



Conference: January 28-31 • Expo: January 29 & 30

Registration & Travel

EXHIBITOR REGISTRATION INFORMATION

Exhibitor Registration Information

EXHIBITOR BOOTH STAFF PASSES – Exhibitor Booth Staff passes are for exhibiting company personnel who will be involved in booth set-up, and who will staff the booth on the show floor for all or most of the event hours.

EXHIBITOR MOVE-IN

Tuesday, January 28	8:00 am – 5:00 pm
Wednesday, January 29	8:00 am – 10:00 am

EXHIBIT HOURS

Wednesday, January 29	12:45 pm – 6:00 pm
Thursday, January 30	12:30 pm – 6:00 pm

DO NOT REGISTER CUSTOMERS AS STAFF. You can give customers a free Expo Only pass if they need to meet with you at your booth during the event hours. Check out the Exhibitor Center on our event website for more information.

After you have signed up for the event, you will receive an email from Kristen Nicasio containing the link and specific instructions on how to register your staff. Only the primary contact for this event has access to manage the list.

All staff badge allocations are based on booth size: 5 passes per 100 sq ft and 3 passes for Tabletops. The system will not allow you to go over this limit, so please manage your internal allocation accordingly.

Exhibitor registration is open! Please use the link below.

<https://designcon.tech.ubm.com/2014/exhibitorreg>

If you have any questions regarding this process, please contact Kristen Nicasio, 415.947.6283, kristen.nicasio@ubm.com.



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RECEIVING YOUR BADGES

Badges can be picked up onsite at Exhibitor Registration. Go to any exhibitor self registration terminal and enter the email with which you registered, and print out your badge. At the printer station, to obtain your badge, YOU MUST PRESENT YOUR PHOTO ID (driver's license or Exhibiting company issued ID card). Each registered attendee will be allowed to pick up their own badges only— not for friends, colleagues, etc.

Exhibitors who do not pre-register will be able to register during exhibitor registration hours. Again, YOU MUST PRESENT YOUR PHOTO ID (driver's license or Exhibiting company issued ID card). Each registered attendee will be allowed to pick up their own badges only— not for friends, colleagues, etc.

ACCESS TO EXHIBIT FLOOR

Exhibitor Booth Staff 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 the Exhibitor Appointed Contractors and Third Parties section. 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 expo pass instead.

FREE ALL ACCESS PASS

One complimentary All Access Pass is provided to each exhibiting company. The All Access Pass allows the holder to attend any of the conference sessions (provided space is available). 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 with photo ID and a business card. Please note, however, that only one staff member at a time can use the badge.