

# EXHIBITOR BADGE INFORMATION

Only company personnel working your exhibit are eligible for exhibitor credential badges. An exhibitor badge gives you access to the exhibit area throughout set-up, 2 hours before show opening each day, and during move-out. **You have the option of having your exhibitor badges mailed to you prior to the show or having them held for individual pick-up.** Exhibitor badges not received by mail will be available on-site at the Exhibitor Registration Counter in the Plaza. **Individuals picking up their own badge must show company as well as personal identification. *Be sure to complete and return the EXHIBITOR BADGE ORDER form by the deadline date (December 16th). If your form is not in by this date you will need to pick-up your badges at the Registration Counter. To avoid waiting in line on-site, please send in your form by the due date.***

Your company is allotted badges according to total exhibit area occupied, per the following formula:

200 sq. ft. or less	=	6 badges
201-500 sq. ft.	=	10 badges
501-2000 sq. ft.	=	12 badges
2001-3500 sq. ft.	=	15 badges
3501 sq. ft. or more	=	20 badges

All names should be typewritten or printed to ensure accuracy. **No initials will be accepted.** Badges will be produced showing only the name of the company which contracted for exhibit space.

Please limit the number of names accordingly and list only those regularly engaged in the conduct of your exhibit. Substitutions can be made only by relinquishing one badge for another if your limit has been reached.

The rule requiring all personnel to wear their badges during Show hours will be strictly enforced. The bearer of a credential must be able to show proper personal identification.

**A \$10.00 FEE WILL BE COLLECTED FOR ANY ON-SITE REPLACEMENT BADGES OR ANY ADDITIONAL BADGES OVER ALLOTTED AMOUNT.**