

BADGES / HOUSING / LEAD RETRIEVAL

Forms and information are provided in this section to assist you in making various registration and travel itinerary arrangements for your staff.

EXHIBITOR BADGES

It is recommended that you help your staff avoid onsite lines by registering them in advance.

Click [here](#) to register as an Exhibitor.

If you are using the services of an EXHIBITOR APPOINTED CONTRACTOR (EAC) to install your exhibit, their PERSONNEL SHOULD NOT BE REGISTERED AS YOUR STAFF. After you complete and return the EAC Notification Form in the LABOR/INSTALLATION & DISMANTLE section, your appointed contractor will be sent separate information regarding their personnel.

Your show badges **WILL NOT** be mailed to you. Badges can be pre-ordered and picked up in the Registration Area onsite. Badges can also be created onsite during move-in or show hours. **Do not register EAC personnel or customers on this form.**

If you register your customers as exhibitor personnel, then:

- they may be ignored by your booth personnel because their badge says "exhibitor".
- their lead retrieval information will have your company address instead of theirs.
- they could visit unstaffed booths (including your competitors') during non-show hours.
- their demographic information would not be in the attendee database.

TRAVEL AND HOUSING

Special discounted rates have been arranged with hotels. Please check out www.facilitiesexpo.com and click on appropriate show. Once there, click on the hotel/travel tab or see the information in this section to take advantage of these discounts.

BE SURE TO ALLOW TIME FOR THE MOVE-OUT PROCESS WHEN MAKING TRAVEL ARRANGEMENTS. Dismantling will not begin until 2:00pm on Thursday, May 3, and crate return can take up to several hours. It is recommended that you have at least one representative on hand to make sure that your shipment is properly packed and documented.

LEAD RETRIEVAL

The lead retrieval order form is included in this section of the manual. Click [here](#) to place your order online.