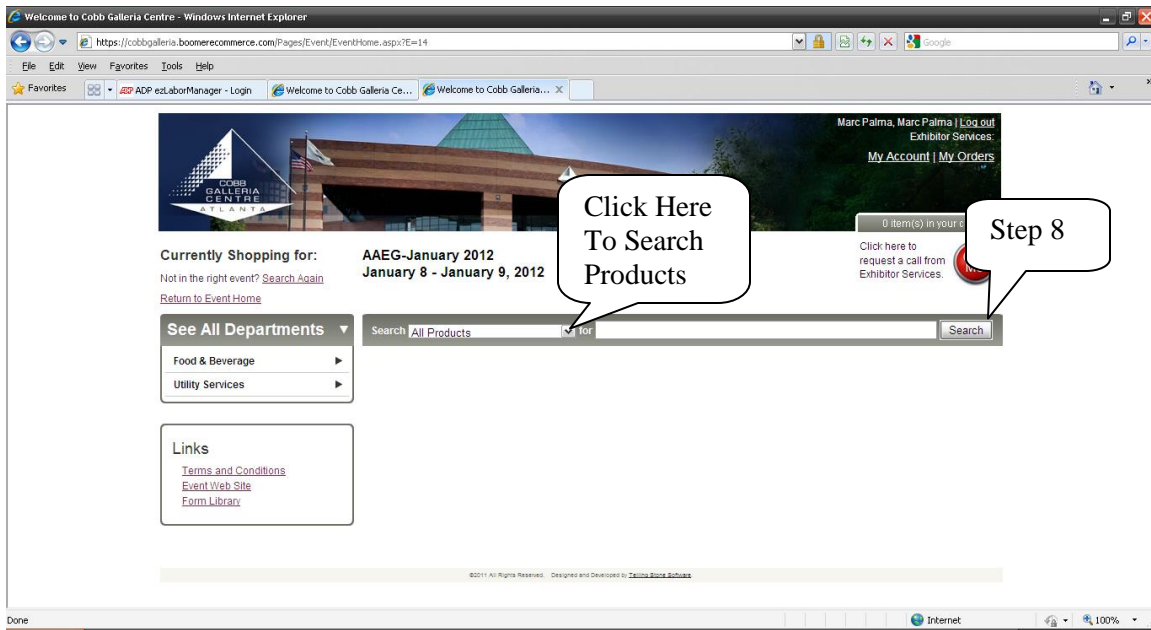
Step 11. Next, click  and scroll down to view upcoming events. Click on event name to start ordering process.



## 8. Search Products

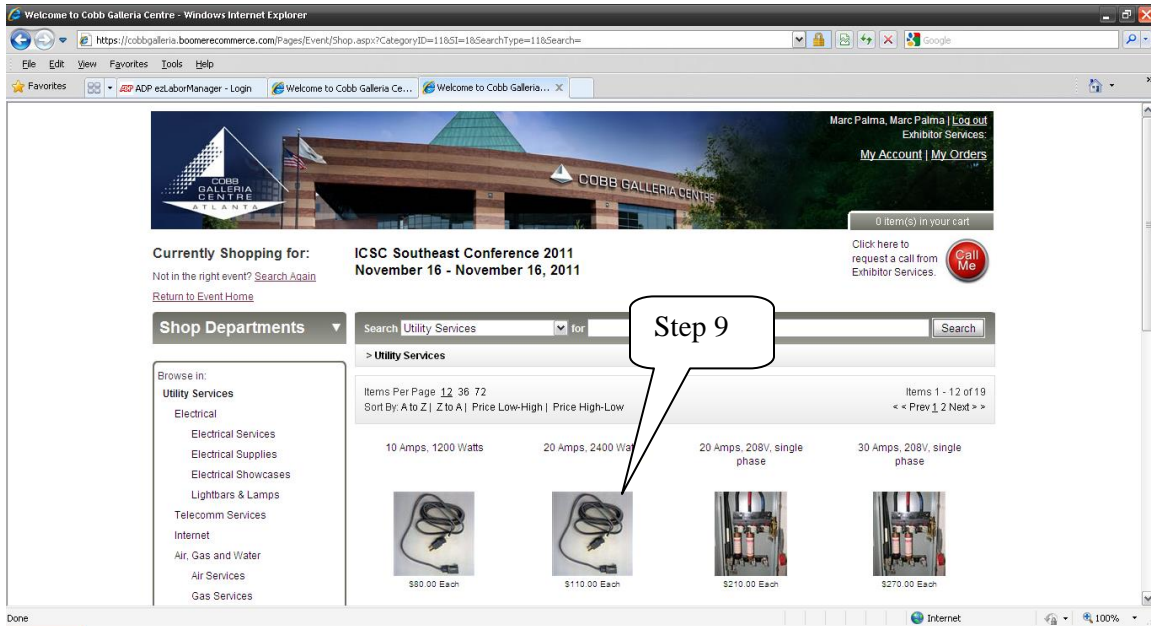
Click scroll down menu labeled **"All Products"** to select services needed. Next, click





## 9. Ordering Product

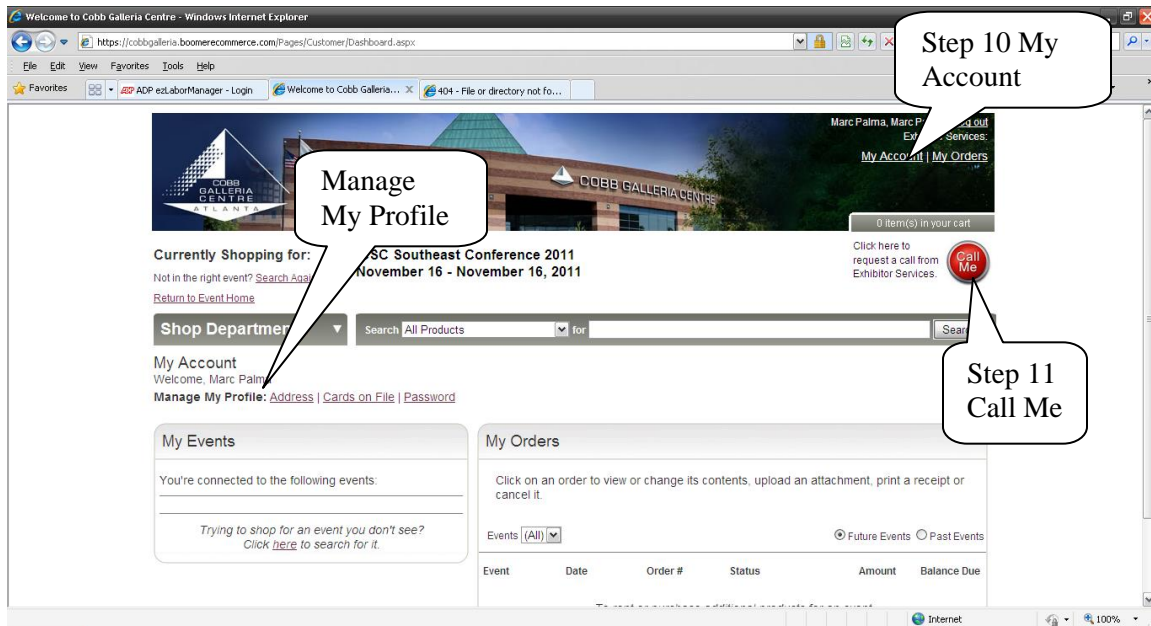
After searching for products needed, the next screen will show clickable, detailed information for products available.



## 10. 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.



## 11. Contact Us

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

[services@cobb Galleria.com](mailto: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