



EXHIBITOR BADGE POLICIES

BADGE REGISTRATION POLICIES

Exhibitors must have a conference name badge for each person working in their booth. Badges may be obtained through online exhibitor registration at www.hitec.org, by using the paper Exhibitor Registration Form, or at on-site registration. Exhibitor registration is valid for booth personnel only. *Exhibitors are not permitted to register attendees, guests, qualified buyers and non-exhibiting suppliers as exhibitors.* Attendee registration is available online for these. Violators of exhibitor registration policies will have priority points deducted and the improper registrations will be voided.

Beginning at 2:00 p.m. on Monday, June 20, no one will be admitted to the exhibit hall without a badge. This includes exhibitors wanting to pick up badges left in their booths. Replacement of lost or misplaced badges will cost \$25 each (subject to change) and an I.D. will be required. Lost tickets must be purchased. As per the Exhibit Display Rules & Regulations, badges must bear the company name designated on the Contract for Exhibit Space. Badges altered in any manner will not be allowed in the exhibit hall and the exhibitor will be required to re-register at the on-site price.

COMPLIMENTARY EXHIBITOR BADGE ALLOTMENT

Complimentary exhibitor badges permit access to HITEC Monday-Thursday education and general sessions, the exhibit hall and Monday's Opening Party. Badges do not include access to events with separate registration or co-located events. Lunch vouchers will not be provided.

Each exhibiting company receives two complimentary exhibitor registrations per 10'x10' space leased. Complimentary registration limits are as follows:

<u>Number of 10'x10' Booths</u>	<u># of Complimentary Badges</u>
1 Booth (10'x10' space)	2 Exhibitor Registrations
2 Booths (10'x20' space)	4 Exhibitor Registrations
3 Booths (10'x30' space)	6 Exhibitor Registrations
4 Booths (20' x 20' space)	8 Exhibitor Registrations
6 Booths (20' x 30' space)	12 Exhibitor Registrations
8 Booths (20' x 40' space)	16 Exhibitor Registrations
9 Booths (30' x 30' space)	18 Exhibitor Registrations
12 Booths (30' x 40' space)	24 Exhibitor Registrations
15 Booths (30' x 50' space)	30 Exhibitor Registrations

ADDITIONAL EXHIBITOR BADGES - OVER THE COMPLIMENTARY ALLOTMENT

Badges for exhibiting personnel, over the complimentary allotment referenced above, may be purchased. There are two types of paid exhibitor badge registrations as describe below:

- **Booth Staff** badge registrations cost **\$200** each and permit access to the exhibit hall, three HITEC Keynote Sessions (held Mon. p.m., Tues. a.m. and Thurs. p.m.) and Monday's Opening Party. This type of registration does not include education sessions or co-located events.
- **Paid Exhibitor Full Conference** badge registrations cost **\$625** each and permit access to HITEC Monday-Thursday education and Keynote Sessions, the exhibit hall and Monday's Opening Party. Badges do not include access to events with separate registration or co-located events. Lunch vouchers will not be provided.

OPENING PARTY

The Opening Party is Monday, June 20, 6:30 – 9:00 p.m. at Generations Hall. All exhibitors are invited to attend as the Opening Party is included with all exhibitor badge registrations. **Badges are required for entry into the Opening Party. Please plan to pick up your badge at the registration desk at the convention center prior to the opening of the party.**

BADGE REGISTRATION INSTRUCTIONS

USING ONLINE BADGE PRE-REGISTRATION

★ Online Exhibitor Badge Registration will be available in April at www.hitec.org. The designated booth contact for your company will receive a login and password to access your company's online badge registration form. Online badge registration must be used unless paying for extra registrations by check. Online exhibitor badge registration will be open through Friday, June 17, 2016. **Important:** Credit card payments for additional exhibitor badges will be processed upon entry into the registration system.

USING A MANUAL (PAPER) BADGE PRE-REGISTRATION FORM

For registration payments by check, you must request a personalized Exhibitor Registration Form from HFTP at 512-220-4034. The form must be mailed with a check payable to HFTP by Monday, May 30, 2016. Checks are accepted in U.S. funds only. If paying by credit card, you must use the online system.

ON-SITE EXHIBITOR BADGE REGISTRATION

If you do not pre-register, you must register on-site prior to entering the exhibit hall at **2:00 p.m. on Monday, June 20**. On-site registration will be held in the Hall B lobby of the convention center during the following hours:

Sunday, June 19	3:00 p.m. – 5:00 p.m.
Monday, June 20	7:00 a.m. – 6:00 p.m.
Tuesday, June 21	8:00 a.m. – 5:00 p.m.
Wednesday, June 22	8:00 a.m. – 3:00 p.m.
Thursday, June 23	8:30 a.m. – 2:00 p.m.

Avoid the rush by picking up your badges before noon Monday. A badge is required to enter the exhibit hall beginning at **2:00 p.m. Monday**. Each registrant must pick up his or her own badge.

BADGES

Badges will bear the full name of the registrant, company name (as specified on the Contract for Exhibit Space), city, and state. What we see is what you get -- badges will be printed exactly as requested. Be certain to enter names correctly online, or print legibly and proof for correct spelling if using the paper Exhibitor Registration Form.

Exhibitor badges are **not mailed** in advance and must be picked up on-site at Exhibitor Registration. All exhibit personnel must present a business card at Exhibitor Registration to obtain their name badge. Please inform your staff of this policy. **Each individual must pick up his or her own badge and registration materials.**

CONFIRMATIONS

A list of registered booth staff can be obtained on the online registration system.

CANCELLATIONS AND SUBSTITUTIONS

Cancellation of exhibitor badge registrations must be submitting in writing to frank.garza@hftp.org or via fax to +1 (512) 249-1533. A 50 percent refund will be given if written cancellation notice is received by **June 1, 2016**. No refunds will be given after this date. All eligible refunds will be processed after the conference. Substitutions can be made in writing prior to the event via email or fax listed above, or onsite at the exhibitor registration counter.

IMPORTANT: To avoid confusion prior to and at the conference, please ensure each person working in your booth has a copy of these policies and instructions.