

# MAGIC MARKET WEEK

## EXHIBITOR BADGE ON-LINE REGISTRATION INSTRUCTIONS

- WHEN REGISTRATION OPENS, THE SHOW CONTACT WILL RECEIVE AN EMAIL WITH A LINK AND INDIVIDUAL PASSWORD TO REGISTER FOR BADGES.

QUESTIONS?

CALL YOUR CUSTOMER SERVICE REPRESENTATIVE AT 310.857.7500

# MAGIC MARKET WEEK

## NOTICE OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTORS

(To be filled out by exhibitor)

DEADLINE: JANUARY 10, 2014

(Please check all that apply)

☐ **MAGIC**   ☐ **MVMNT**   ☐ **Sourcing at MAGIC**   ☐ **FN PLATFORM**   ☐ **WWDMAGIC**   ☐ **WSA**

When using an EAC or trimmer, this form must be completed by the exhibitor and returned to the MAGIC office. It is the responsibility of the exhibitor to advise their EAC or trimmer of the MAGIC show rules.

Please forward the EAC or Trimmer badge request form to the company that you have hired. They are responsible for completing the badge request form and submitting payment to MAGIC.

There are certain requirements that must be satisfied before providing services on the property of the Las Vegas Convention Center or the Mandalay Bay Convention Center. This form must be sent to the address below and the "Work Authorization Form" found under the "Labor" tab must also be filled out and submitted to GES.

Exhibiting Company: \_\_\_\_\_

Booth Number(s): \_\_\_\_\_

Contractor/Trimmer Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

On Site Address or Hotel: \_\_\_\_\_

On Site Phone: (\_\_\_\_\_) \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

MAIL OR FAX TO:  
MAGIC  
2501 COLORADO AVE., #280  
SANTA MONICA, CA 90404  
ATTN: RICK SMITH  
FAX: 310.943.2450

# MAGIC MARKET WEEK

## EXHIBITOR APPOINTED CONTRACTOR BADGE REQUEST

(To be filled out by EAC)

DEADLINE: JANUARY 10, 2014

**BADGES DO NOT MAIL IN ADVANCE**

Company Name: \_\_\_\_\_

Badge Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Hotel staff is staying: \_\_\_\_\_

Events Working: \_\_\_\_\_

**MAGIC requires a \$150.00 fee along with a valid certificate of insurance from all EAC's providing services at the MAGIC show.** Once your payment is processed you will be sent a link to register your staff. Badges do not mail in advance. They must be picked up on site at the Contractor Registration Counter with a valid photo ID. All EAC personnel will be required to wear their badges and carry photo ID during move-in and move-out. These badges are not valid during show hours. No one under 18 is permitted on the show floor during move-in and move-out.

Checks should be made payable to MAGIC and submitted along with the application and Certificate of Insurance to:

MAGIC  
2501 Colorado Ave., #280  
Santa Monica, CA 90404  
ATTN: Rick Smith

Badges are non-transferable. This form is to be used for EAC personnel. Your company will be responsible for the actions of all employees listed. MAGIC staff will inspect for properly coded badges and violators will be escorted by security from the exhibit area.

**DO NOT FAX THIS FORM**

# MAGIC MARKET WEEK

## TRIMMER BADGE REQUEST FORM

(TO BE FILLED OUT BY TRIMMING COMPANY)

DEADLINE: JANUARY 10, 2014

**BADGES DO NOT MAIL IN ADVANCE**

Company Name: \_\_\_\_\_

Badge Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Hotel staff is staying: \_\_\_\_\_

**MAGIC requires a \$25.00 fee along with a valid certificate of insurance from all trimmers providing services at the MAGIC show.** Badges do not mail in advance. They must be picked up on site at the Contractor Registration Counter with a valid photo ID. All trimmer personnel will be required to wear their badges and carry photo ID during move-in and move-out. These badges are not valid during show hours. No one under 18 is permitted on the show floor during move-in and move-out.

Checks should be made payable to MAGIC and submitted along with the application to:

MAGIC  
2501 Colorado Ave., #280  
Santa Monica, CA 90404  
ATTN: Rick Smith

Name –First & Last (no nicknames please)	Title (Photocopy for larger lists)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

Badges are non-transferable. This form is to be used for trimmer personnel. Your company will be responsible for the actions of all employees listed. MAGIC staff will inspect for properly coded badges and violators will be escorted by security from the exhibit area.