



designwest

center of the engineering universe

General Information

ONSITE REGISTRATION POLICY

UBM Tech has implemented the following policy for the DESIGN West event to assist in the safety of our exhibitors by preventing non-exhibitors from obtaining booth staff passes.

All exhibitors are highly encouraged to register their booth personnel in advance of the event. Onsite, any staff personnel who is not pre-registered will require approval from the primary booth coordinator, or designated onsite contact, to obtain his/her Exhibitor Booth Staff badge.

- We will attempt to contact the primary booth coordinator, or designated onsite contact listed in the Exhibitor Portal via phone or text to verify that the person is indeed approved to receive the badge, assuming the exhibitor has not gone over their allotment.
- If the booth coordinator or onsite contact is not available, an Expo Pass will be issued.
- Access will not be provided into the Expo Hall until the Expo opens at the published times.
- Once the Expo Hall opens, the individual can speak with his/her booth contact to have them speak with a representative at Exhibitor registration to have the badge converted to an Exhibitor Booth Staff badge.
- If the exhibiting company no longer has booth staff allotment available, the staff member will be issued an Expo Pass.
- A photo i.d. or company badge with a photo will be required to obtain the Exhibitor Booth Staff badge.