



EXHIBIT HALL REGISTRATION PROCEDURES CSM 2014

Exhibitor Registration

The following information is to help you with this year's online registration process. For Exhibitor Registration the exhibitor's designated point of contact will receive a password via email from the CSM 2014 registration company, J. Spargo & Associates.

To access your exhibitor records use the following link, select your company from the list and enter your password (this site will stay live throughout the conference): <https://show.jspargo.com/aptacsm14/exhibitor/login.asp>

To register your booth personnel, select the number of badges you would like to register and then click "Add New Registration". Fill in all requested information for each badge.

Substitutions and name changes can be made online at no charge.

Cancellations – All requests for cancellations of booth personnel must be received in writing by the CSM 2014 Registration Center.

Exhibitor Personnel – Over Allotment: No refunds will be permitted for booth personnel badges purchased overallotment

Badges will not be mailed in advance to exhibitors. Exhibitor badges may be picked up onsite at the Exhibitor Registration desk in the Sands Expo Center beginning on **Monday, February 3, 2014**. Registration hours are available online at <http://apta.org/CSM/Exhibit>.

If you have any questions regarding registering your exhibitor personnel, please contact the CSM 2014 Registration Center at 877-585-6003 or email us at aptaregistration@jspargo.com

Exhibitor Liaison

Each company must designate one person to serve as the on-site contact or exhibitor liaison for CSM 13. This provides companies with the flexibility to make personnel changes for their booth rather than have APTA representatives determine who should or should not be allowed into the hall. Responsibilities of the Exhibitor Liaison include:

- Making on-site personnel changes
- Picking up the "Guest" badge(s) and/ or model badges leaving the name of the badge recipient(s) at the Exhibitor Registration counter

Additional Information

- **Official conference badges must be worn at all times in the hall.** Security will ask anyone without a badge to leave the hall. Please do not attach business cards to badges.
- Badges may not be exchanged and payment for additional badges is non-refundable. Additional badges may be requested on the enclosed exhibitor registration form. Badges are good for admittance to the Exhibit Hall only.
- **Lost badges** - If you have misplaced your badge it may be replaced only once, for **\$50 USD**.

Exhibitor Registration

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| Monday, February 3 ----- | 7:00 am- 7:00 pm |
| Tuesday, February 4 ----- | 8:00 am- 3:00 pm |
| Wednesday, February 5 ----- | 8:30 am- 3:00 pm |
| Thursday, February 6 ----- | 8:30 am- 1:00 pm |

Registration lines may be long as the hour of the show's opening approaches. For your convenience, registration will be open both the day before and the morning of the show open. If you plan on registering just prior to the show's opening, please be patient as there may be a wait.