

## **Registration for Badges**

This section includes descriptions and registration forms for exhibitor badges.

<b>Subject</b>	<b>Form</b>	<b>Due Dates</b>
Exhibitor Badges <a href="https://www.badgeguys.com/reg/itc2007/exhibitor.aspx">https://www.badgeguys.com/reg/itc2007/exhibitor.aspx</a> Admits bearer into the exhibit hall during restricted and regular hours	Badges(on-line)	October 13, 2007
Conference Badge (2) Admits bearer to the technical sessions and exhibit hall during regular hours only. This badge includes the Company name only.	Complimentary	Automatic/on-site
Installation & Dismantle Badge Admits bearer to the exhibit hall during set-up and dismantle only.	Located in the Exhibitor Appointed Contractor section	October 20, 2007
Exhibits Only Badge Admits bearer to the exhibit hall only during regular hours. May be purchased by the exhibitor on a credit card or an individual may pay his own admittance.	Exhibits Only	On-site or Pre-Admits registration
Courtesy VIP Exhibits Badge (up to 5) Admits bearer to the exhibit hall only during regular hours. Each Exhibiting company may request up to five complementary Courtesy VIP Exhibits Badges. The name and contact information of the attendee must be provided. The badge may include "Complements of 'your company'" if requested.	Exhibits Only (on-line)	On-site or Pre-Admits registration

For your convenience, we will honor credit card payments for at-door registration for additional Exhibitor Badges and/or Exhibit Only Badges for employees and customers of your company. Arrangements can be made during installation to open a credit card account at the Exhibitor Registration counter. All badges are color-coded and restrictions will be enforced.

## **Badges**

Please note the following guidelines for Exhibitor Registration and Badge requests. We encourage advance planning, as it will facilitate our handling of your staff names and will keep long lines and confusion to a minimum at the Conference.

There are four basic categories of color coded badges.

**Exhibitor Badge** Admits bearer into exhibit hall during regular and restricted exhibit hours. This badge will admit bearer into the Welcoming Reception and Plenary Session, but not the technical sessions. <https://www.badgeguys.com/reg/itc2007/exhibitor.aspx>

**Complimentary Conference Badge** Admits bearer into all Technical Sessions. This badge only has the company name printed on it. The company will receive two badges and two proceedings.

**Installation and Dismantle Badge** The badge is intended for set-up and dismantle work prior to the official opening and closing of exhibits. The badge admits bearer into the exhibit hall only during the installation and dismantle period and is not valid at any other time.

**Exhibits Only Badge** and **Courtesy VIP Exhibits Badge** The badge is intended for non-Conference attendees and will admit bearer into exhibits during regular exhibit hours. The badge does not admit bearer into Technical Sessions, Welcoming Reception and Plenary Session and does not include ITC promotional or technical material.

Badges will not be mailed. They can be picked up at the Exhibitor Registration counter. If the due date for registration has passed, corrections, additions or deleted names will be processed on site.

## **Guidelines**

### **Exhibitor Badges**

Exhibiting companies will have a limited number of free badges for each booth purchased. As an exhibitor, you are entitled to 5 badges plus 5 additional badges per each contracted booth at no charge. For example, Company A has 3 booths and wishes to send 22 people. They will be entitled to 5 badges, plus 15 (5 X the number of booths purchased) giving them a total of 20 complimentary exhibitor badges. Since Company A needs 22 badges they will need to purchase 2 more.

Whenever your number of required badges exceeds the allotted complimentary number, you will be charged a fee of \$50 for each additional badge requested. These badges will not admit bearer into any Technical Sessions or other ITC activities except the exhibit, welcoming reception and plenary session.

Badges will be filed on site by company name and held at the Exhibitor Registration counter. Badges may be picked up in bulk or by each individual. Once badges are picked up individually, or in bulk, no corrections, substitutions, or replacements will be accepted.

If a member of the exhibiting staff is also registering for Conference attendance, (not to be mistaken with the Complimentary Conference Registration Badge) it is not necessary to purchase an exhibitor badge. If known, please indicate his/her name on the attached Exhibitor Registration Form. This person's Conference Badge will in turn be validated for unrestricted admission into the exhibit hall. Conference and Exhibitor Badge Registrations are filed separately and correlated in order to keep our attendance numbers on track. The two complimentary Conference Badges are NOT counted in the attendance.

### **Complimentary Conference Registration Badge**

As part of your exhibit space rental, each company will receive two full Conference Registrations in the company name only. The badge will not admit bearer into the exhibit hall during restricted hours and is not a substitute for an exhibitor badge. This complimentary registration includes two copies of the current Proceedings, which must be picked up and signed for at the Exhibitor Registration counter or other designated areas. This registration is a benefit to your company and we urge you to take advantage of it.

### **Courtesy VIP Exhibits Badge**

The badge is intended for non-Conference attendees and will admit bearer into the exhibits during regular exhibit hours. The badge does not admit bearer into Technical Sessions, Welcoming Reception and Plenary Session and does not include ITC promotional or technical material. Each Exhibiting company may request up to five complimentary Courtesy VIP Exhibits Only Badges. The name and contact information of the attendee must be provided. The badge will include “Complements of ‘your company’” if requested.

Registration is online at. <https://www.badgeguys.com/reg/itc2007/exhibitor.aspx>

### **Exhibits Only Badge**

The badge is available on-site at the Exhibit Registration counter at a cost of \$50 per badge. Advance purchase will NOT be available. An exhibitor on behalf of a customer may also purchase the badge. The badge will have the name and company of the individual using the badge. Exhibitor purchasing customer badges may make the following arrangements:

Open an account at the Exhibitor Registration desk with a credit card. We will charge \$50 to the card for each authorized “Exhibits Only” badge.

One person from your company must be designated as sponsor, one credit card number used for this purpose, and one total charge will be submitted for the total number of sponsored badges.

You may use the Exhibits Only Form to send to your customers. If this form is used you must establish the credit card authorization at the Exhibits Registration counter.

The exhibiting company should be sure credit card information has been supplied so that your customer has a smooth experience when picking up his/her badge.

### **Installation and Dismantle Badge**

Badges are available on-site at the Exhibit Registration counter during set-up and for one hour after the exhibit closes. The badge should be used for your exhibit house, EAC, or any other individual who will not be required in the booth during exhibit hours. These badges are free and will not be valid once the exhibit opens. Be sure your support staff has an exhibitor badge if entrance into the hall is necessary after the installation period. The form for the Installation and Dismantle Badge is located in the Exhibitor Appointed Contractor section of this manual.

For restricted entrance into the exhibit hall, refer to the preceding page for explanation of the above badge categories.