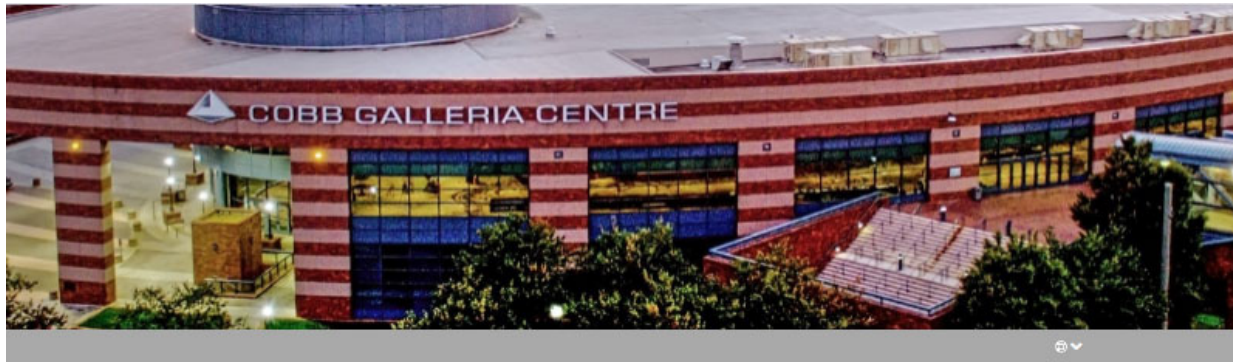




## Exhibitor Service Center Online Ordering Instructions

[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](#)

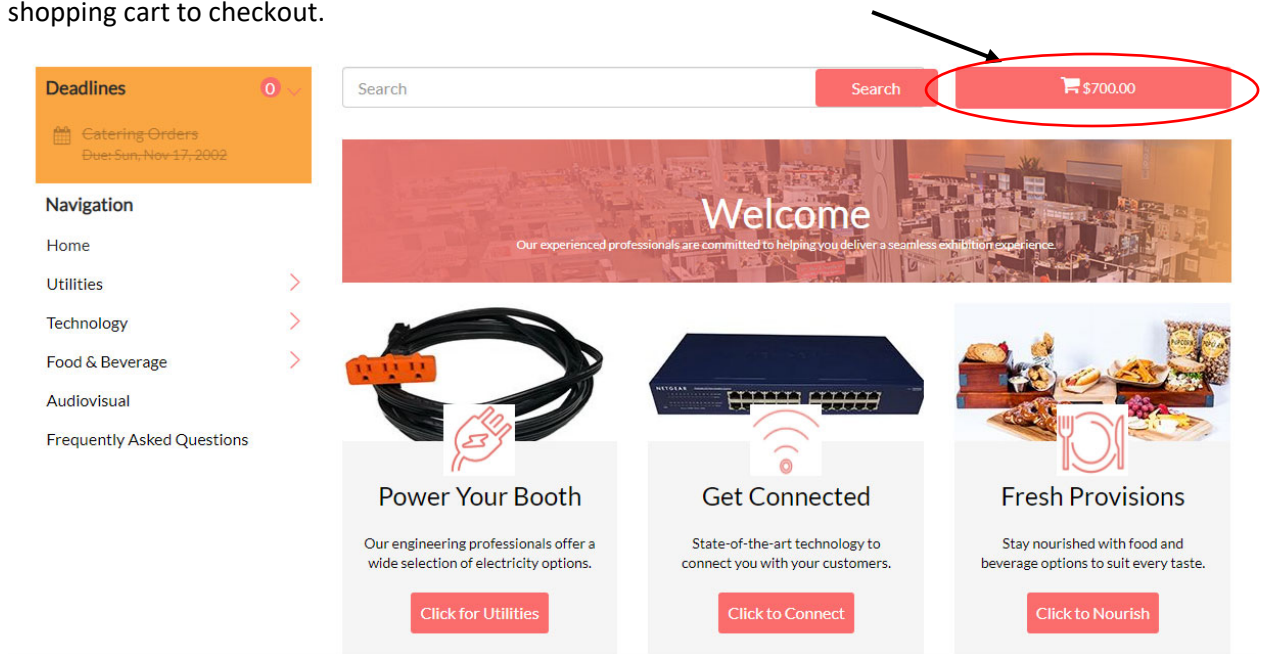
3. Enter your booth information. If you do not know your booth number or other information, leave it blank and click “OK.”

Enter TBD if booth # is unknown

Booth Area  Feet<sup>2</sup>

Open Sides

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



- 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

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.