

EXHIBITOR BADGES INFORMATION

Only company personnel working your exhibit are eligible for exhibitor badges. An exhibitor badge gives you access to the exhibit area throughout set-up, 2 hours before show opening each day, and during move-out. **You have the option of having your exhibitor badges mailed to you prior to the show or having them held for pick-up.** Exhibitor badges not received by mail will be available at the Exhibitor/Will Call Counter beginning Monday, January 16th at 8:00 am. **Individuals picking up their own badge must show company as well as personal identification. Be sure to complete and return the EXHIBITOR BADGE ORDER FORM by the deadline date (December 2nd).**

Your company is allotted badges according to total exhibit are occupied, per the following formula:

200 sq. ft. or less = 6 badges
201-500 sq. ft. = 10 badges
501-2000 sq. ft. = 12 badges
2001-3500 sq. ft. = 15 badges
3501 or more sq. ft = 20 badges

All names should be typewritten or printed to ensure accuracy. No initials will be accepted. Badges will be produced showing only the name of the company which contracted for exhibit space and person's personal name.

Please limit the number of names accordingly and list only those regularly engaged in the conduct of your exhibit. Substitutions can be made only by relinquishing one badge for another if your limit has been reached.

The rule requiring all personnel to wear their badges during Show hours will be strictly enforced.

**A \$10.00 FEE WILL BE COLLECTED FOR ANY
ON-SITE REPLACEMENT OF BADGES**