



## EXHIBITOR REGISTRATION/BADGES

### Exhibitor Experient Dashboard

Exhibitors will login to the Experient dashboard where many components for the Expo are in one location. This includes:

- **Registering and editing on-site exhibit staff badges (see below)**
- Inviting customers to attend the show through the [Exhibitor Guest Program](#)
- Request a Visa letter invitation
- Request [wristbands](#) for move-in
- Making [Hotel Reservations](#)
- Ordering [Lead Retrieval](#)
- [Exhibitor Appointed-Contractor Management](#)

### Exhibitor Staff Badges

Complimentary exhibitor staff badges are provided to exhibitors for on-site access to the trade show. Exhibiting companies will be allotted five (5) staff badges for the first 100 square feet of exhibit space and two (2) staff badges for every 100 additional square feet of exhibit space under contract with a maximum of 50 complimentary Staff Badges, per exhibit booth. See the Allotments Chart on the following pages for details.

Additional Staff Badges are available at the cost of US\$129 per badge, which is the lowest member rate for the show.

### Exhibitor Staff Badge Guidelines

- Registration includes complimentary access to the [education conference program](#) for exhibiting members. Non-members can purchase this package for \$349.
- All [special events](#) including breakfasts, lunches, and receptions are ticketed events with a separate registration fee. Exhibiting members save 40%. Pre-registration is required and space is limited.
- No one under the age of 18 can be registered as an exhibitor.
- Do not register non-exhibitors through the Exhibitor Registration site. IAAPA will charge a US\$150 penalty per exhibitor staff badge used by a buyer. Use the [Exhibitor Guest Invitations](#) to register current/prospective clients to attend the trade show free.
- All badges and tickets must be collected on-site.

## Exhibitor Registration Instructions

1. Go to the [Exhibitor Registration site](#).
2. Enter a few letters of your company name (the “Exhibiting As” name noted on your contract).
3. Once you search and locate your company name, use your IAAPA Company ID as your password. If you cannot locate it, contact IAAPA at +1 (321) 319-7600 or e-mail [exhibitors@IAAPA.org](mailto:exhibitors@IAAPA.org).
4. The Contact Name listed is the person that will receive shipped [wristbands](#) if requested.
5. Click the “Register or Edit Staff” button. If you wish for the Contact to be registered to attend the show, you must click the “Add Registration” button next to their name.
6. Click the “Add New Person” field to add additional staff.
7. Request a Visa invitation letter for those international staff that require one.
8. Click the “Add Events” button next to the registrant’s name should you wish to purchase tickets for any special event functions that require a ticket as outlined [here](#). Tickets are limited and will sell out. Exhibiting Members save 40%.
9. Once you have registered all your staff badges, click the “Complete All Registrations” button until you reach the Confirmation page. Your registrations will remain Pending until you complete the registration process.
10. The confirmation can be viewed online under “View Completed” tab or e-mailed to individuals you select in that same tab.
11. You can login to the [Exhibitor Registration site](#) to cancel or substitute staff names prior to your badges printed on-site. Any changes can also be made on-site at no charge if the badge has not been printed. Once printed, the original badge must be brought to registration before a name change will be made.
12. There are no refunds for canceled or lost tickets.

**SAVE TIME IN ORLANDO AND REGISTER IN ADVANCE!**

**Step-by-Step Instructions:** Coming Soon!

## Badge Allotments

| Booth Size                 | Staff Badge Allotment | Exhibitor Guest Allotment (indoor & Exploration Station) | Exhibitor Guest Allotment (outdoor exhibits) |
|----------------------------|-----------------------|--|--|
| 100 (10'x10')              | 5                     | 10   | 5  |
| 200 (10'x20')              | 7                     | 20   | 10   |
| 300 (10'x30')              | 9                     | 30   | 15   |
| 400 (10'x40' or 20'x20')   | 11                    | 40   | 20   |
| 500 (10'x50')              | 13                    | 50   | 25   |
| 600 (20'x30' or 10'x60')   | 15                    | 60   | 30   |
| 800 (20'x40' or 10'x80')   | 19                    | 80   | 40   |
| 900 (30'x30' or 10'x90')   | 21                    | 90   | 45   |
| 1000 (20'x50' or 10'x100') | 23                    | 100  | 50   |
| 1200 (30'x40' or 20'x60')  | 27                    | 120  | 60   |
| 1500 (30'x50')             | 33                    | 150  | 75   |
| 1600 (20'x80' or           | 35                    | 160  | 80   |

|                               |    |     |     |
|-------------------------------|----|-----|-----|
| 40'x40')                      |    |     |     |
| 1800 (30'x60' or<br>20'x90')  | 39 | 180 | 90  |
| 2000 (40'x50' or<br>20'x100') | 43 | 200 | 100 |
| 2100 (30'x70')                | 45 | 210 | 105 |
| 2400 (30'x80')                | 50 | 240 | 120 |
| 2700 (30'x90')                | 50 | 250 | 135 |
| 2800 (40'x70')                | 50 | 250 | 140 |
| 3000                          | 50 | 250 | 150 |
| 4500                          | 50 | 250 | 225 |
| 4800 (60'x80')                | 50 | 250 | 240 |
| 5000                          | 50 | 250 | 250 |