

## EXHIBITOR BADGE REGISTRATION

**To ensure the accuracy of your badges, please register in advance 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 registration to receive their badge. **Exhibitor Badges can be picked up at the Exhibitor Registration Counters in the Long Beach Convention Centers starting at 8:00am on Friday, January 24<sup>th</sup>.** The registration counters are located in the Promenade Lobby 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](#) link will need to be added much later.

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:

Friday, January 24<sup>th</sup> – 8:00am – 5:00pm  
Saturday, January 25<sup>th</sup> – 9:00am - 4:30pm  
Sunday, January 26<sup>th</sup> – 8:00am –5:30pm  
Monday, January 27<sup>th</sup> – 9:00am – 4:30pm

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 31<sup>st</sup>, 2020

**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 \$60.00 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.*