



JANUARY 9-11, 2014 ORLANDO, FL
ORANGE COUNTY CONVENTION CENTER, WEST HALL

Exhibitor Registration and Guidelines

Surf Expo is pleased to offer easy, secure online registration for exhibitor staff badges. To register your staff, including team riders and models 16 years of age or older, click or copy/paste the link below into your browser or click "Exhibitor Registration" in the Exhibitor Service Kit. Be sure to have your **exhibitor ID and show contract number** available (found on your booth confirmation letter or by contacting June Griffeth at jgriffeth@surfexpo.com).

Exhibitor Login link for registration or changes is: <http://www.surfexpo.com/Exhibitors/ExhibitorLogin.aspx>

Begin entering your working staff member names online **immediately** in order to ensure your staff badges are available for pick up onsite only at Exhibitor Registration and **will not be mailed prior to the show**.

Each time you log on you will see all the names you have previously entered. They are not pulled until the deadline. All names (including changes) must be submitted online no later than **Sunday, January 5, 2014**.

Badge requests for working **minor staff (under the age of 16)** must be submitted by application form no later than **Thursday, December 26, 2013**. They are not accepted online. **Badges for minors will not be authorized on site or after the deadline.**

Show dates are Thursday to Saturday, January 9-11.

Exhibitor Registration hours are:

Tuesday, January 7	8 am – 6 pm
Wednesday, January 8	8 am – 7 pm
Thursday, January 9	7 am – 6 pm -Show hours 9 am – 6 pm
Friday, January 10	8 am – 6 pm -Show hours 9 am – 6 pm
Saturday, January 11	8 am – 3 pm -Show hours 9 am – 4 pm (move out 4 pm – 10 pm)
Move-Out only (registration closed)	
Sunday, January 12	8 am – 6 pm
Monday, January 13	8 am – 12 pm All carriers must be checked in by 10 am

All exhibitor personnel will be required to show photo ID in order to receive a badge. Bulk onsite badge pickup can be arranged per company by contacting Steven Fisher at sfisher@surfexpo.com before **Sunday, January 5, 2014**.

- **Seven (7) staff members are allowed for each 10x10 booth space your company has leased.** This includes all reps, models and team riders. Any names listed over your allocation will be omitted.
- **All exhibitor personnel will be required to show photo ID in order to receive a badge.** Only official Surf Expo badge holders, obtained onsite at registration or badge holder pick up, will be allowed for entry.
- **Exhibitor badges are non-transferable.** You will receive a confirmation of your adult staff badge request via email immediately upon successful submission. Save a copy of your confirmation and your login ID and show contract number. Except for minor staff, exhibitor staffing changes will be accepted 24/7 online until **Sunday, January 5, 2014**. After **January 5th** all changes must be submitted onsite. Minors must be pre-approved by **Thursday, December 26, 2013** using the appropriate application form and verification process (see "Minor Badge Application").
- **Once onsite, staff additions or changes must be within your badge allotment and will be accepted without charge until 7 pm on Wednesday, January 8, 2014** (the last day of hall set up/move-in). Only an authorized employee of the exhibiting company can make badge changes and photo ID and business card will be requested.
- **Once onsite, in order to properly track badge allotment of 7 staff per 10 x 10 booth space; notify Surf Expo of all staff badge cancellations in person at Exhibitor Registration by 7 pm on Wednesday, January 8, 2014.** Badges issued for staff who will not be attending should be returned to Exhibitor Registration onsite. Any badge used by a person other than the registered name on the badge will be confiscated by Security.
- **The replacement charge for a lost or forgotten exhibitor badge or badge changes made after the deadline, is \$50,** payable by credit card or cash, and must be paid onsite at the time of re-issuance. Photo ID will be required.
- It is the exhibiting company's responsibility to make sure all sales reps are aware of these guidelines.