



## **Exhibitor Name Badge Information**

PLEASE NOTE:

### **WE DO NOT REQUIRE BADGE NAME REQUESTS IN ADVANCE**

- **All Badges for the 2018 Expo will be printed ON-SITE AT NRG Center, Hall C.** There is no need to pre-register names.
- Only **FOUR** people per 10x10 space are allowed in the show hall at one time
- If you are rotating staff, they must check in to receive their badge and check out when they leave in order for next representative to check in.
- Each person must pick up their own badge. You cannot pick up someone else's badge for them.
- Exhibitor Service Floor Marshalls will be monitoring the exhibit hall to make sure staff booth limits are not exceeded
- You must include "celebrities"/entertainers in your total staff count
- Pick up your badge at the **EXHIBITOR CHECK-IN** area beginning Wednesday, from 4 - 7 pm and Thursday, from 8 am – 6 pm
- Once your name badge is picked up, you are responsible for bringing it back to the show for admittance. Replacement badges will cost \$5.00 each
- Only exhibitors with pre-printed badges in the designated badge holder will be admitted into the show area.
- There will be an **EXHIBITOR INFORMATION/PRE-SALES BOOTH** located near the entrance of the show to assist you in order to make this a successful show for you and your company