



## EXHIBITOR BADGE REGISTRATION

Registering your booth staff instructions were included in the booth confirmation email sent to your exhibitor contact on file with TRA Marketplace. Each company receives 5 complimentary exhibitor badges per 10'x10' (100 sq. ft.) of booth space. Additional badges are \$25 per person. If you do not register your entire booth allotment at once, you may register your remaining staff later by clicking the [Modify Registration link](#) in your registration confirmation email. **Online Exhibitor Badge Pre-Registration closes Wednesday, July 5, 2017.**

If you have not ordered your badges by this date, you must do so onsite during move-in days. For accuracy and efficiency, please follow these key points when completing your badge order:

- One badge per person; badges must be worn at all times.
- Badges are only for employees scheduled to work your booth or deliver supplies at TRA Marketplace.
- Badge holders and lanyards will be available onsite at Exhibitor Registration.
- Brokers should communicate with the companies they are representing to determine who is responsible for badges – duplicate badges will not be allowed.

### ONSITE REGISTRATION

Onsite Exhibitor Registration will be available inside Lobby D of the Kay Bailey Hutchison Convention Center.

Friday, July 7, 2017	8:00 a.m. – 5:00 p.m., through
Monday, July 10, 2017	8:00 a.m. – 4:00 p.m.

### REPLACEMENT BADGE CHARGE: \$60 PER BADGE

If you have already received your badge and do not have it with you onsite, you will be charged for a replacement badge. If you lose your badge during TRA Marketplace, you will also be charged for a replacement badge. This policy will be strictly enforced.

### 2017 SHOW POLICIES

1. **No one under the age of 16 will be admitted into the TRA Marketplace during show hours (including infants and toddlers).** This rule is strictly enforced and applies to both attendees and exhibitors.
2. Rolling carts, wheeled bags and luggage carts will not be allowed in the exhibit hall during show hours.
3. Anyone who is observed to be soliciting business in the aisles or other public places in the convention center will be asked to leave.
4. TRA Marketplace is a trade event and is NOT open to the public. You must be directly involved in the foodservice industry to attend. A business card demonstrating your affiliation with the industry or your company's tax ID number is required to register onsite.
5. By attending TRA Marketplace you consent to the use of your image and/or name by the Texas Restaurant Association on marketing materials and any registered publishing, broadcast and cable media without charge or obligation.

**FAILURE TO COMPLY WITH SHOW POLICIES WILL RESULT IN EXPULSION FROM THE SHOW AND FORFEITURE OF BADGE AND MONIES PAID.**