



EXHIBITOR BADGE POLICIES AND PROCEDURES

These policies and procedures apply to all companies requesting badges for booth personnel at the ATD Show 2018.

CONTACT PERSON

Each company must designate an official contact person. The official contact will submit all badge requests, and ATD Show Management will accept on-site additions, cancellations and changes, upon approval, from the official contact only.

BOOTH PERSONNEL

Register all employees of your company who will be in Las Vegas to work in your company's booth. Exhibitor badges permits entrance/admission to the following activities. It does NOT include admission to Workshops. For other badge options, see "Additional Badges."

- ATD Expo Hall – Westgate Hotel
- ATD Opening Night Reception – Westgate Hotel
- ATD General Sessions/Luncheons (2 people per booth) – Westgate Hotel
- ATD Final Night Gala – Encore Hotel
- NADA Expo Hall – Las Vegas Convention Center
- NADA General Sessions – Las Vegas Convention Center
- NADA Inspirational Session – Las Vegas Convention Center
- NADA Lifestyle Experience (Sunday only) – Las Vegas Convention Center

BADGE ALLOTMENT

Each exhibiting company is entitled to FIVE complimentary exhibitor badges for every 10'x10' booth rented (100 sq. ft.), up to a maximum of 60 badges per company.

Example: 10'x10' = five (5) badges
 10'x20' = ten (10) badges

IMPORTANT: To purchase additional exhibitor badges see below.

REGISTERING BOOTH PERSONNEL

Exhibitor Badge Registration is available online. Online registration is fast, secure and you receive an immediate confirmation of your badges. Go to www.atdshow.org and scroll on Exhibit, then click on Exhibitor Staff Badges & Hotel Rooms. You will need the password that was given to you in your Booth Space Confirmation Letter. You may request on-site pick-up, bulk badge pick-up (15 or more badges), or if you would like to have your badges sent to you in advance, you can supply a FedEx or UPS number to have them sent to you overnight. If you chose FedEx or UPS, the badges will be sent out the week of March 5, 2018. The deadline for entering this information is February 27, 2018.

ADDITIONAL BADGES

If you require more badges than your allotment for personnel staffing your booth, you may purchase additional Exhibitor Badges online. The cost for additional exhibitor badges is \$400 per badge. The advanced deadline for purchasing additional exhibitor badges is March 16, 2018. After this date, the cost for exhibitor badges will increase to \$450 per badge. Exhibitors who want to attend workshops may register in the Exhibitor w/Workshop category for a cost of \$600 per badge.

PLEASE NOTE: If you must cancel your additional paid badges, the following policy applies: By February 9, 2018 – \$35 cancellation charge per person; after that date - NO REFUND.

CHANGES

Changes may be made up until February 27, 2018 through the website for badges being sent via FedEx or UPS. After this date, change will need to be made onsite. If you need to make changes to badges you received via FedEx/UPS, please bring those badges to Exhibitor Registration, located in the Ballroom Foyer of the Westgate Las Vegas Resort & Casino.

BULK BADGE PICK UP

If you want to pick up all of your company's badges at the Westgate Las Vegas Resort & Casino, choose the "Bulk Badge Pick-Up" option when entering your badges online. This option will be available for 15 or more badges.

The badges will be available for pick-up by the designated contact beginning on Wednesday, March 21, 2018 at Exhibitor registration located in the Ballroom Foyer of the Westgate Las Vegas Resort & Casino.

NOTE: Individuals will not be given access to the expo hall without badges. The designated contact for bulk badge pick-up assumes all responsibility for distributing badges to the individual registrants.