



INSTRUCTIONS FOR EXHIBITOR ONLINE ORDERING

1. How to log-in

Please obtain your personal login and password details from your show management. Your email address is usually your username.

2. How to order services


- From the welcome page, click on "Order Services"

A screenshot of the Cobb Galleria Demo Show website. The page has a black header with the text "Cobb Galleria Centre - Cobb Galleria Centre" on the left and "Log Out | Order Services | My Profile | Print" on the right. Below the header is a navigation bar with links: Home, Event Planners, Exhibitors, Attendees, The Destination, Events Calendar, Maps/Directions, and About Us. The main content area is titled "Cobb Galleria Centre" and "Welcome to your Exhibitor Home Page". It features a "PLEASE NOTE!" section with instructions on how to use the system. At the bottom of the main content area, there are two buttons: "Order Services" and "My Profile". On the right side, there is a "Navigate" sidebar with a list of links: Exhibitors Home, Order Services, Floor Plans & Virtual Tour, Facility Guidelines, Load In / Load Out, Booth Catering, Services & Amenities, Contact Us, and Exhibitor Reports. The footer contains copyright information and links to privacy policy and site map.

- Click the name of the order form you would like to complete.
- Order services as desired, then submit your order.

- Once you submit your order, you will see a summary page. Check the box saying that you accept the supplier's terms and conditions in order to proceed to the payment page.

Cobb Galleria Centre - Cobb Galleria Centre Log Out | Order Services | My Profile | Print



Cobb Galleria Demo Show

October 1, 2009 - October 2, 2009

Home | Event Planners | Exhibitors | Attendees | The Destination | Events Calendar | Maps/Directions | About Us

Online Exhibitor Ordering System Navigate

Order Submission and Payment

Completing your order for:

ANCILLARY SERVICES

Your order now requires confirmation and may require payment. Please complete the details requested below, and you will be taken automatically to the payment section if required.

ORDER SUMMARY		ORDER NUMBER: 407612		
Date of Order	03/12/2009 19:27			
Order Items	Booth	Quantity	Price	Value
10 Amps, 120V	100A	1	\$80.00	\$80.00
20 Amps, 208V, single phase	100A	1	\$210.00	\$260.00
Standard Phone/Line	100A	1	\$225.00	\$225.00
Net Order Value				\$ 565.00
TAX (6.0%)				\$13.50
Order Total				\$578.50

TRANSACTION DETAILS

Select the billing address you would like to use for this service and your choice of payment method.

Billing address Use my main address ▾

Method of payment Credit Card

I accept the supplier's Terms and Conditions

[Exhibitors Home](#)

[Order Services](#)

[Floor Plans & Virtual Tour](#)

[Facility Guidelines](#)

[Load In / Load Out](#)

[Booth Catering](#)

[Services & Amenities](#)

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 Galleria Specialty Shops | Privacy Policy | Site Map

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3. How to pay for services

- Fill in a your credit card details.
- Click “Save” when you are finished, and you will receive a confirmation of your order.

The screenshot displays the 'Cobb Galleria Demo Show' website interface. At the top, the header includes the event title 'Cobb Galleria Demo Show' and dates 'October 1, 2009 - October 2, 2009'. A navigation menu contains links for Home, Event Planners, Exhibitors, Attendees, The Destination, Events Calendar, Maps/Directions, and About Us. The main content area is titled 'Online Exhibitor Ordering System' and features a 'Make Payment by Credit Card' form. The form is divided into sections: 'ANCILLARY SERVICES', 'CREDIT CARD PAYMENT', and 'NEW CREDIT CARD DETAILS'. The 'CREDIT CARD PAYMENT' section shows a total of \$ 578.50. The 'NEW CREDIT CARD DETAILS' section includes fields for Credit Card No., Type of Credit Card (set to American Express), Name as it appears on the Card, Card expiration date, Address, City, State, ZIP, Country, and Telephone No. A 'Save' button is highlighted with a red arrow. A right-hand sidebar contains a 'Navigate' menu with links to Exhibitors Home, Order Services, Floor Plans & Virtual Tour, Facility Guidelines, Load In / Load Out, Booth Catering, Services & Amenities, Contact Us, and Exhibitor Reports. The footer contains copyright information for Cobb-Marietta Coliseum & Exhibit Hall Authority and Event Management Communication, Inc.

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Cobb Galleria Demo Show
October 1, 2009 - October 2, 2009

Home Event Planners Exhibitors Attendees The Destination Events Calendar Maps/Directions About Us

Online Exhibitor Ordering System Navigate

Make Payment by Credit Card

ANCILLARY SERVICES

Please supply your credit card details for this transaction - you can choose from your list of stored cards, or enter a new one. If the supplier uses these details to process your payment, your order status will be updated in the Checklist.

CREDIT CARD PAYMENT

Credit Card No.

Total **\$ 578.50**

NEW CREDIT CARD DETAILS

Credit Card No.

Type of Credit Card

Name as it appears on the Card

Card expiration date

Address

City

State

ZIP

Country

Telephone No

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Questions?

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