



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)

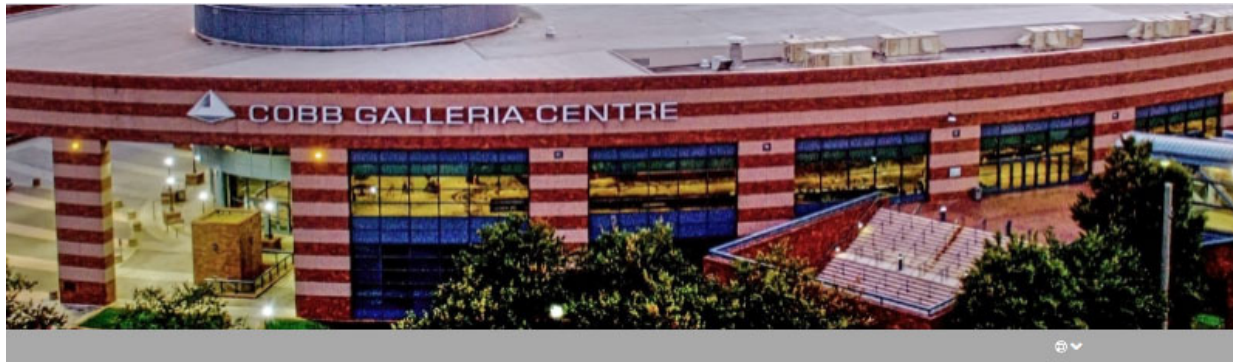
Visit us on the web at [cobb Galleria.com](http://cobb Galleria.com)



## 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](#)

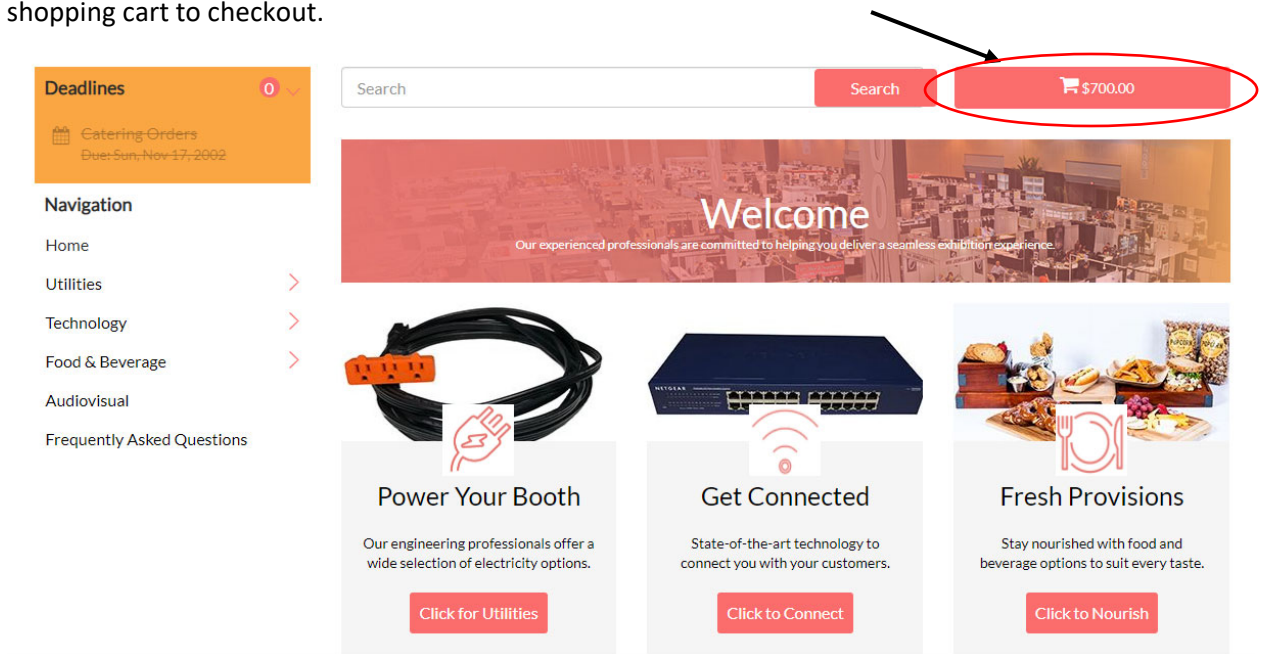
3. Enter your booth information. If you do not know your booth number or other information, leave it blank and click “OK.”

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

Front of Booth

- 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.



Two Galleria Parkway | Atlanta, GA 30339 | 770-989-5043 | fax: 770-989-5046

### AUDIO VISUAL SERVICES ORDER FORM

QTY	VIDEO EQUIPMENT	SHOW RATE	TOTAL
	DVD Player (Standard NTSC/Region 1)	\$95.00	
	Blu-Ray Player	\$150.00	
	Windows Laptop with Microsoft Office	\$300.00	
	MacBook Pro	\$450.00	
	-other accessories available upon request		
QTY	LCD MONITORS	SHOW RATE	TOTAL
	<i>*Where needed, select Wall Mount or Table Stand</i>		
	<i>Some monitors and mounts may require additional labor. See terms.</i>		
	20-24" LCD Monitor * <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$250.00	
	32" LCD Display * <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$500.00	
	42" LCD Display * <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$700.00	
	55" LCD Display * <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$900.00	
	60" LCD Display * <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$1100.00	
	-other sizes available upon request		
	42" Touch Screen Display * <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$1350.00	
	55" Touch Screen Display * <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$1600.00	
	42" Smart TV w/USB input * <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$850.00	
	55" Smart TV w/USB input * <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$1025.00	
	Dual Post Floor Stand (for 32"-60" Displays)	\$125.00	
	HDMI Video Cable (10'-25')	\$25.00	
	HDMI Distribution Amplifier	\$110.00	
QTY	PROJECTION EQUIPMENT	SHOW RATE	TOTAL
	LCD Projector, 3500 Lumen	\$900.00	
	42" Projector Cart w/ Skirt	\$60.00	
	6' - 8' Tripod Screen	\$90.00	
QTY	AUDIO EQUIPMENT	SHOW RATE	TOTAL
	Wireless Microphone Kit (Handheld or Lavalier)	\$275.00	
	Headset Microphone *Requires Wireless Microphone Kit	\$75.00	
	PC Audio Interface Kit	\$100.00	
	Wired Handheld Microphone	\$75.00	
	Powered Speaker with Floor Stand	\$150.00	
	Sound System #1: (2) Speakers w/stands, (1) Wired Mic, (1) Mixer	\$425.00	
	Sound System #1: (2) Speakers w/stands, (1) Wireless Mic, (1) Mixer	\$675.00	
		Equipment Total	
		Delivery/Pick Up 15%, min. \$100	
		6% Sales Tax	



<b>Additional Labor</b>	
<b>Grand Total</b>	



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### AUDIO VISUAL SERVICES ORDER FORM

Show Name:	On-Site Contact:	Cell Phone:	<b>Booth #</b>
Facility:	Room:	Room:	
Company	Delivery Date:	Delivery Time:	
Contact	Pick Up Date:	Pick Up Time:	
Address:			
City:	State:	Zip:	
Phone:	Fax:		
Email: (Confirmation of order will be sent here)			
AMEX/Visa/MC#:			
CW#:	Exp. Date:		
Cardholder Name:	Signature:		

**Pricing:**

Orders must be received by **7 business days prior to load in** to receive the listed pricing. An additional 15% will be added to equipment pricing for late/on-site orders. Rental prices are for the duration of the show.

**Delivery:**

An authorized representative must be present at the time of delivery and pickup. Equipment will be delivered to and picked up from your booth.

**Labor, Installation & Dismantle (I&D):**

Any order requiring labor, including the installation and dismantling of equipment, will be subject to a labor charge of \$80 per hour, per technician. ON Site does not supply labor to mount hanging brackets to your booth. This must be done prior to ON Site setting up any equipment that is to be mounted on your booth. The client will be responsible for any union labor costs, if applicable.

**Equipment:**

For equipment not listed, please contact us for a complete list of inventory. Customer is responsible for the security of rented equipment and will be required to pay for any items that are lost or stolen during the rental period (any time after delivery and before pickup of equipment).

**Guarantee:**

Equipment is guaranteed to be operational upon delivery to your booth. It is assumed that the renter has an understanding of the operation of equipment. Equipment problems must be reported immediately to our service desk. ON Site will not be responsible for problems reported after termination of rental. Any loss or damage of said equipment will be paid for by the renter.

**Cancellation:**

Equipment rental cancellation must be submitted 5 days prior to show or will be charged 50% of rental fee. On-site cancellations will be charged 100% of rental fee.

**Payment:**

All exhibit orders must be reserved with a major credit card with payment in full due at the time the order is placed. A written confirmation will be sent to you once your order has been processed.



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