



EXHIBITOR REGISTRATION/BADGES AND WRISTBANDS

EXPERIENT DASHBOARD

Exhibitors will login to the Maritz dashboard ([Exhibitor Registration](#)) 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 (see below)
- Making [Hotel Reservations](#)
- Ordering [Lead Retrieval](#)
- Approving your [Exhibitor-Appointed Contractor](#) (EAC)

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 \$139 for members or \$254 for nonmembers, per badge, which is the lowest member/nonmember rate for the show.

Exhibitors should follow physical distancing requirements based on a 3-foot radius (1-meter) space separating individuals and physical distancing space per person of approximately 7.1 sq. ft. circle (2.16 sqm). To determine the max number of people you should have inside your booth space at one time, divide your booth's total square feet by 7.1 Please consider booth staff as well as any perspective buyers visiting your booth during the expo.

BADGE GUIDELINES

- Registration includes complimentary access to the [education conference program](#) for exhibiting members. Nonmembers can purchase this package for \$379.
- 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 \$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. One person may collect for the entire team but will be required to provide a picture identification AND a company business card.

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). Note, if your company is based in China and your name does not appear when you do the search, please contact IAAPA at exhibitors@IAAPA.org.
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 exhibitors@IAAPA.org.
4. Once you get to the Dashboard, click the “Add/Edit Personnel” bar.
5. Click the “Add New Person” bar to add someone new.
6. Request a Visa invitation letter for those international staff that require one. Click “Update” when finished.
7. 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%.
8. Once you have registered all your staff, go the Exhibitor Summary page. Click the “Send All Confirmations” button or you can send individually by click the Registration ID number next to the name. Confirmations are NOT automatically sent.
9. 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.
10. There are no refunds for canceled or lost tickets. The fee is 50% of the early bird member/nonmember rate to replace any lost, stolen, or misplaced badges.

EXHIBITOR REGISTRATION IS NOW OPEN:

[IAAPA EXPO 2021 \(experientevent.com\)](http://IAAPA EXPO 2021 (experientevent.com))

Scroll to page 4 to view Step-by-Step Instructions

BADGE ALLOTMENTS

Booth Size	Staff Badge Allotment	Exhibitor Guest Allotment (indoor booths)	Exhibitor Guest Allotment (outdoor booths)
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 40'x40')	35	160	80
1800 (30'x60' or 20'x90')	39	180	90
2000 (40'x50' or 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

Booth Size	Staff Badge Allotment	Exhibitor Guest Allotment (indoor booths)	Exhibitor Guest Allotment (outdoor booths)
3000	50	250	150
3600 (40'x80')	50	250	180
4500	50	250	225
4800 (60'x80')	50	250	240
5000	50	250	250

WRISTBANDS

Exhibitors may wear wristbands, instead of their exhibitor badges, during move-in (through Sunday, November 14) and move-out to access the trade show floor. Exhibitor Registration opens on-site, Saturday, November 13 at 12:00 p.m. for those who wish to wear their badge instead.

Wristband use during move-in is only available November 11-14. The last day of exhibitor move-in, Monday, November 15 all exhibitors will need an exhibitor badge to access the show floor.

Wristbands will not be valid entry that day. Exhibitors must collect their on-site badges at registration by Monday to access the show floor.

Those that request wristbands in advance must do so by **October 15 – no exceptions**. Wristbands will be mailed via regular USPS mail to US addresses ONLY the week of October 18-22. International exhibitors that need access to their booth prior to November 13 should pick-up wristbands on-site at the Security Office (S221) beginning November 11.

ORDERING INSTRUCTIONS

From the dashboard of the [Exhibitor Registration](#) site, click the “Wristbands” bar. Indicate the number of staff that will require wristbands. The maximum allotment is 50 people per company. IAAPA will send 4 wristbands per person.

If you are NOT accessing the trade show floor prior to 12 p.m. Nov. 13 you do not need a wristband but can wear an exhibitor badge instead.

This program is for **EXHIBITORS ONLY**. Exhibitor-Appointed Contractors (EAC's) must register through the [EAC Registration](#) site to receive wristbands on-site in Orlando.

MOVE-OUT WRISTBANDS

Wristbands for move-out are not needed unless the person moving out was not registered for the show. They can pick-up wristbands at the Operations Office inside the Exhibitor Services/IAAPA Sales Office or at the Security Office (S221) after 2:00 p.m. on Friday, Nov. 19. Exhibitors bringing in staff/equipment to assist with the dismantling of their booth will need to wait until 5:00 p.m. on Friday, November 19 to access the show floor.

For safety and security concerns, non-exhibitors are NOT permitted to access the show floor during move-in and move-out. Exhibitors that provide wristbands to buyers will receive a \$150 fine and/or loss of seniority points.

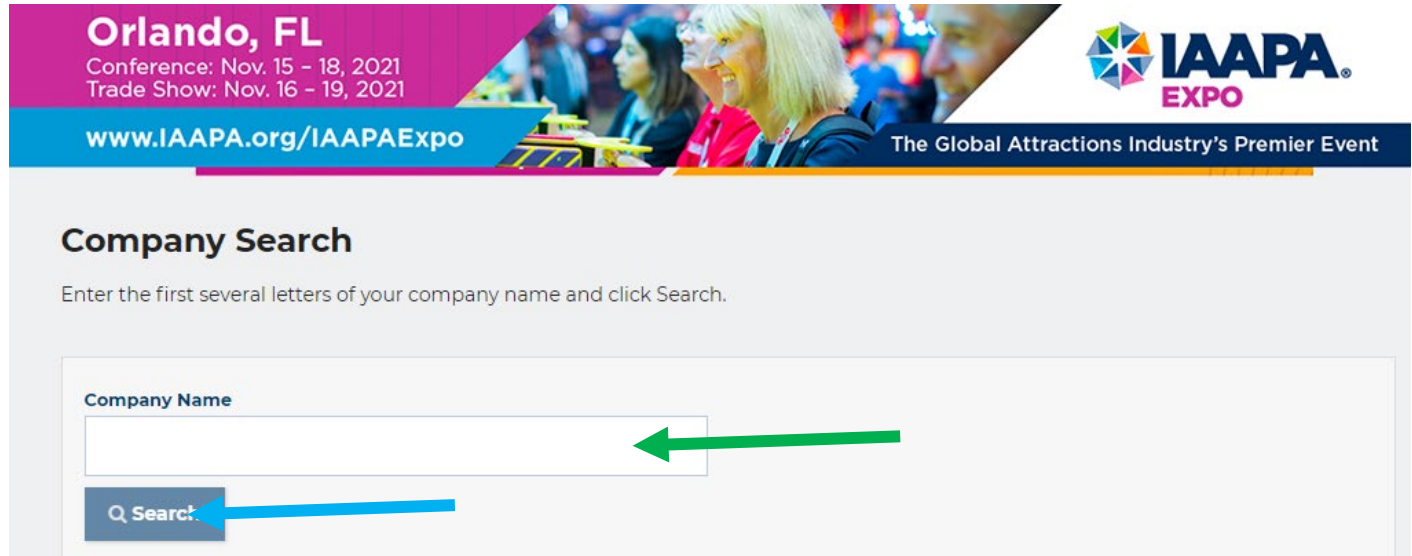
EXHIBITOR REGISTRATION INSTRUCTIONS FOR IAAPA EXPO 2021

Go to: <https://registration.experientevent.com/showiaa211>

Step 1: Go to the Exhibitor Registration site:

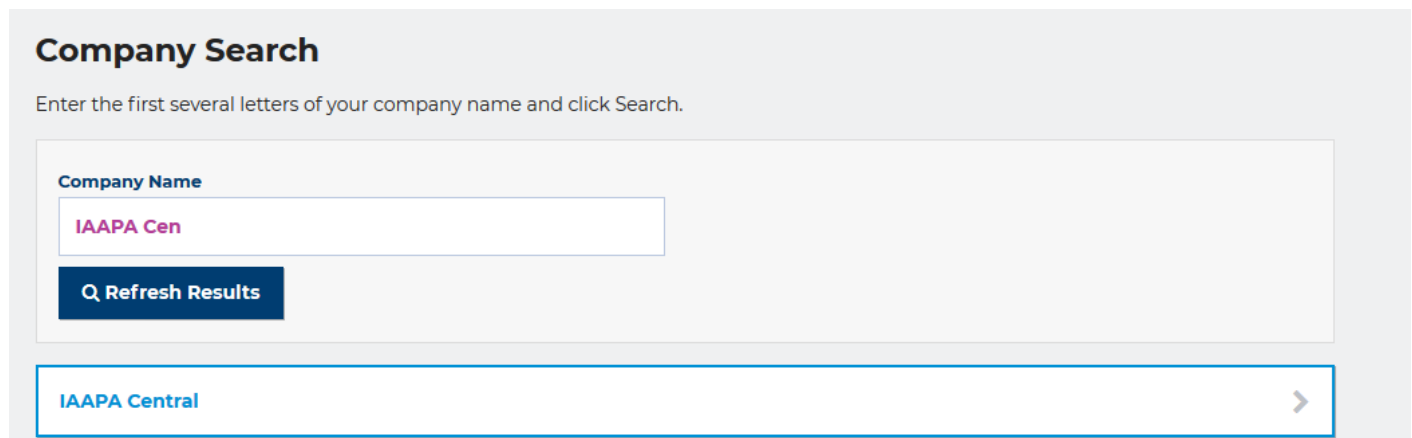
<https://registration.experientevent.com/ShowIAA211/Flow/EXHIBITOR#!/registrant//ExhibitingCompanySearch/>

Enter a few letters of your exhibiting company name (Exhibiting As from your contract) (**green arrow**). Your company name will either auto-populate or you will need to click the “Search” button at the bottom of the page (**blue arrow**).



The screenshot shows the top banner of the IAAPA EXPO 2021 website. The banner includes the text "Orlando, FL", "Conference: Nov. 15 - 18, 2021", "Trade Show: Nov. 16 - 19, 2021", the website URL "www.IAAPA.org/IAAPAE expo", and the IAAPA EXPO logo with the tagline "The Global Attractions Industry's Premier Event". Below the banner is the "Company Search" section. It contains a text input field labeled "Company Name" and a "Q Search" button. A green arrow points to the input field, and a blue arrow points to the "Q Search" button.

After you click “Search”, the page will reload with the results below the “refresh results” button. Click your company name.



The screenshot shows the "Company Search" section after a search. The "Company Name" input field now contains the text "IAAPA Cen". Below the input field is a "Q Refresh Results" button. At the bottom of the section, there is a list of search results. The first result is "IAAPA Central" with a right-pointing arrow next to it.

EXHIBITOR REGISTRATION INSTRUCTIONS FOR IAAPA EXPO 2021

Go to: <https://registration.experientevent.com/showiaa211>

Step 2: Enter your password (**red arrow**) which is your IAAPA Company ID. Click the “Next” button (**orange arrow**). If you cannot remember your IAAPA Company ID, e-mail Exhibitors@IAAPA.org

Validate

IAAPA Central

Enter your password and click Next.

Password

•••••

Remember Password ☐

Forgot your password?

[Click here](#) to have your password sent to the email address that we have on file for your company or contact exhibitors@IAAPA.org.

Next

[← Back](#)

Step 3: Once logged in you will see the Dashboard. New this year is your “membership status” (**blue box**). It will state in the (**orange box**) if you’re currently an IAAPA member or nonmember. Members receive education free and 40% off special event tickets. If they think this information is incorrect, e-mail ExhibitSales@IAAPA.org. The Exhibitor Contact tab (**red arrow**) is only used if you are shipping wristbands. Review/edit the information. If you do not need wristbands, click the “Add/Edit Personnel” (**green arrow**) button and proceed to Step 6. Otherwise, see below for Step 4.

Dashboard

Welcome to your Dashboard. From here you may register your staff badges, manage EACs, invite your Exhibitor Guests and order Lead Retrieval.

Exhibitor Guests: The Exhibitor Guest registration website will open late August. After August 30, if the Exhibitor Guest tab is light blue and nothing happens when you click it, your exhibit contract is not fully paid. Please contact exhibitsales@IAAPA.org for additional information.

Membership Status

Your company is a **MEMBER**. Rates for ticketed events and additional personnel are 40% lower for IAAPA members. Please contact exhibitsales@IAAPA.org if you believe this information is incorrect.

EXHIBITOR REGISTRATION INSTRUCTIONS FOR IAAPA EXPO 2021

Go to: <https://registration.experientevent.com/showiaa211>

Exhibitor Summary

Add/Edit Personnel →

Registration Activity

Completed	Incomplete
0	0

Registration Type(s)	Allotment Total	Total Registered	Allotment Available
Exhibitor	47	0	47

Wristbands
Stacey H. →

Edit →

Exhibitor Guest

EAC Management

Hotel

View Completed

Order Lead Retrieval
Launches in new browser window

Go! >

Group Financial Summary

Booking Total	\$0.00
Payments	\$0.00

EXHIBITOR REGISTRATION INSTRUCTIONS FOR IAAPA EXPO 2021

Go to: <https://registration.experientevent.com/showiaa211>

Step 4: Click the “Wristband-Optional” button (red arrow) to indicate if you wish to have any wristbands for move-in. Wristbands are only valid through Sunday, November 17th. The last day of move-in all exhibitors will need an exhibitor badge to access the show floor. The contact will receive any shipped wristbands, if selected or you can request to receive them onsite (green arrow). Click the “Save” button when finished.

Wristbands

[Dashboard](#)

Exhibitors may wear the wristbands, instead of their exhibitor badges, during move-in (through Sunday) to access the trade show floor. Exhibitor Registration opens on-site, Saturday, Nov. 13, at 12:00 p.m. for those who wish to wear their badges instead. **If you are not planning to access the trade show floor prior to 12 p.m. Nov. 13 you do not need a wristband and do NOT need to complete this section.**

Wristband use during move-in is only available Nov. 11-14. The last day of exhibitor move-in, Monday, Nov. 15, all exhibitors will need an exhibitor badge to access the show floor. **Wristbands will not be valid entry that day.** Exhibitors must collect their on-site badges at registration by Monday to access the show floor.

The deadline to request a wristband in advance is Oct. 15. Wristbands will be shipped regular USPS mail to USPS mail to US addresses ONLY to the address noted below. International exhibitors should pick-up wristbands on-site at the Security Office (S221) beginning Nov. 11 at no charge.

* indicates required fields.

✓ Do you require move-in wristbands?

Yes:

☒ Yes

☐ No

* How many exhibit staff will need a wristband? (maximum 50 staff per company)

DO YOU REQUIRE MOVE-IN WRISTBANDS? IF YES, HOW MANY EXHIBIT STAFF WILL NEED A WRISTBAND? (MAXIMUM 50 STAFF PER COMPANY) IS REQUIRED

* How would you like to receive your wristbands?

[Pick-up on-site >](#)

* ☒ I agree to the [Terms of Use](#).

You may pick up wristbands from the Security Office (S221) beginning Nov. 14 with a company business card. Contact exhibitors@IAAPA.org with any questions.

EXHIBITOR REGISTRATION INSTRUCTIONS FOR IAAPA EXPO 2021

Go to: <https://registration.experientevent.com/showiaa211>

Step 5: You are now on the Home page/Dashboard. This provides a summary of your allotment (**pink box**). Click any of the tabs at the top of the page for other services. Or, if you are ready to register your on-site booth staff, click the “Add/Edit Personnel” button (**red arrow**).

The screenshot displays the Exhibitor Registration Dashboard. At the top, there are two main sections: 'Exhibitor Summary' and 'Group Financial Summary'. The 'Exhibitor Summary' section includes a table for 'Registration Activity' and a list of service buttons. The 'Group Financial Summary' section shows 'Booking Total' and 'Payments' both at \$0.00.

Exhibitor Summary **Add/Edit Personnel →**

Registration Activity

Completed	Incomplete
0	0

Registration Activity Table (highlighted in pink box):

Registration Type(s)	Allotment Total	Total Registered	Allotment Available
Exhibitor	47	0	47

Group Financial Summary

Booking Total	\$0.00
Payments	\$0.00

Service Buttons:

- Wristbands** **Edit →**
Stacey Mills
- Exhibitor Guest**
- EAC Management**
- Hotel**
- View Completed**
- Order Lead Retrieval** **Go! →**
Launches in new browser window

EXHIBITOR REGISTRATION INSTRUCTIONS FOR IAAPA EXPO 2021

Go to: <https://registration.experientevent.com/showiaa211>

Step 6: This is the Exhibitor Summary tab which shows your current registrants and allows you to add new ones.

New registrants:

Click “Add New Person” (**red arrow**)

Current staff:

In the image below the current registrant is circled (**orange box**) and you can see that she is registered by the EX under Reg Type.

Exhibitor Summary

Dashboard ?

By registering individuals below you are agreeing to the following terms of use.
[Maritz Terms of Use](#)

Add New Person

Export Personnel

	First Name	Last Name	Company	Registration	Events	VISA	Balance Due?
10728	Stacey	Mills	IAAPA Central	Exhibitor ✕	Add Events		
11361	Elanna	Lugo	IAAPA Central	Exhibitor ✕	Add Events		

Dashboard

EXHIBITOR REGISTRATION INSTRUCTIONS FOR IAAPA EXPO 2021

Go to: <https://registration.experientevent.com/showiaa211>

Option A: Complete the required information. If you need a Visa letter of invitation, click the box (**red arrow**) and complete the VISA section. Click the “Add” button.

Update the information, and click **Update** to save your changes.

* indicates required fields.

* **First Name:**

Stacey

* **Last Name:**

Mills

Title:

* **Company:**

IAAPA Central

* **Address:**

1448 Duke Street

Address 2:

22314

Registration Required for Badge:

 Allotment Summary





* **Reg Type:** Exhibitor - \$0.00 >

Do you require a VISA?

☐ **Yes, I require a VISA invitation letter.**

EXHIBITOR REGISTRATION INSTRUCTIONS FOR IAAPA EXPO 2021

Go to: <https://registration.experientevent.com/showiaa211>

	First Name	Last Name	Company	Registration	Events
 10728	Stacey	Mills	IAAPA Central	Exhibitor  	 Add Events
 11361	Elanna	Lugo	IAAPA Central	Exhibitor  	Add Events


Step 7: After you have completed registering all your staff, click the “Add Events” button (**green arrow**) next to the name(s) of the person who wishes to purchase special event tickets. If you do not want to purchase any tickets at this time, click “Dashboard” and Go to step 13, page 12.


Special Ticketed Events


An IAAPA name badge and tickets are required for admittance to all ticketed events. Must be 18 years or older to participate in ticketed events.


Each event has a maximum number of tickets which can be purchased by one registrant. To purchase more than the displayed maximum for an event, contact IAAPAEpo@Maritz.com.


"IAAPA Celebrates-Details Coming Soon"


 GM & Owners Breakfast


 Lunches


 Receptions

 Institutes

 Education


 EDUTours
IAAPA Members Only

 Special Event Tours


 Clear Search

25 of 25 items


SATURDAY, NOVEMBER 13, 2021 4:00 PM - 7:00 PM

 [IAAPA Rookies and Newcomers: FEC 101](#) \$600.00


SUNDAY, NOVEMBER 14, 2021 8:00 AM - 10:00 PM

 [IAAPA Institute for Attractions Managers](#) \$625.00

SUNDAY, NOVEMBER 14, 2021 5:30 PM - 10:00 PM

 [EDUTour: A Behind-the-Scenes Look at How Central Florida's Largest Family-Owned Park, Fun Spot America, Delivers Safe, Clean Fun](#) \$179.00

MONDAY, NOVEMBER 15, 2021 11:15 AM - 6:00 PM








 [Zoos and Aquariums Community Experience](#) \$179.00

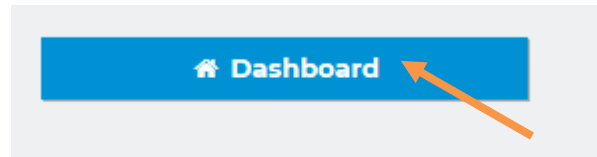
Step 8: To add tickets, you can search for events by type (Date). Add any events and click the “Next” button at the bottom of the page. Non-members may purchase the education program for US\$359. Exhibitor members receive education complimentary and save 40% off special event tickets.

Step 9: If you added tickets, you will see a red dollar (**green arrow**) which signifies you have a balance due. If you need to make any changes to a person registered, click the number next to their name to make edits (**blue arrow**). You can also click the **red boxed “X”** to delete anyone you have registered. After you have registered all your staff and added all the events you wish to attend, click the “Dashboard Button or Pay Now” button (**orange arrow**).

EXHIBITOR REGISTRATION INSTRUCTIONS FOR IAAPA EXPO 2021

Go to: <https://registration.experientevent.com/showiaa211>

	First Name	Last Name	Company	Registration	Events	VISA	Balance Due?
 10728	Stacey	Mills	IAAPA Central	Exhibitor  	Add Events		
 11361	Elanna	Lugo	IAAPA Central	Exhibitor  	Add Events	 Pay Now	



EXHIBITOR REGISTRATION INSTRUCTIONS FOR IAAPA EXPO 2021

Go to: <https://registration.experientevent.com/showiaa211>

Step 10: If you have a balance due, you will need to provide credit card information to pay the balance due. Click to authorize IAAPA to charge your credit card (**red arrow**). Note IAAPA's cancellation policy (**orange box**).

Payment



Written cancellation requests for registration must be received on or before **October 15, 2021**. Refunds will only be processed on registration fees less a \$25 registration cancellation fee. Ticketed events are non-refundable. No refunds after **October 15, 2021**. IAAPA will assess additional requests due to show health and safety policies and unforeseen circumstances on a case-by-case basis.

Send requests to Convention@IAAPA.org.

We strive to host inclusive, accessible events that enable all individuals, including individuals with disabilities, to engage fully. Please contact convention@IAAPA.org if you require any special accommodations at least 30 days prior.

Selecting "Pay Now" below will redirect you to our SecuRemit Payment site where you may enter your credit card information. Completing the payment process will return you to this website.

By continuing forward, I authorize Maritz Global Events to charge my credit card for the total amount above.

The image shows a payment interface with three buttons. The top button is dark blue with the text "Pay Now" and a right-pointing arrow. Below it are two lighter blue buttons: "Back" with a left-pointing arrow, and "Dashboard" with a house icon. A red arrow points to the "Pay Now" button.

EXHIBITOR REGISTRATION INSTRUCTIONS FOR IAAPA EXPO 2021

Go to: <https://registration.experientevent.com/showiaa211>

The payment process is on two separate pages. On the following page, enter all fields required. To automatically populate the fields with registrant information, click "Select Payor" (**orange arrow**) and you can select a registrant's detail populate all fields.

IAAPA

Please enter your credit card information below and press the "Submit" button.

Summary of Charges

Registration Total	\$179.00
Total Amount Due:	\$179.00

Cards Accepted:



About SecuRemit™

The security of our customers' personal information is a priority at Experient. To protect this information, we have created a PCI DSS compliant environment named **SecuRemit™**.

Companies who conform to the guidelines set forth in the Payment Card Industry Data Security Standard (PCI DSS) have taken the rigorous steps necessary to provide customers with protection against credit card fraud and other security threats involving credit card payments and data storage.

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Credit Card Information

Elanna Lugo

You may optionally select a payor to automatically populate your billing information.

Credit Card # * Exp Month * Exp Year * CVV/CID # [More Info](#) *

Credit Card Number 01 Jan 2019 CVV #

First Name * Last Name * Company

Elanna Lugo IAAPA Central

Billing Address * Billing Address2

9205 Southpark Center Loop, Suite 300 Address 2

Billing Postal Code * Billing City *

32819 Orlando

Billing State / Province Billing Country *

Florida United States

Email

elanna@iaapa.org

Cancel

Submit

EXHIBITOR REGISTRATION INSTRUCTIONS FOR IAAPA EXPO 2021

Go to: <https://registration.experiencevent.com/showiaa211>

Step 11: Once that is complete, you will be taken to the “Dashboard”. Click the “View Completed” button for the registrant and the booth contact to receive an e-mail confirmation (**blue arrow**). If you have requested a visa letter, the visa letter will also be sent to you along with your email confirmation. Your confirmation will contain additional important information. On this page you can also view all registered exhibitor guests (**orange arrow**).

The screenshot shows the 'Exhibitor Summary' dashboard. On the left, a sidebar contains several menu items: 'Wristbands' (with a sub-item 'Stacey Mills' and an 'Edit' link), 'Exhibitor Guest' (highlighted with an orange arrow), 'EAC Management', 'Hotel', 'View Completed' (highlighted with a blue arrow and a right-pointing arrow), and 'Order Lead Retrieval' (with a 'Go!' link and the text 'Launches in new browser window'). The main content area is divided into two sections. The top section, 'Registration Activity', includes a table with 'Completed' (2) and 'Incomplete' (0) counts, and another table showing 'Registration Type(s)' (Exhibitor), 'Allotment Total' (47), 'Total Registered' (2), and 'Allotment Available' (45). The bottom section, 'Group Financial Summary', shows 'Booking Total' as \$179.00 and 'Payments' as (\$179.00).

Completed	Incomplete
2	0

Registration Type(s)	Allotment Total	Total Registered	Allotment Available
Exhibitor	47	2	45

Booking Total	
\$179.00	

Payments	
(\$179.00)	

The screenshot shows the 'Completed Personnel' page. At the top right is a 'Dashboard' link. Below the title, it says 'Results Total: 2'. There are two buttons: 'Export Exhibitor Guests' (highlighted with a blue box) and 'Send Confirmation(s)' (highlighted with a blue box and a blue arrow). Below these is a table with columns: 'First Name', 'Last Name', 'Company', 'Registration', 'Events', 'VISA', 'Balance Due?', and a checkbox. The first row shows '10728 Stacey Mills IAAPA Central Exhibitor Add Events' with a checked checkbox. The second row shows '11361 Elanna Lugo IAAPA Central Exhibitor Add Events' with a checked checkbox. At the bottom left is a link 'Book Your Hotel Here', and at the bottom center is another 'Dashboard' link.

	First Name	Last Name	Company	Registration	Events	VISA	Balance Due?	
10728	Stacey	Mills	IAAPA Central	Exhibitor	Add Events			<input checked="" type="checkbox"/>
11361	Elanna	Lugo	IAAPA Central	Exhibitor	Add Events			<input checked="" type="checkbox"/>

Your registration is now complete! [Login](#) at any time to make edits/additions to your on-site booth staff.