



COBB GALLERIA CENTRE  
ATLANTA

Dear Exhibitor,

Thank you for exhibiting at the Cobb Galleria Centre. I invite you to check out the [Online Ordering](#) page on our website for more information on purchasing everything you need for your booth, including utility services, technology, and booth catering. Ordering in advance through this site will help you avoid service desk lines and save you money.

The system is easy to use. Go to the [Exhibitor Service Center](#) to select your show, and create a username and password that is unique to you. Click [here](#) to download instructions for the online ordering process.

If you have any questions or problems logging in, please contact us at [services@cobb Galleria.com](mailto:services@cobb Galleria.com) or 770-989-5016.

Cobb Galleria Centre is a cashless facility. All exhibitor orders, made through this system or on-site, are credit/debit card only.

Thank you!

Jacqueline Dixon  
Operations Assistant  
**Cobb Galleria Centre**  
Two Galleria Parkway  
Atlanta, GA 30339

Direct: 770-989-5016  
Fax: 770-989-5222  
[services@cobb Galleria.com](mailto:services@cobb Galleria.com)

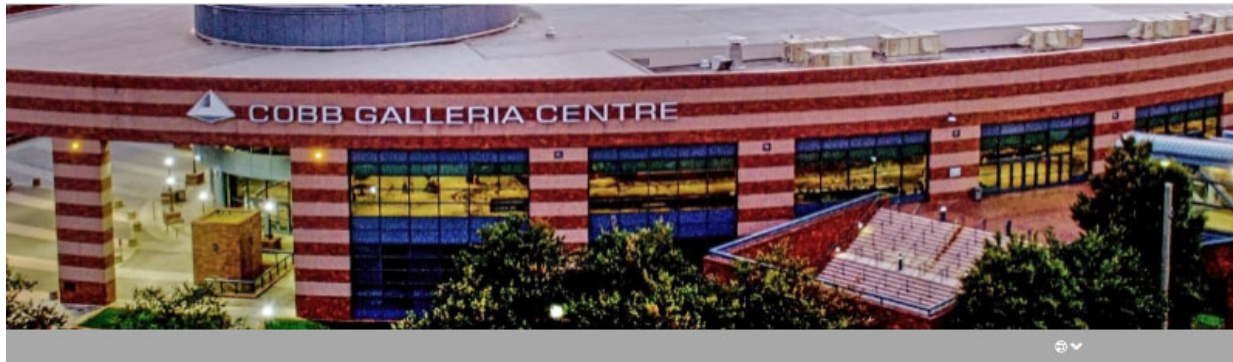
Visit us on the web at [cobb Galleria.com](http://cobb Galleria.com)



## Exhibitor Service Center Online Ordering Instructions

[cobb Galleria.com/exhibitors/online-ordering/](http://cobb Galleria.com/exhibitors/online-ordering/)

1. Choose your show from the Calendar of Events.



### Calendar of Events

Name  Date

**15 - 16**  
MAY

**FRANCHISE EXPO**  
Cobb Galleria Centre (CGC)



[Go to Store](#)

**21 - 23**  
MAY

**Spring Atlanta Home Show**  
Cobb Galleria Centre (CGC)



[Go to Store](#)

**26 - 27**  
MAY

**Design 2 Part Show**  
Cobb Galleria Centre (CGC)



[Go to Store](#)

2. Sign-in to your account. If this is your first time ordering, click “Sign Up” to create an account. Please make note of your login and password information.



**Sign In**

I have previously registered and my password is:

Email

Password

Remember me

[Forgot your password?](#) | I have never registered [Sign Up](#)

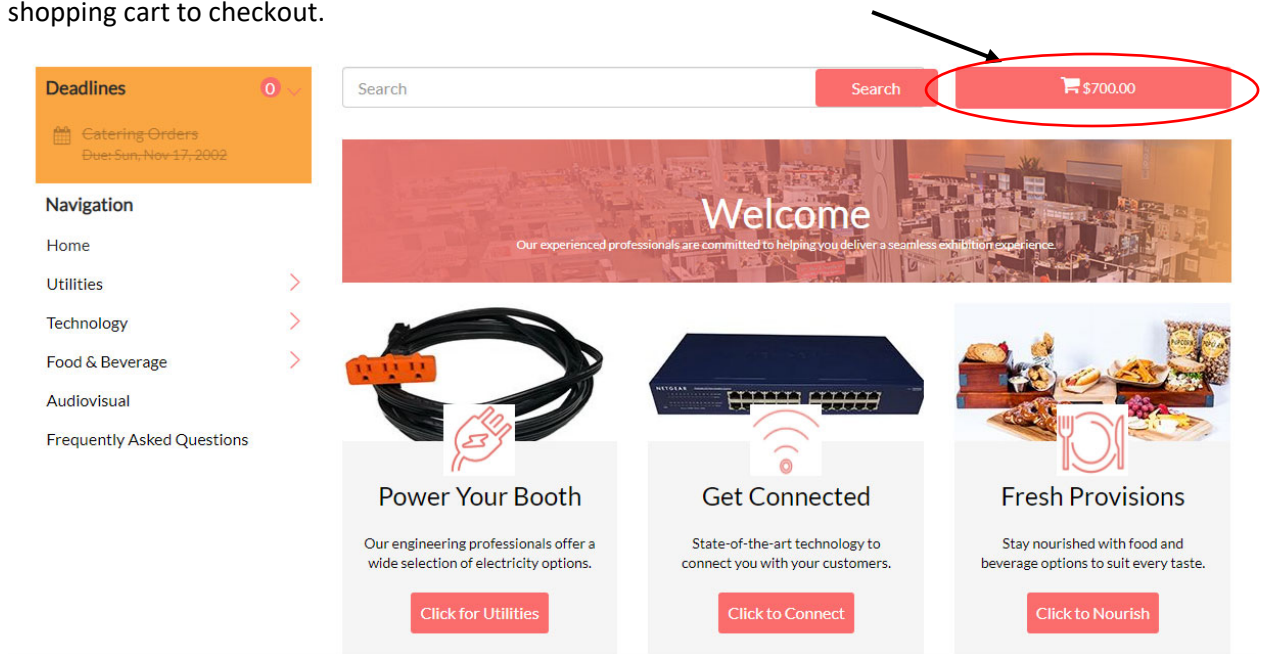
3. Enter your booth information. If you do not know your booth number or other information, leave it blank and click “OK.”

Enter TBD if booth # is unknown

Booth Area  Feet<sup>2</sup>

Open Sides

4. Shop for products using the Amazon-like shopping platform. Add items to your cart. Click the shopping cart to checkout.



5. If you order items requiring booth placement, you will be able to draw them or upload a diagram on the Pre Checkout page.

### Item Placement

- Complete Item Placement Grid
- Upload File

You have items that require placement. Please use the grid below to indicate where these items should be placed within your booth.

1) Configure Booth ?

What shape is your booth?

Add Booth Note:

2) Place Items ?

3) Free Draw ?

ESC Test Event\*\*\* DO NOT USE\*\*\*|5017

Scale: 1 square = 1 sq. ft./ ~.3 sq. meter (click to edit)

Aisle/Booth # \_\_\_ Aisle/E

Front of Booth

## Item Placement

- Complete Item Placement Grid
- Upload File

You have items that require placement. Please use the grid below to indicate where these items should be placed within your booth.

✓ Configure Booth ?

✓ Place Items ?

1: 20amp - 208v Single Phase (x1)  
Add note for 20amp - 208v Single Phase  
  
Add  
Reset

3) Free Draw ?

ESC Test Event\*\*\* DO NOT USE\*\*\*|5017  
Scale: 1 square = 1 sq. ft./ ~.3 sq. meter (click to edit)

Aisle/Booth # \_\_\_

Aisle/E

1

Front of Booth

[Back to Cart](#)

[Checkout](#)

- Proceed to checkout, and enter payment information. Once your order is placed, you will immediately receive a confirmation email that includes a copy of your receipt.
- You can log in to this site and make modifications to your order up to 3 business days in advance of the show start.
- If you have any questions or problems, please contact us at [services@cobbgalleria.com](mailto:services@cobbgalleria.com) or 770-989-5016.