

EXHIBITOR BADGE REGISTRATION

To ensure the accuracy of your badges, please register online!!!

IMPORTANT – PLEASE READ

Due to increased liability claims and fraudulent use of exhibitor badges, ISSE will **no longer** permit one representative from an exhibiting company to pick up all badges for that company. Each registered exhibitor must present photo ID at Exhibitor Registration to receive their badge. As a result of this new policy, exhibitor badges WILL NOT be mailed in advance. **Exhibitor Badges can be picked up at the Exhibitor Registration Counters in the Long Beach Convention Center** from 3:00pm – 6:00pm on Thursday, January 24th and again at 8:00am on Friday, January 25th. The counters are in the Main Promenade as well as the Pacific Ballroom (Arena).

EVERYONE WILL NEED A BADGE TO ENTER THE SHOW FLOOR ON FRIDAY.

HOW TO REGISTER:

Log onto the following link – [EXHIBITOR REGISTRATION](#)

1. Click “Exhibitor Login/Exhibitor Console
2. Enter your password
3. Click “Exhibitor Registration”
 - a. If you do not have your password, enter your email address to have it resent to you.

Exhibitor Registration at the Long Beach Convention Center will be open the following hours:

Thursday, January 24th – 3:00pm – 6:00pm
Friday, January 25th – 8:00am – 5:00pm
Saturday, January 26th – 9:00am – 5:00pm
Sunday, January 27th – 8:00am – 6:00pm
Monday, January 28th – 9:00am – 5:00pm

To receive badges, exhibiting companies must meet ALL of the following conditions:

- Booth space must be paid for in full
- Certificate of Liability Insurance must be submitted
- California Sellers Permit must be submitted
- PBA Membership must be current through January 31st, 2019

If the above criteria have not been met, badges WILL NOT be issued!

BADGE ALLOTMENT GUIDELINES:

The number of badges you receive is determined by the size of your booth space. Please consult the chart below for booth size and badge allotments.

100 sq/ft: 5 Badges	400-600 sq/ft: 20 Badges
200 sq/ft: 10 Badges	700-1400 sq/ft: 35 Badges
300 sq/ft: 15 Badges	1500-3000 sq/ft: 50 Badges
3100 + sq/ft: 70 Badges	

Additional Badges are \$90.00 each

RESTRICTIONS:

Children under the age of 16 (including infants) are not permitted on the show floor. Do NOT include children when registering.

By registering online, you acknowledge that you have received and read all Rules & Regulations in the Exhibitor Resource Guide.