## 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.

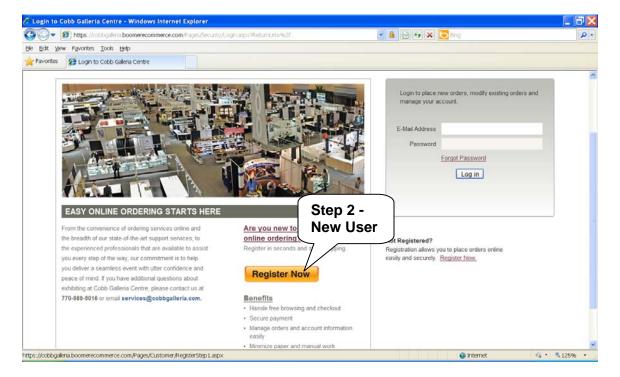
## First Time User (Returning User- Log in, insert password, and proceed to Step 8)

### Step 1. Log in

Please click the link below to create a user id and password. https://cobbgalleria.boomerecommerce.com

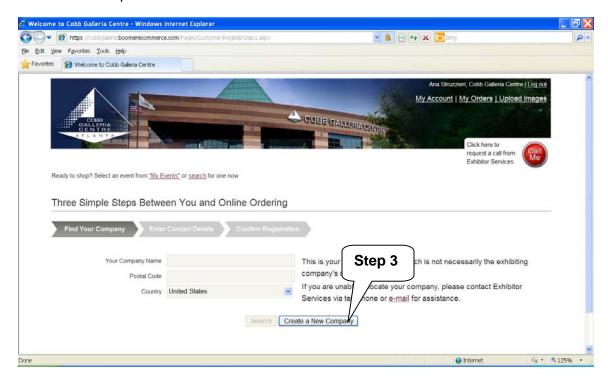
### Step 2. Create User Account

Click on Register Now

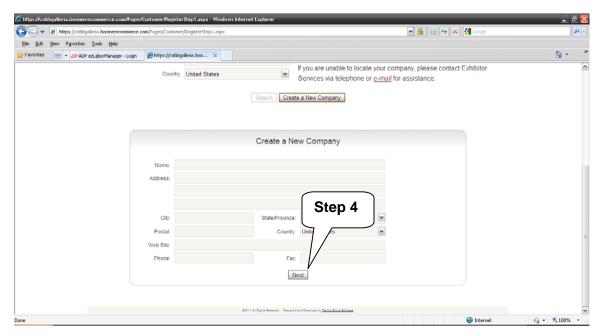


## Step 3. Create New Company

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



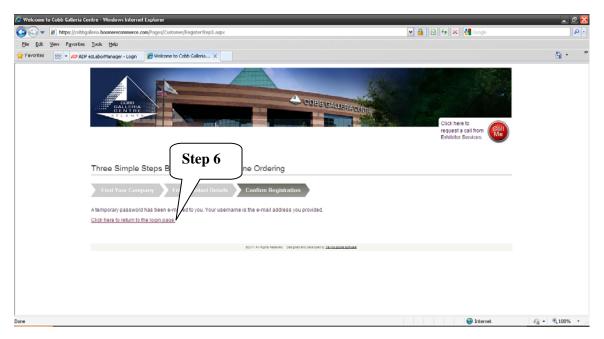
Step 4. When complete, click Next and provide contact information on next screen.



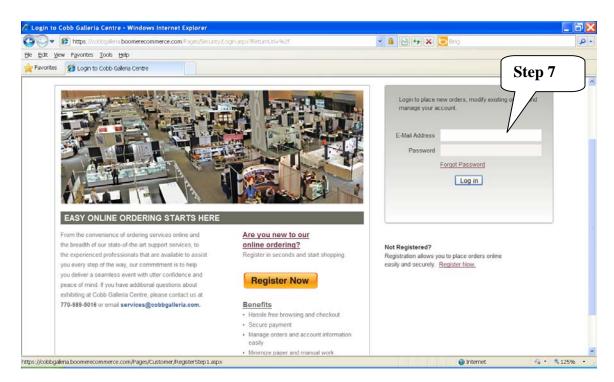
Step 5. Fill in all required fields and click Register



**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 <a href="https://cobbgalleria.boomerecommerce.com">https://cobbgalleria.boomerecommerce.com</a>



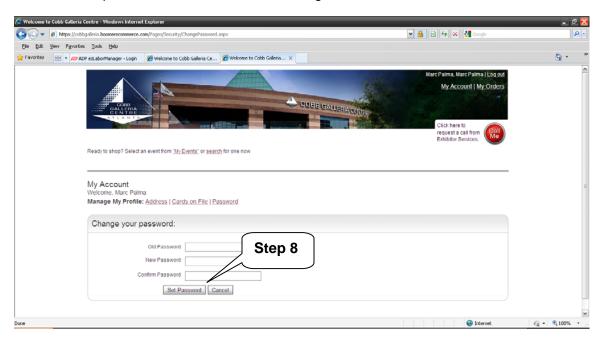
# **Step 7. Initial Login**Login in with temporary password



Step 8. Enter the temporary password you were emailed earlier in the "Old Password" field.

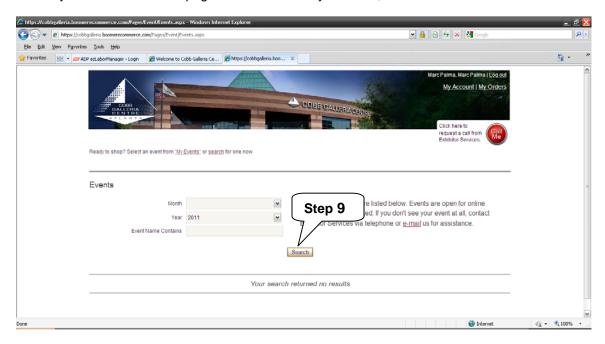
Choose a new password and enter it in the following two fields. Next, click

Set password...

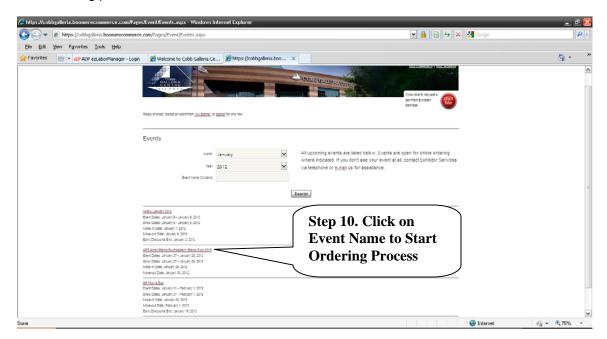


### Step 9. Locate your Event

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

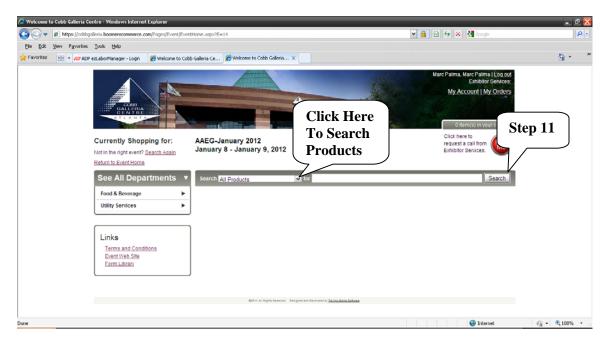


**Step 10.** Next, click Search and scroll down to view upcoming events. Click on event name to start ordering process.



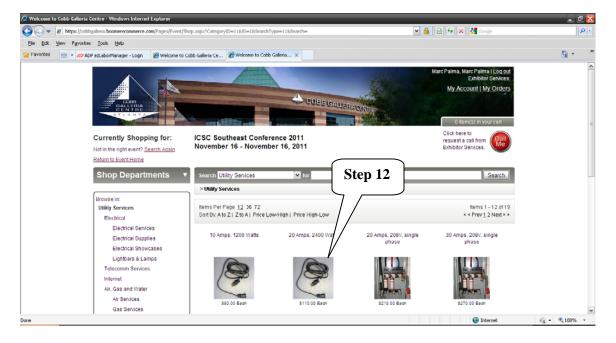
### Step 11. Search Products

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



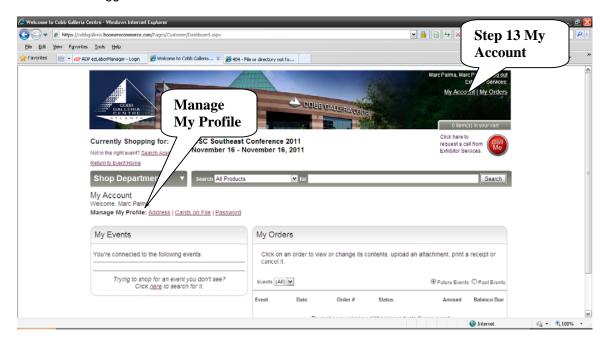
## **Step 12. Ordering Product**

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



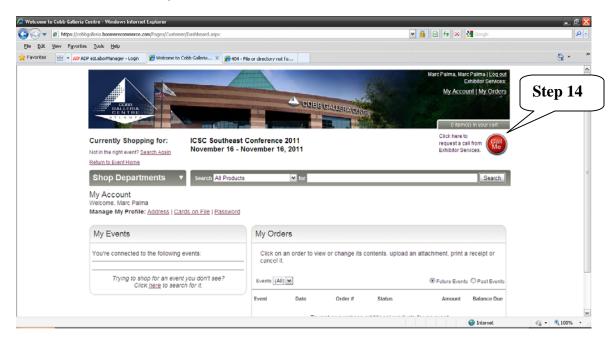
### Step 13. Customer Dashboard

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 <a href="mailto:services@cobbgalleria.com">services@cobbgalleria.com</a>, 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