

# 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 8)**

### 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**

The screenshot shows a web browser window titled "Login to Cobb Galleria Centre - Windows Internet Explorer". The address bar shows the URL: <https://cobbgalleria.boomerecommerce.com/Pages/Security/Login.aspx?ReturnUrl=%2F>. The page content includes a large image of a trade show booth, a login form with fields for "E-Mail Address" and "Password", and a "Log in" button. Below the image, there is a section titled "EASY ONLINE ORDERING STARTS HERE" with a "Register Now" button. A callout box labeled "Step 2 - New User" points to the "Register Now" button. The page also features a "Benefits" section with a list of advantages for online ordering.

**Step 2 - New User**

**EASY ONLINE ORDERING STARTS HERE**

From the convenience of ordering services online and the breadth of our state-of-the-art support services, to the experienced professionals that are available to assist you every step of the way, our commitment is to help you deliver a seamless event with utter confidence and peace of mind. If you have additional questions about exhibiting at Cobb Galleria Centre, please contact us at 770-889-5016 or email [services@cobbgalleria.com](mailto:services@cobbgalleria.com).

**Are you new to online ordering?**  
Register in seconds and start shopping.

**Register Now**

**Benefits**

- Hassle free browsing and checkout
- Secure payment
- Manage orders and account information easily
- Minimize paper and manual work

**Not Registered?**  
Registration allows you to place orders online easily and securely. [Register Now](#)

**Login to place new orders, modify existing orders and manage your account.**

E-Mail Address:

Password:

[Forgot Password](#)

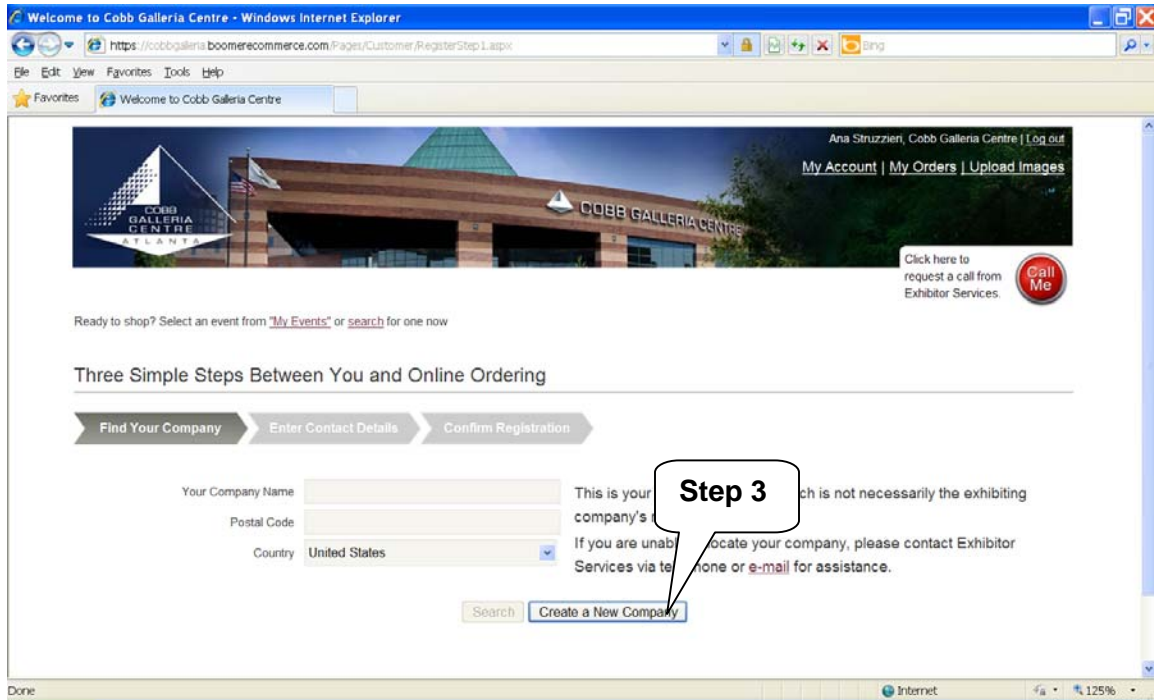
**Log in**

<https://cobbgalleria.boomerecommerce.com/Pages/Security/Login.aspx?ReturnUrl=%2F>

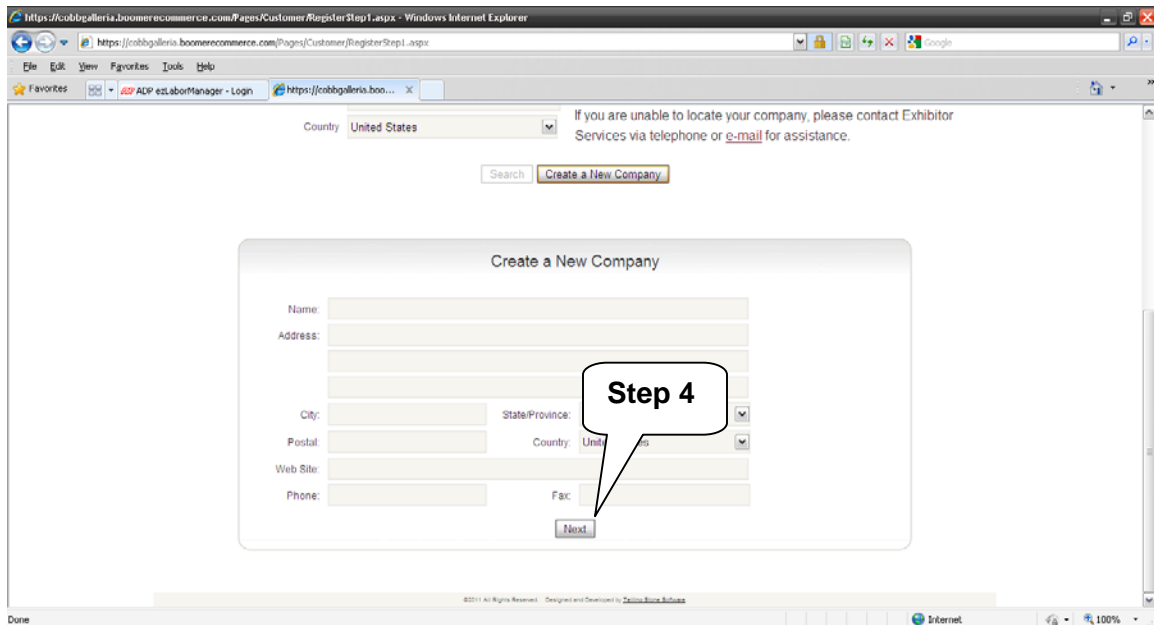
Internet 125%

### Step 3. Create New Company

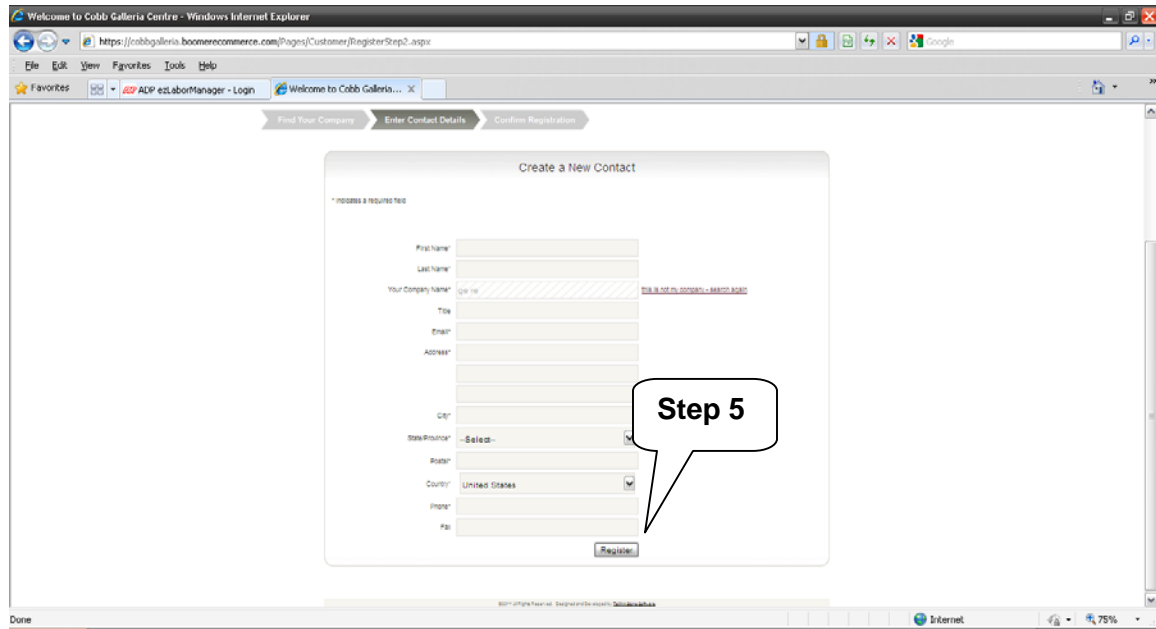
Click **Create a New Company** on the bottom of the screen. Then, **scroll down** to input company information as depicted below.



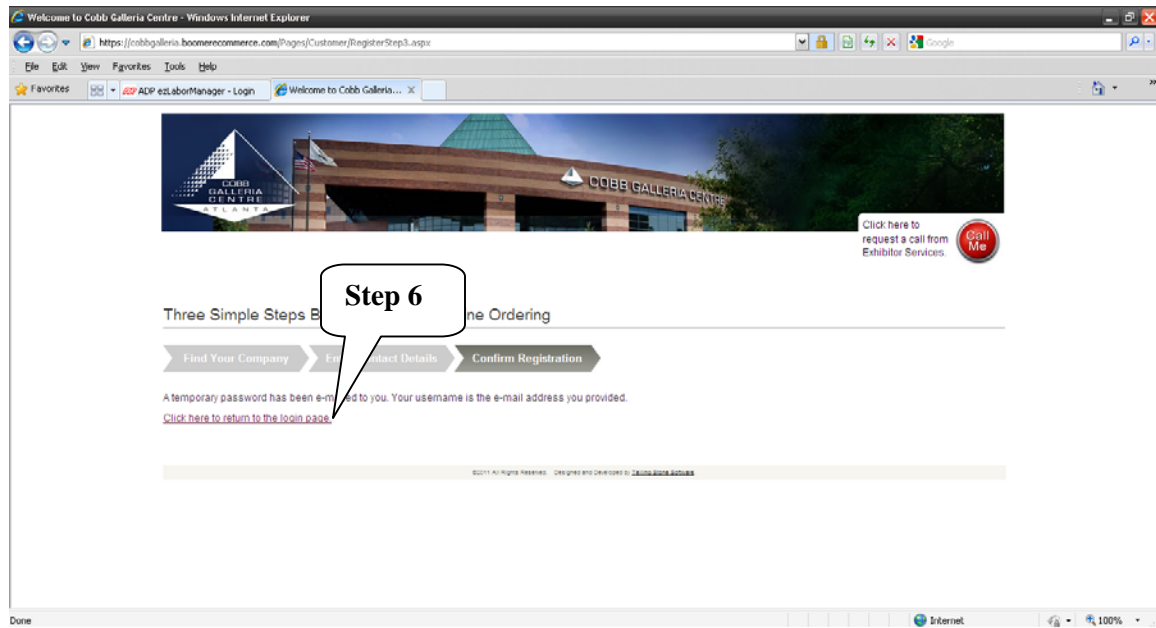
Step 4. When complete, click **Next** and provide contact information on next screen.



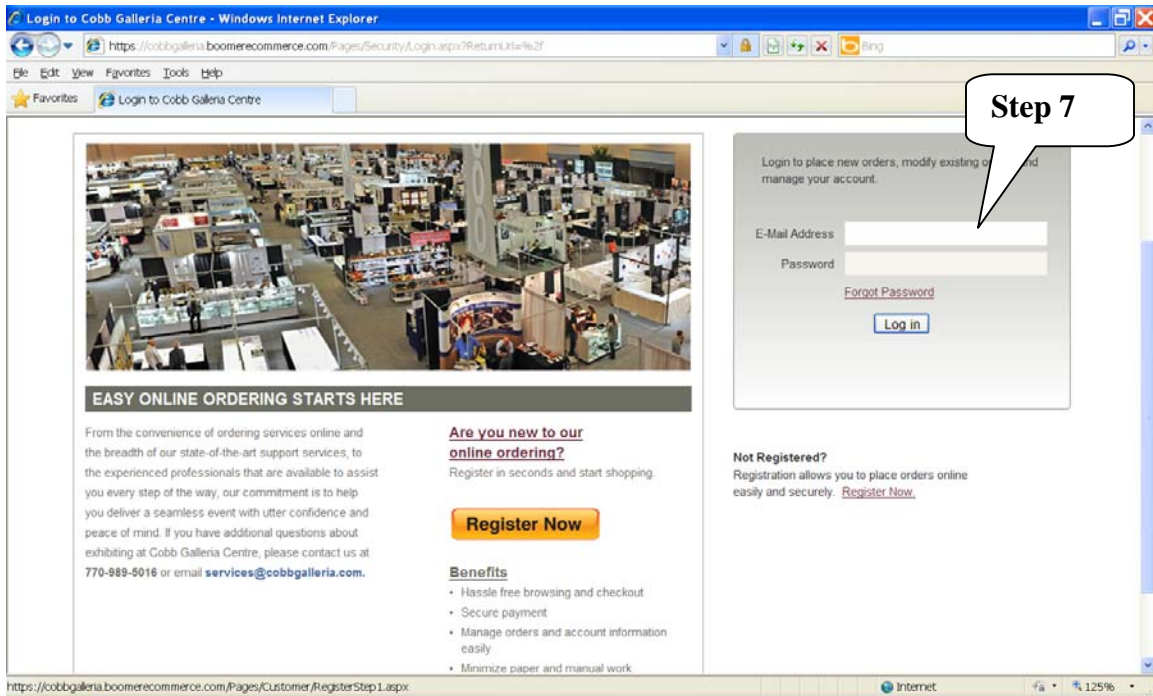
**Step 5.** Fill in all required fields and click **Register**.



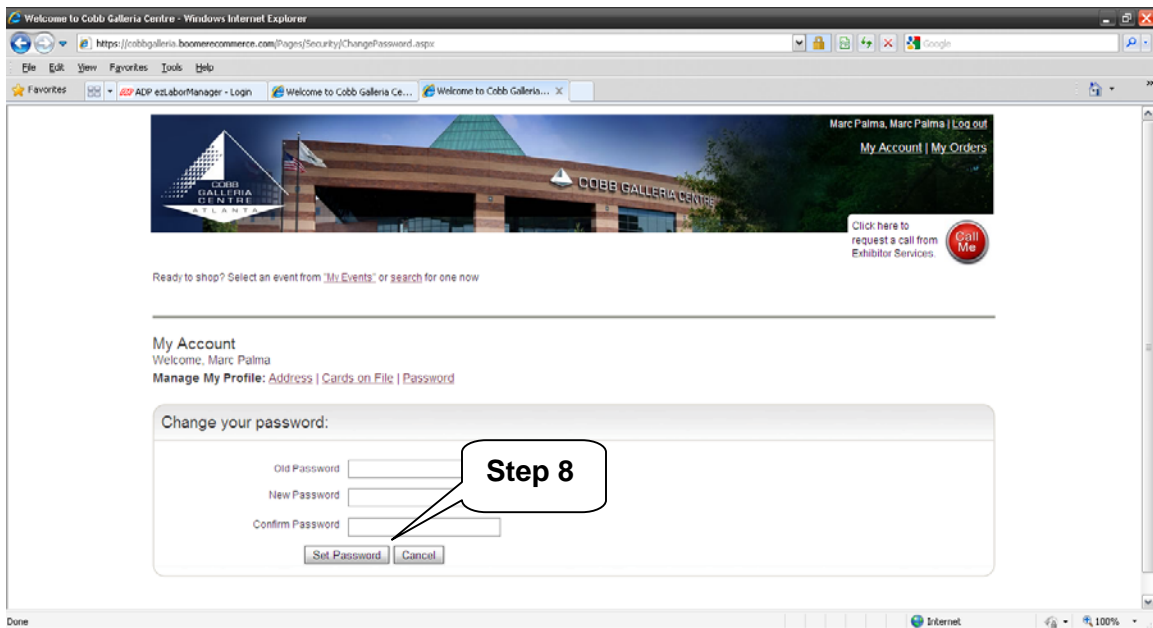
**Step 6.** After completing registration, you will receive an email from “Engineering Services” containing a temporary password. Upon receiving temporary password in your email inbox, click the link noted in Step 6 or the link in the email for <https://cobb Galleria.boomerecommerce.com>



**Step 7. Initial Login**  
Login in with temporary password

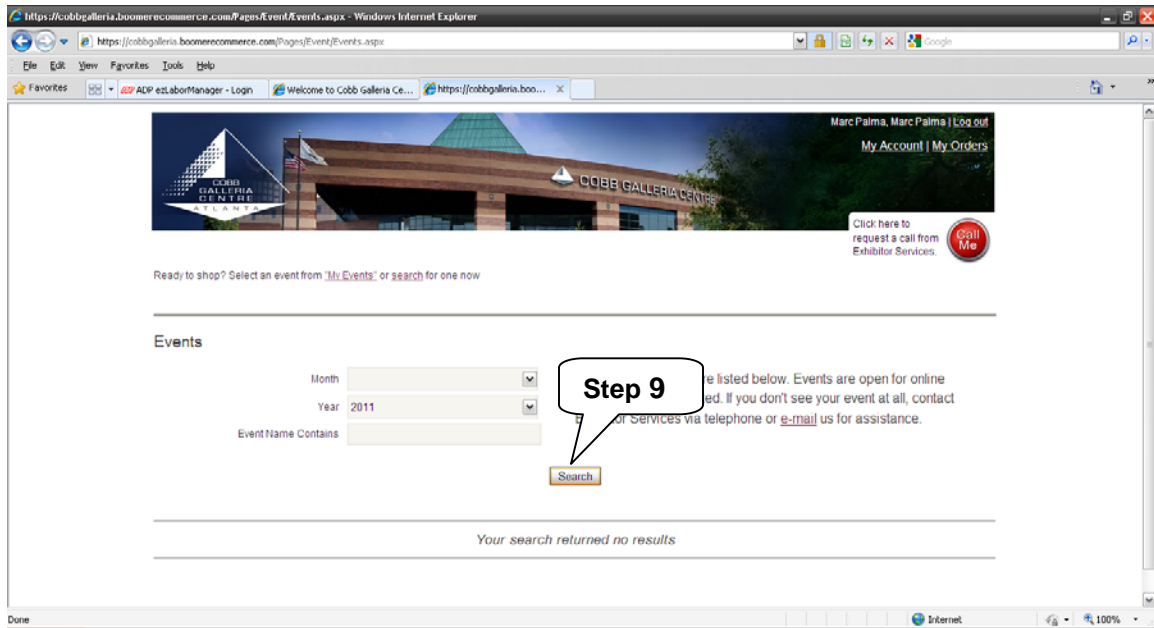


**Step 8.** Enter the temporary password you were emailed earlier in the “Old Password” field. Choose a new password and enter it in the following two fields. Next, click

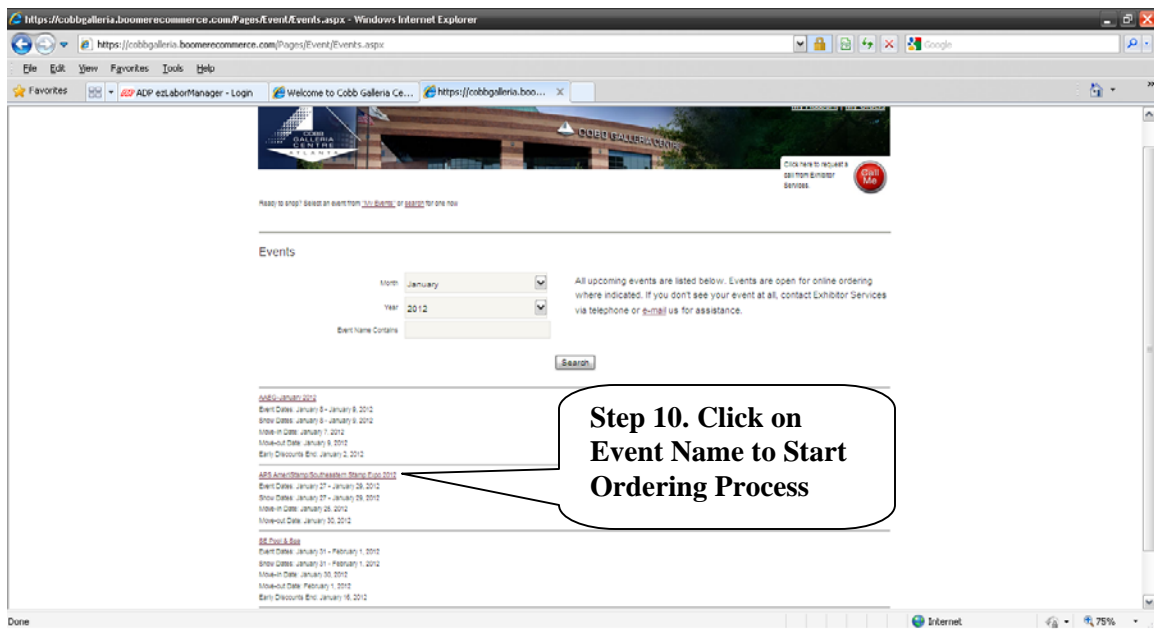


## Step 9. Locate your Event


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

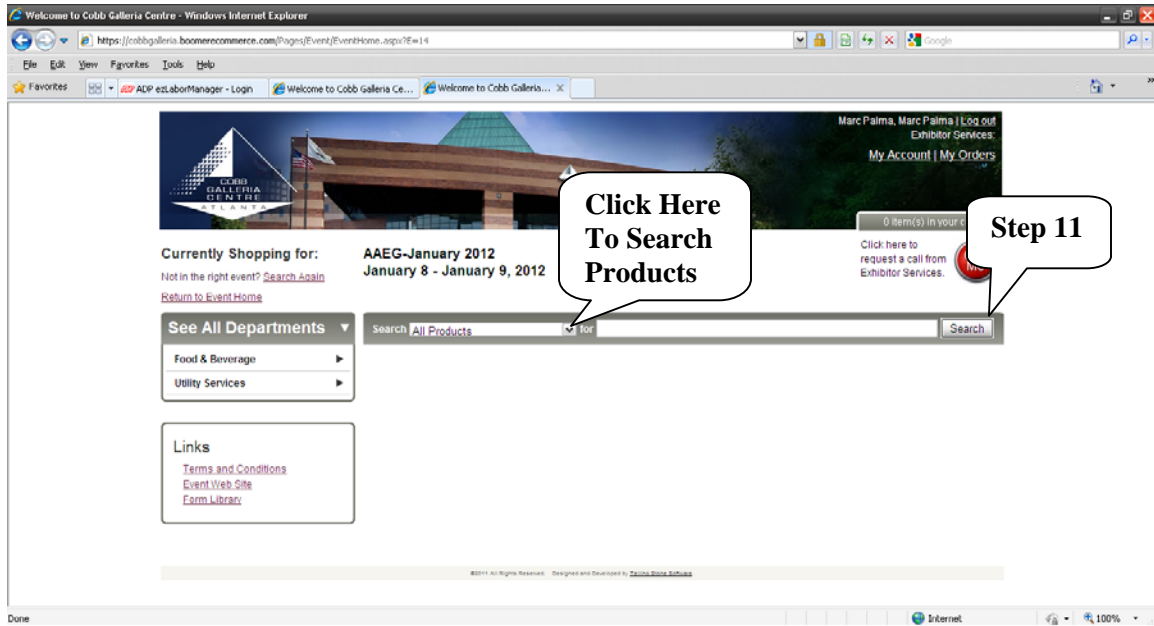


**Step 10.** Next, click **Search** and scroll down to view upcoming events. Click on event name to start ordering process.



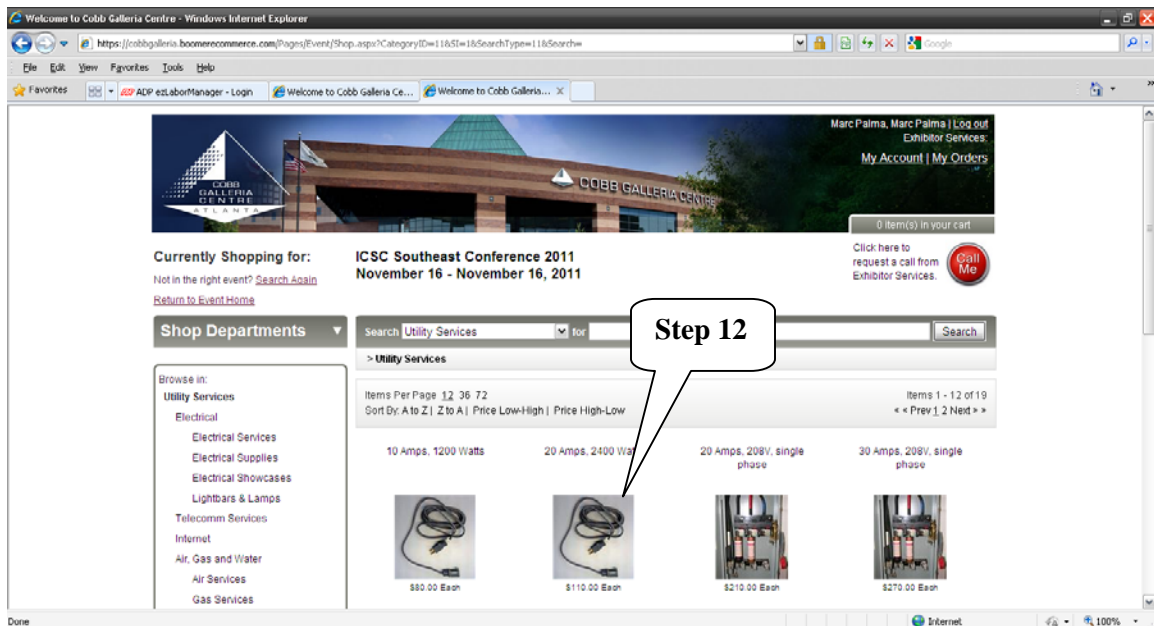
## Step 11. Search Products

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



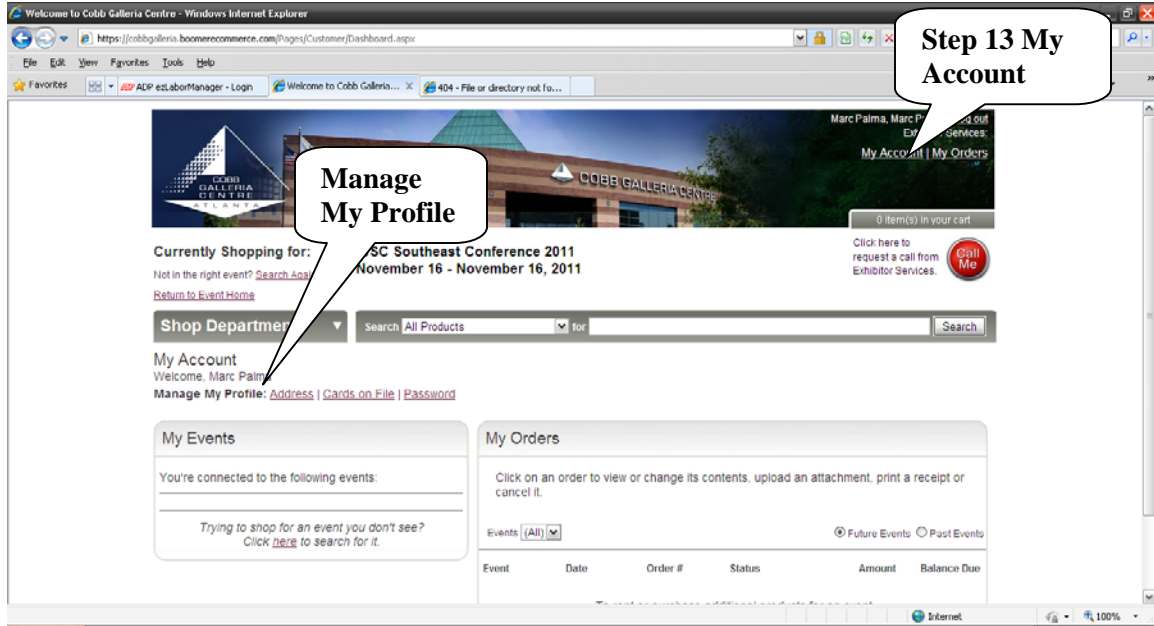
## Step 12. Ordering Product

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




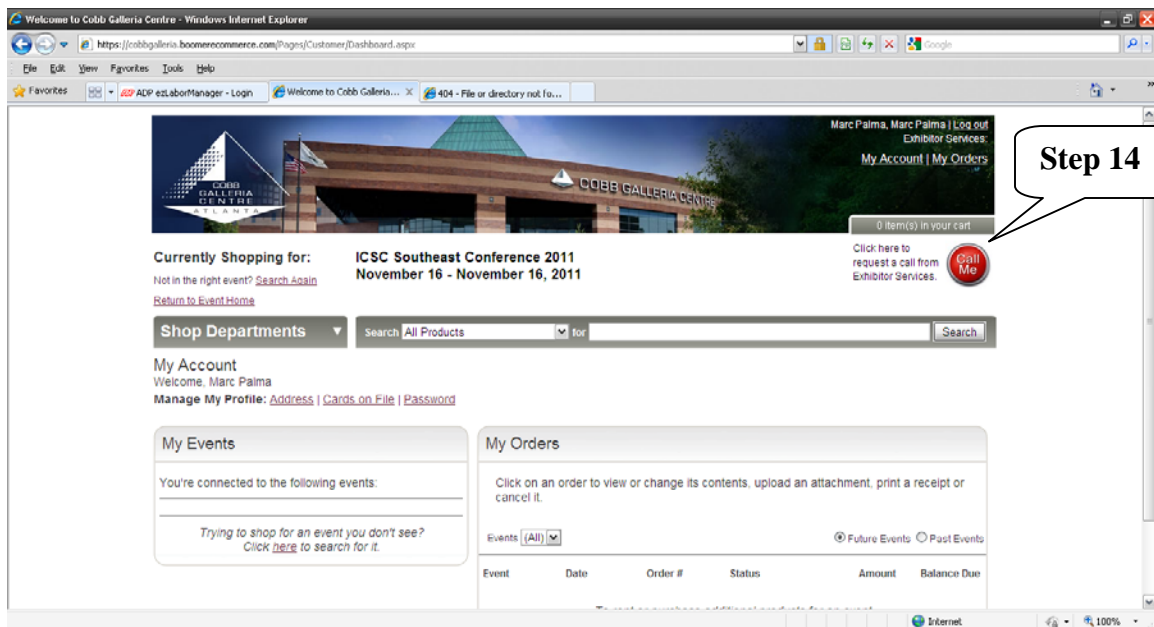
### Step 13. Customer Dashboard

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.



### 14. 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