



## COBB GALLERIA CENTRE

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ATLANTA

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](mailto:services@cobbgalleria.com) or 770-989-5051.

Thank you!

Nancy Stoeppelwerth  
Operations Assistant  
Cobb Galleria Centre  
Two Galleria Parkway  
Atlanta, GA 30339

Direct: 770-989-5016

Fax: 770-989-5222

[services@cobbgalleria.com](mailto:services@cobbgalleria.com)

Visit us on the web at [www.cobbgalleria.com](http://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)**

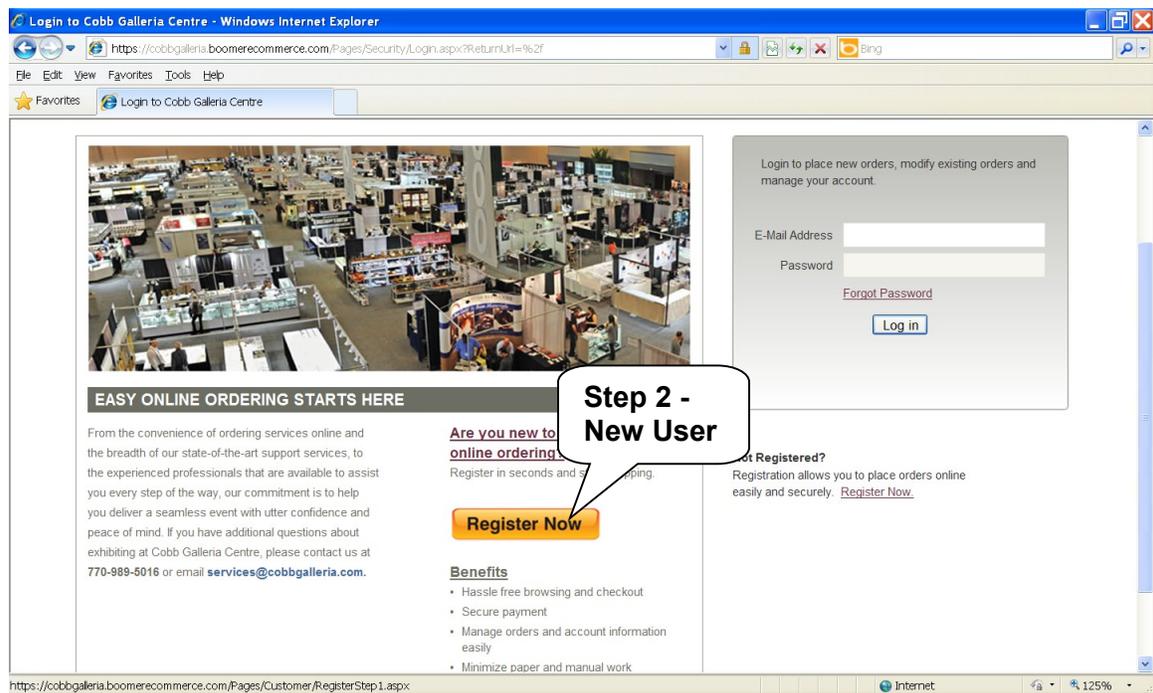
### Step 1. Log in

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

<https://cobbgallery.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.

Welcome to Cobb Galleria Centre - Windows Internet Explorer

https://cobb Galleria boomercommerce.com/Pages/Customer/RegisterStep1.aspx

File Edit View Favorites Tools Help

★ Favorites Welcome to Cobb Galleria Centre



Ana Struzzieri, Cobb Galleria Centre | [Log out](#)  
[My Account](#) | [My Orders](#) | [Upload Images](#)

Click here to request a call from Exhibitor Services. 

Ready to shop? Select an event from ["My Events"](#) or [search](#) for one now

### Three Simple Steps Between You and Online Ordering

**Find Your Company** → Enter Contact Details → Confirm Registration

Your Company Name  This is your **Step 3** which is not necessarily the exhibiting company's  
Postal Code   
Country  If you are unable to locate your company, please contact Exhibitor Services via telephone or e-mail for assistance.

Done

Internet 125%

https://cobb Galleria boomercommerce.com/Pages/Customer/RegisterStep1.aspx

File Edit View Favorites Tools Help

★ Favorites ADP extLaborManager - Login https://cobb Galleria boo... x

Country  If you are unable to locate your company, please contact Exhibitor Services via telephone or e-mail for assistance.

#### Create a New Company

Name:

Address:

City:  State/Province:

Postal:  Country:

Web Site:

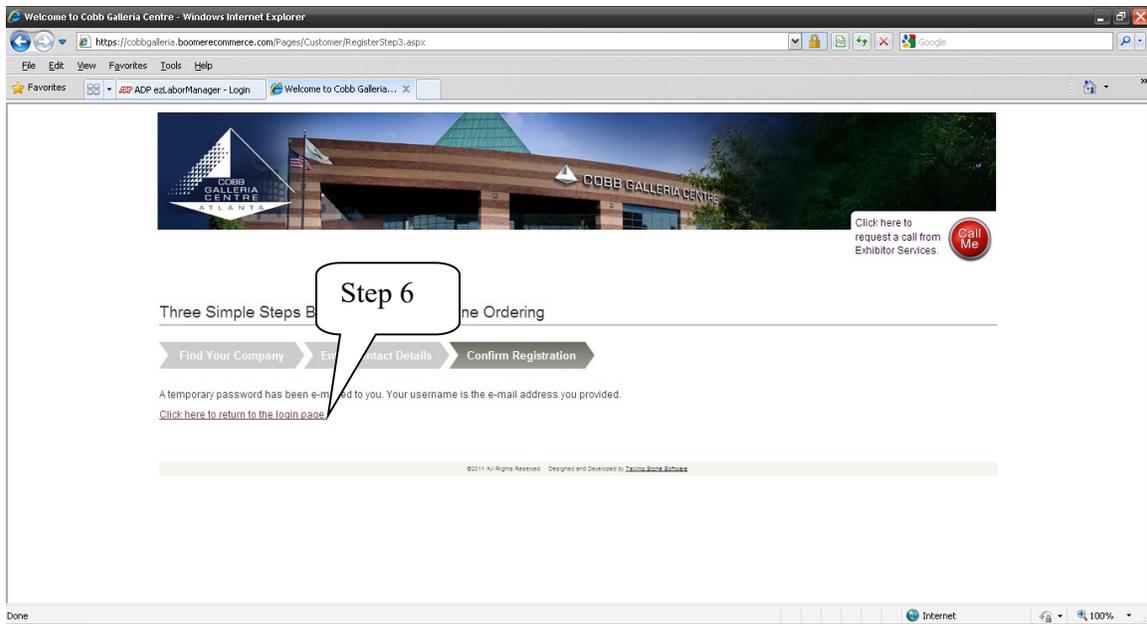
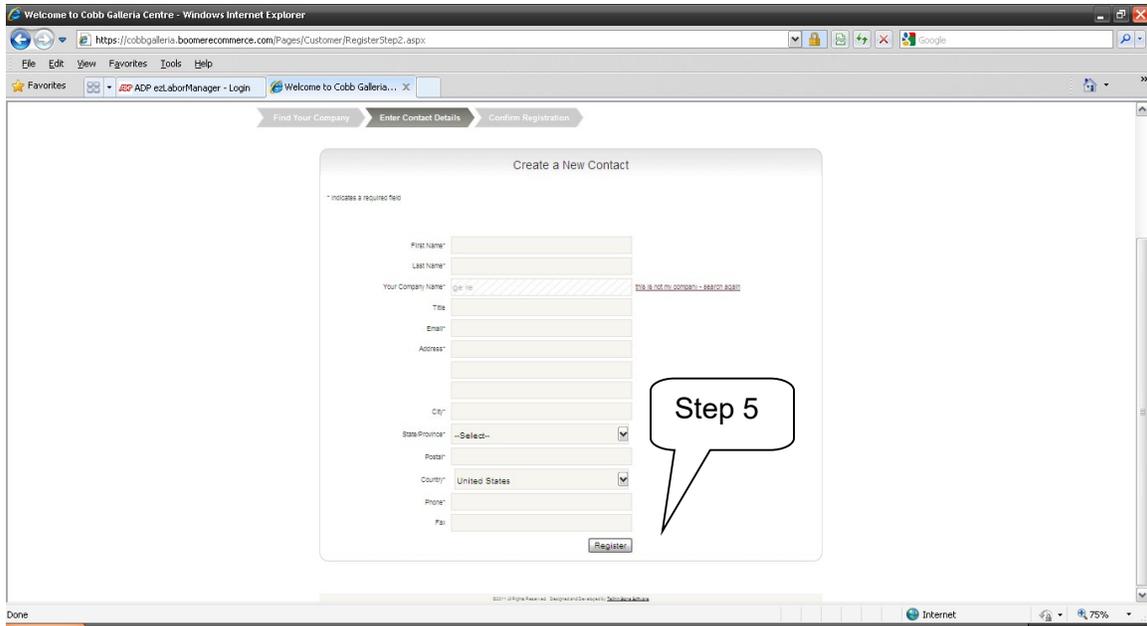
Phone:  Fax:

©2011 All Rights Reserved. Designed and Developed by: [Zaino Store Solutions](#)

Done

Internet 100%

Fill in all required fields and click  (Step 5)

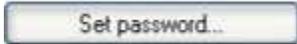


After completing registration, you will receive an email from “Engineering Services” containing a temporary password. Upon receiving temporary password in your email inbox, click the link noted in **Step 6** or the link in the email for <https://cobb Galleria.boomerecommerce.com>

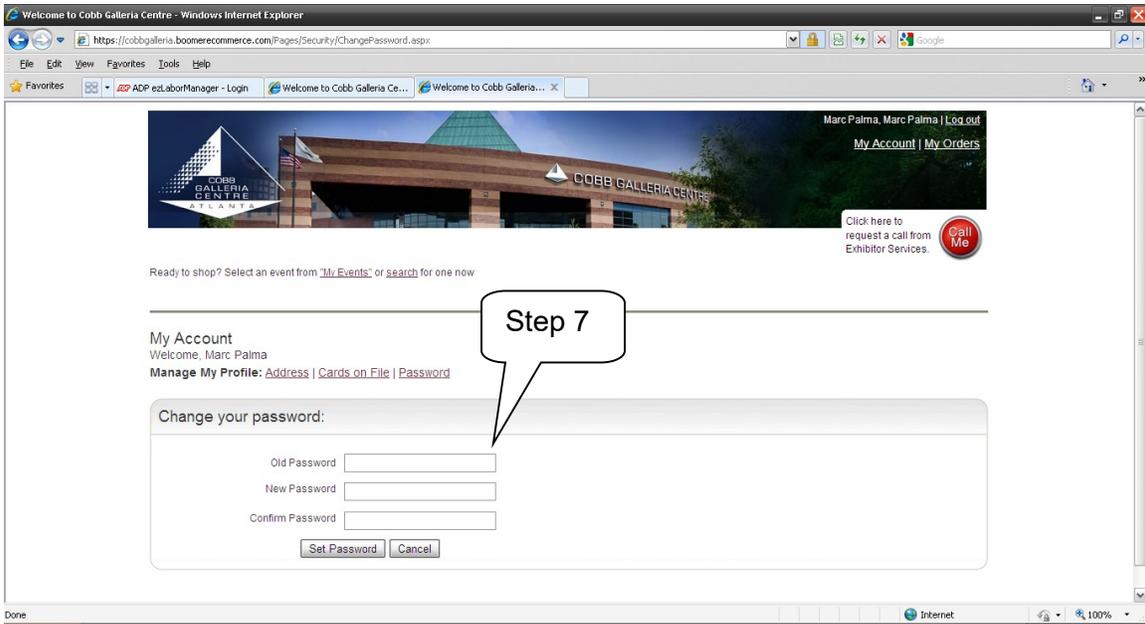
## Initial Login

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

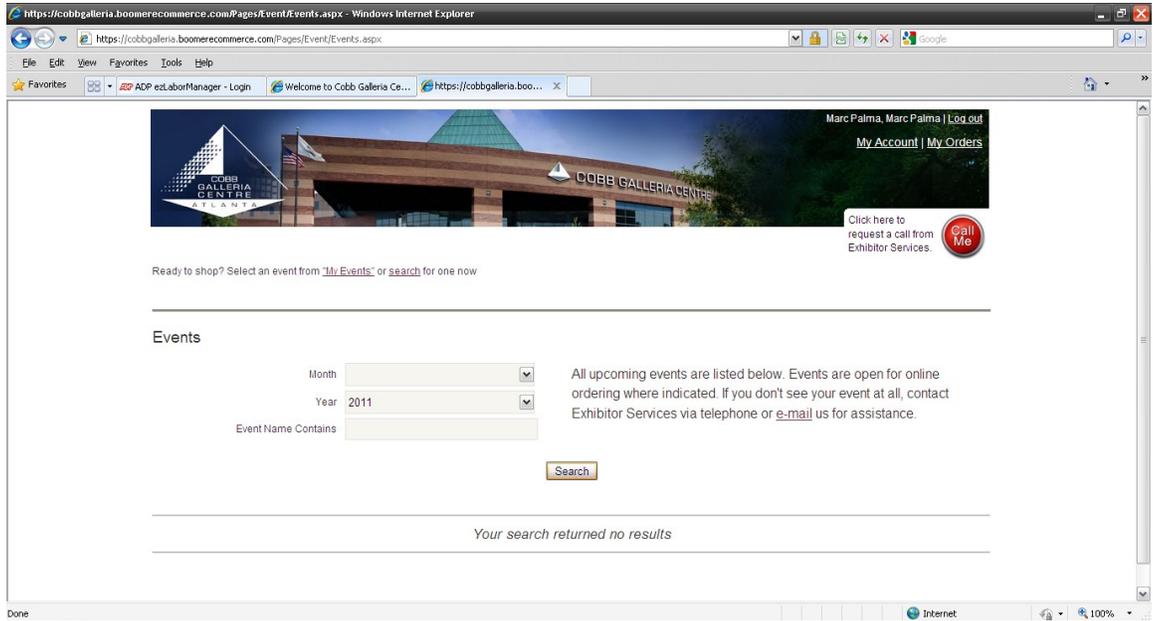


proceed to **Step 8**

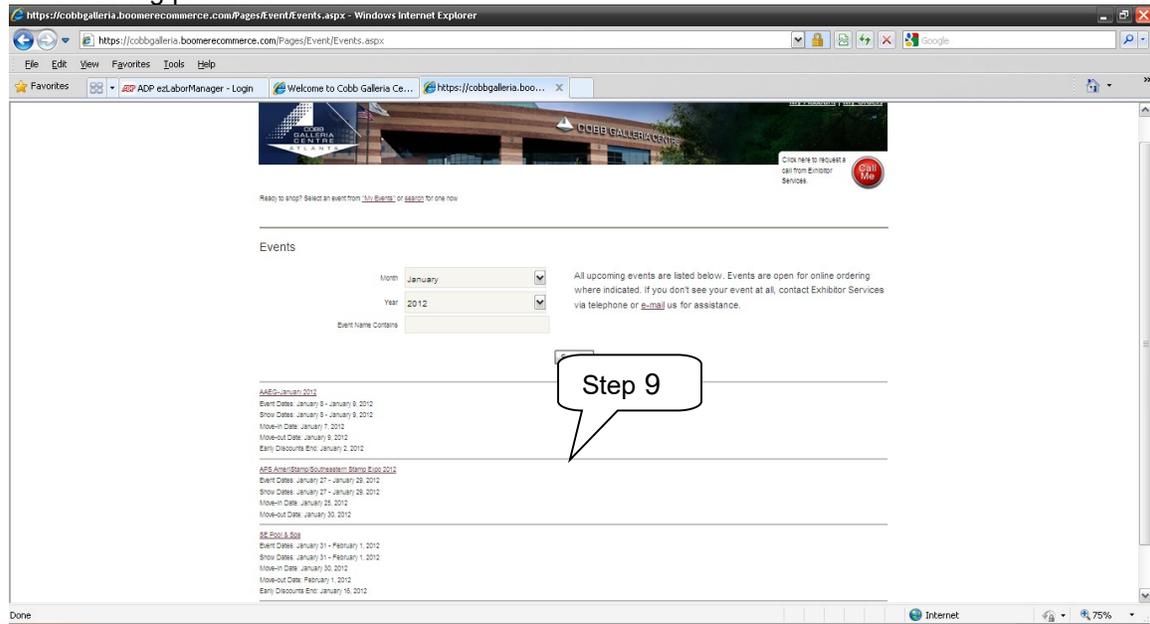


**Step 8. Locate your Event**

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 8 - January 9, 2012  
Show Dates: January 8 - January 9, 2012  
Move-in Date: January 7, 2012  
Move-out Date: January 9, 2012  
Early Discounts End: January 2, 2012

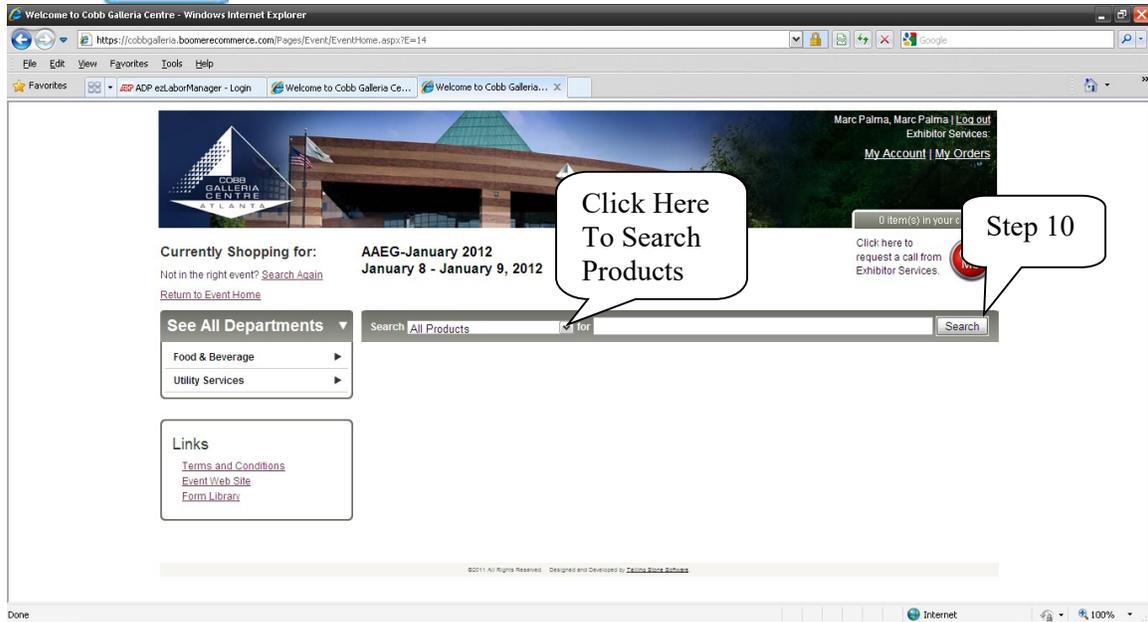
**2012 Atlanta Storage Solutions Expo**  
Event Dates: January 27 - January 28, 2012  
Show Dates: January 27 - January 28, 2012  
Move-in Date: January 25, 2012  
Move-out Date: January 30, 2012

**2012 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

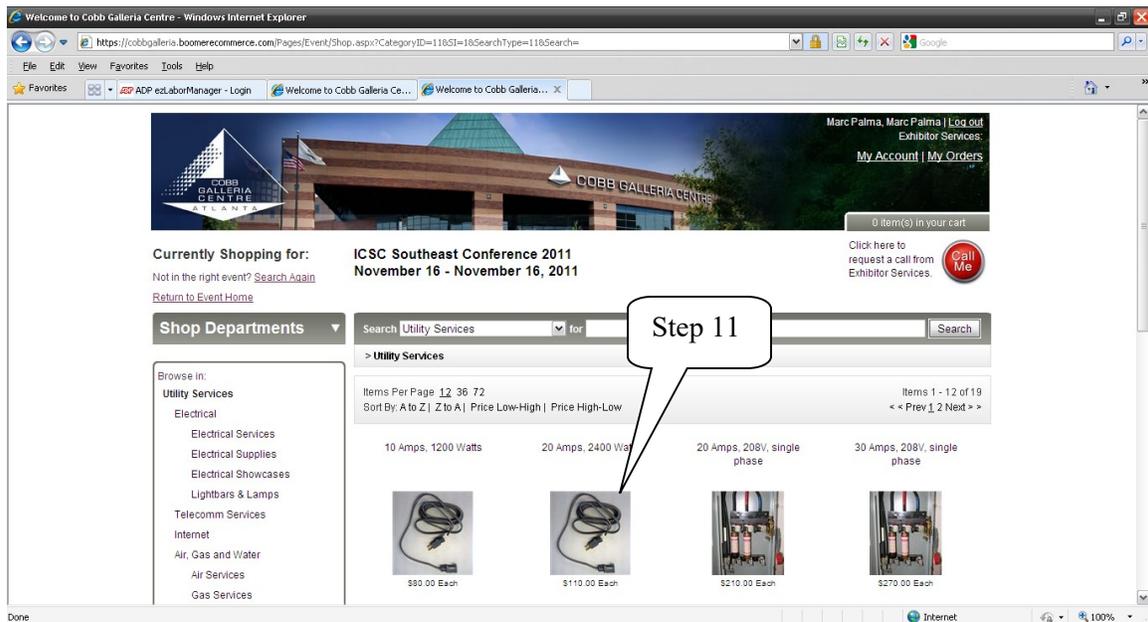
Click scroll down menu labeled “All Products” to select services needed. Next, click

**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 19 My Account

Manage My Profile

Step 20 Call Me

## **Step 20. Contact Us**

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

[services@cobbgalleria.com](mailto:services@cobbgalleria.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