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Registration & Travel

EXHIBITOR REGISTRATION INFORMATION

Exhibiting company personnel who will be involved in booth set-up AND/OR will staff the booth on the event floor for all or most of the event hours are required to wear a badge at all times.

- Each exhibiting company is allowed up to five booth staff badges per 10 x 10 booth at no cost

EXHIBITOR BADGES – Registration Instructions – Online registration will be available for Exhibitor Registration. Information will follow shortly.

REGISTRATION HOURS ONSITE

*Day passes will be available until registration opens

Sunday, April 21	3:00 pm – 5:00 pm
Monday, April 22	7:00 am – 5:00 pm
Tuesday, April 23	7:00 am – 7:00 pm
Wednesday, April 24	7:30 am – 5:30 pm
Thursday, April 25	8:00 am – 3:00 pm

RECEIVING YOUR BADGES

Exhibitors who fill out the Registration forms online will be able to pick up their badges onsite during exhibitor registration hours.

ACCESS TO EXHIBIT FLOOR

Exhibitor badges allow access to the exhibit hall at 8:00 AM each day the floor is open, and during move-in and move-out hours.

TEMPORARY MOVE-IN/MOVE-OUT BADGES

Temporary work passes will be available for Exhibitor Appointed Contractors who will be involved in the installation and dismantling of your booth and for Exhibitor Staff during move-in before Exhibitor Registration has opened. These badges can be requested on-site at the Exhibitor Registration desk or from security and are **only** valid during move-in and move-out hours. Make sure to fill out the Notice of Intent to Use Exhibitor Appointed Contractor in Section 5 (*Labor*). We must have a list of workers on file and a certificate of insurance 30 days prior to the event before they are allowed to work on site. They also must provide photo ID and business card on site before being allowed on the exhibits floor.

Reminder– Please do not register your customers as booth staff. Have them fill out a complimentary exhibits pass instead. Extra complimentary exhibits passes are available while supplies last.

FREE CONFERENCE PASS

One complimentary All Access conference pass, transferable (to a fellow employee). The All Access conference pass allows the holder to attend any of the conference sessions



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(provided space is available), with the exception of Monday's Tutorials and lunch). Passes will be available for pick up at the Exhibitor Registration counter. This transferable pass can be signed for and picked up by any staff member from your company who is already registered with an Exhibitor Badge. Please note, however, that only one staff member at a time can use the pass.