

# HFTP ANNUAL CONVENTION & TRADE SHOW | October 21–24, 2015

Hyatt Regency Bellevue  
Bellevue, Wash. USA

## EXHIBITOR BADGE POLICIES & INSTRUCTIONS

### BADGE REGISTRATION POLICIES

An exhibitor badge is required for each person staffing your booth. Badges may be obtained by using the enclosed Exhibitor Badge Form, or by registering onsite. Exhibitor badge registration is valid for company booth personnel only. *Exhibitor badges cannot be used by attendees, guests or company personnel not planning to work in the exhibit booth.* Attendee registration is available online at [www.hftp.org](http://www.hftp.org).

Exhibitor move-in begins at 1 p.m. on Wednesday, October 21 and exhibitors must have a badge to enter the exhibit hall. The cost to replace a lost or misplaced badge is \$25 and an I.D. will be required. Lost tickets cannot be replaced. As per the Exhibitor Display Rules & Regulations, badges must bear the company name that is designated on the Contract for Exhibit Space. Badges altered in any manner will not be admitted into the exhibit hall and the exhibitor will be required to re-register at a cost of \$125.

### COMPLIMENTARY EXHIBITOR BADGES

Each exhibiting company receives two complimentary exhibitor registrations per 10'x10' space rented. All exhibitor badges provide access to the exhibit hall on Wednesday and Thursday. Education sessions and the President's Evening Gala are not included. *If you wish to attend the entire conference, you may upgrade to a full convention registration at the member rate of \$650. Please indicate this on the exhibitor registration form and include payment.*

### ADDITIONAL BADGES

Additional booth personnel badges, over the complimentary allotment, are available for \$125 each. These badges provide the same access as the complimentary exhibitor badges. Education sessions and the President's Evening Gala are not included.

### SOCIAL EVENT

Exhibitor badges **do not** include tickets to the President's Evening Gala on Friday. Tickets to this event may be purchased for \$150 each on the registration form or onsite on a first-come, first-served basis. Lost tickets will not be replaced.

### BADGE ORDERING INSTRUCTIONS

Complete the enclosed fillable PDF badge form and email or fax it with any necessary payment to be received by HFTP by October 1. Exhibit personnel not registered in advance must register onsite before entering the exhibit hall on Wednesday. Please make checks payable to HFTP in U.S. funds. AMEX, Visa and MasterCard also accepted.

Badges will bear the person's name, the company name as specified on the Contract for Exhibit Space, city, and state. Please PRINT legibly and check names for correct spelling. A confirmation will be e-mailed to the contact person specified on the Exhibitor Registration Form.

Exhibitor badges are **not** mailed in advance. Exhibit personnel must pick up their own badge onsite at the HFTP Registration counter located in Evergreen East Foyer of the Hyatt Regency Bellevue, WA. A business card or photo I.D. must be presented to obtain a badge. Please inform your staff of this policy.

## **BADGE SUBSTITUTIONS/CANCELLATIONS/REFUNDS**

On or prior to September 30: Once the Exhibitor Registration Form is sent to HFTP, name changes can be made free of charge with a written request on company letterhead. There are no refunds for canceled paid exhibitor registrations but substitutions are accepted.

After October 1 and onsite: Registrations may be transferred to an individual from the same company at the Exhibitor Registration desk only if the initial badge is exchanged for the replacement badge. There are no refunds for unused paid exhibitor registrations.

## **ONSITE EXHIBITOR REGISTRATION**

Onsite registration will be open in the Evergreen Foyer the follow hours:

Wednesday, October 21 .....7:30 a.m. – 8:00 p.m.

Thursday, October 22 .....6:30 a.m. – 5:00 p.m.

**BE SURE TO REGISTER AND PICK UP YOUR BADGE BY NOON WEDNESDAY!** No exhibitors will be admitted into the exhibit hall for move-in without a badge. Each individual must pick up his/her own badge.

IMPORTANT: To avoid confusion prior to and at the conference, please ensure your booth personnel have a copy of these policies and instructions.
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