



IAAPA[®]
EXPO

THE GLOBAL
ATTRACTIONS INDUSTRY'S
PREMIER EVENT.

CONFERENCE: Nov. 18-22, 2019 | TRADE SHOW: Nov. 19-22, 2019

ORLANDO, FL, US

EXHIBITOR REGISTRATION/BADGES AND WRISTBANDS

EXPERIENT DASHBOARD

Exhibitors will login to the Experient (exhibitor registration) 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 (see page 3)
- 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\$134 for members or US\$249 for non-members, per badge, which is the lowest member/non-member rate for the show.

BADGE GUIDELINES

- Registration includes complimentary access to the [education conference program](#) for exhibiting members. Non-members can purchase this package for \$359.
- 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). Note, if your company is based in China and your name does not appear when you do the search, please contact IAAPA at +1 (321) 319-7643 or e-mail 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 +1 (321) 319-7643 or e-mail exhibitors@IAAPA.org.
4. Once you get to the Dashboard, click the “Add/Edit Personnel” bar.
5. Click the “Add New Person” field to add staff. You can also click the “Register Alumni” bar if your company exhibited at IAAPA Expo 2018.
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, click the Dashboard button. Click “View Completed” bar to have the confirmation e-mailed to individuals you select on that page. 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. Lost badge fee is \$50 each.

SAVE TIME IN ORLANDO AND REGISTER IN ADVANCE!

<https://registration.experientevent.com/ShowIAA191/Flow/EXHIBITOR#/registrant//ExhibitingCompanySearch/>

STEP-BY-STEP INSTRUCTIONS: <https://webfiles.experientevent.com/ShowIAA191/Instructions-ExhibitorReg%202019.pdf>

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 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
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 17) and move-out to access the trade show floor. Exhibitor Registration opens on-site, Saturday, November 16 at 12:00 p.m. for those who wish to wear their badge instead.

Wristband use during move-in is only available November 14-17. The last day of exhibitor move-in, Monday, November 18 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 20**. Wristbands will be sent via regular USPS mail to US addresses ONLY the week of October 21-25. International exhibitors that need access to their booth prior to November 16 should pick-up wristbands on-site at the Security Office (S221) beginning November 14.

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 planning to access the trade show floor prior to 12 p.m. Nov. 16 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 Floor Manager’s Office (booth #3431) or at the Security Office (S221) during the show. 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 22 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 fine and/or loss of seniority points.