



EXHIBITOR BADGES

Deadline for ADVANCE REGISTRATION: **Friday, January 31, 2014**

Advance badge orders will be processed on-line at www.wvc.org

The exhibitor badge order page will not be available on the WVC website after February 1, 2014. After this date, registration will be processed on-site. The registration desk opens at 8am Saturday, February 15, Mandalay Bay Convention Center 2nd Level, Shoreline B.

FEES:	Advance	\$250 per badge (if over complimentary badge allotment)
	On-Site	\$300 per badge (if over complimentary badge allotment)
	Guest	\$50.00 On-site only

To order badges please follow the following instructions:

1. Log on to WVC.org/
2. Hoover over Exhibitor in the menu banner and click on the Exhibitor Portal. Then click Assign Badge Personnel from the left side menu.
3. Enter your booth assignment
4. Enter your confirmation number
5. Click Next
6. Enter your e-mail
7. Enter your password (Password are case sensitive); this should be the same as your profile password, if you set one up.
8. If this is your first time to the site, select that you have not registered on the site. Then set up a profile account.
9. The first option you have is to determine if you are registering yourself with other attendee or if you just registering other attendees. If you are registering other people, but not yourself select the first check box. Enter your email address, first name, and last. Then enter your first Representative.
10. If you are registering yourself plus additional badges, move to the Account Section. Enter the first representative's information.
11. Once you have entered the information for the first person, click Next under the Registrant Type.
12. At this time you can add another Registrant or you can submit the current name(s)
13. If you wish to enter another registrant, click the "Add Another Registrant" button, and enter the next person click next at the bottom to move on.

14. Once you have finish entering Exhibitor Registrants, check the box at the bottom to agree to the terms and conditions then click the submit button.
15. You will be taken to the Confirmation page and an email will be sent to the address you entered confirming your entries.

If more than the allotted number of badges are ordered, payment must be made in order to secure the attendee badge (\$250.00 each advance and \$300.00 on site).

Guest Badges will be available for sale onsite only. The cost will be \$50.00 per badge. If you have questions or need assistance, please contact Joel Altman at 702-739-6698.