



EXHIBITOR BADGE POLICIES AND PROCEDURES

These policies and procedures apply to all companies requesting badges for booth personnel at the ATD Show 2019.

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 San Francisco 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 – Marriott Marquis
- ATD Opening Night Reception – Marriott Marquis
- ATD General Sessions/Luncheons (2 people per booth) – Marriott Marquis
- ATD Final Night Gala – Epic Roasthouse
- NADA Expo Hall - Moscone Center
- NADA General Sessions – Moscone Center
- NADA Inspirational Session – Moscone Center
- NADA Lifestyle Experience (Sunday only) – Moscone 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 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 January 7, 2019. The deadline for entering this information is January 4, 2019.

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 January 18, 2019. 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 December 14, 2018 – \$35 cancellation charge per person; after that date - NO REFUND.

CHANGES

Changes may be made up until January 4, 2019 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 at the Golden Gate Ballroom Registration Desk, San Francisco Marriott Marquis.