



EXHIBITOR REGISTRATION INFORMATION

The primary contact for your company will be sent login information for ICMI Contact Center Expo's Exhibitor Registration Portal. Exhibitor Registration is completed within the Registration Portal.

Exhibiting company personnel who will be involved in booth set-up on Monday, October 16 (8am – 5pm) and Tuesday, October 17 (8am – 2pm) AND/OR will staff the booth on the expo hall floor for all or most of the event hours are required to wear a badge at all times.

- Each exhibiting company is allotted a certain amount of booth staff badges at no cost. Additional passes may be purchased. Information on purchasing additional passes can be found in the exhibitor portal.
- All exhibitors may access the exhibit floor 1 hour prior to opening.
- All exhibitors must clear the exhibit floor 30 minutes after the expo hall floor closes.

RECEIVING YOUR BADGES

Badges may be picked up at the Exhibitor Registration desk located in the North Pre-Function lobby. You must present a valid photo ID at the registration desk.

ACCESS TO EXHIBIT FLOOR

Exhibitor badges allow access to the exhibit hall 1 hour prior to opening and 30 minutes after the floor closes each day the floor is open, and during move-in and move-out hours.

TEMPORARY MOVE-IN/MOVE-OUT BADGES

Temporary wristbands will be available for Exhibitor Appointed Contractors who will be involved in the installation and dismantling of booth spaces. These wristbands can be picked up onsite at the EAC check-in desk and are **only** valid during move-in and move-out hours. If you are planning on using a contractor, you must fill out the Notice of Intent to Use Exhibitor Appointed Contractor in the Exhibitor Appointed Contractors Section. Show Management must have a list of workers on file and a certificate of insurance 30 days prior to the event for an Exhibitor Appointed Contractor to be allowed to work onsite. They also must provide photo ID and business card onsite before being allowed on the exhibit floor.

Reminder– Please do not register your customers as booth staff.