

EXHIBITOR BADGES INFORMATION

Only company personnel working your exhibit are eligible for exhibitor 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 pick-up.** Exhibitor badges not received by mail will be available at the show office beginning Tuesday, February 5 at 9:00 am. **Individuals picking up their own badge must show company as well as personal identification. Be sure to enter all names in the portal by the deadline date. Each exhibitor will receive a direct link via email to enter badge names in the portal.**

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

199 sq. ft. or less = 6 badges
200-399 sq. ft. = 10 badges
400-2000 sq. ft. = 15 badges
2001-3500 sq. ft. = 20 badges
3501-5000 sq. ft = 25 badges
5001 – 7500 sq. ft. = 30 badges
7501 sq. ft.+ = 40 badges

If you need more badges than the allotted amount, they may be purchased for \$12.00 per badge.

All names should be entered into the portal using the link provided. No initials will be accepted. Badges will be produced showing only the name of the company which contracted for exhibit space and person's personal name.

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.

**A \$12.00 FEE WILL BE COLLECTED FOR ANY
ON-SITE REPLACEMENT OF BADGES**