

## REGISTRATION/BADGES

### EXHIBITOR STAFF BADGES

Complimentary Exhibitor Staff Badges are provided for exhibit staff the exhibition days. For security reasons, exhibitors and their personnel must wear their badges at all times while in the exhibition hall.

Exhibiting companies are allotted five (5) staff badges for the first 9 net square meters of exhibit space and two (2) staff badges for each increment of 9 net square meters of exhibit space up to a maximum of 50 complimentary exhibitor badges. See the chart below.

Additional Staff Badges are available at the early bird member or non-member rate which is US\$67 or US\$84, respectively. There is a US\$50 lost badge fee.

Booth Size	Staff Badge Allotment
9 (3mx3m)	5
18 (3mx6m)	7
27 (3mx9m)	9
36 (3mx12m or 6mx6m)	11
54 (6mx9m or 3mx18m)	15
72 (6mx12m)	19
81 (9mx9m)	21
90 (6mx15m)	23
108 (6mx18m or 9mx12m)	27
135 (9mx15m)	33

### EXHIBITOR STAFF BADGE GUIDELINES

- [IAAPA member](#) exhibiting companies benefit from complimentary access to the trade show floor and education sessions, access to EDUTours, and year-round information, resources and support. Non-member exhibitors will only have access to the trade show floor.
- Exhibitors may purchase tickets to Special Events including networking receptions, Leadership Breakfast, and tours during the registration process. Pre-registration is required and space is limited.
- Special Event information can be found [HERE](#). Education events and the conference program can be found [HERE](#).
- Children under the age of 18 are NOT permitted on the trade show floor during move-in and move-out and should not be registered with exhibitor badges. Children aged 0-12 may register on-site for free. Children 13-17 can register in advance or on-site as an attendee, either paying the registration fee or as an [Exhibitor Guest](#).
- 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 Program](#) to register current/prospective clients to attend IAAPA Expo Asia free. See below.

## BADGES

All attendees and exhibitors will have their badges in alphabetical (English) format with the option to also have Chinese name and company. IAAPA recommends exhibitors have staff in their stand who can communicate in both English and Chinese. An interpreter can be arranged through AMC [here](#).

## BADGE PICK-UP

- Exhibitors are requested to make their first stop at the **Exhibitor Registration Counter** to collect their badges no later than Monday, 8 June. Registration will be located Lobby outside Hall A of the [Cotai Expo – The Venetian Macao Resort Hotel](#).
- Save time and bring your confirmation e-mail with barcode to quickly obtain your badge at the pre-registration stations located in the same area.
- Due to long lines expected Wednesday morning, exhibitors will only be able to pick up their own badge until 14:00 that day. We highly encourage you collect your entire team's badge by 17:00 Tuesday.

Exhibitor Registration	Date	Time
Move-In	Sunday, 7 June – Monday, 8 June	8:00 – 17:00
Show days	Tuesday, 9 June –	8:00 – 17:00
	Wednesday, 10 June	
	Thursday, 11 June	8:00 – 13:00

**PLEASE MONITOR YOUR STAFF BADGES AT ALL TIMES. BADGE THEFT IS PREVENT AND ANY LOST OR STOLEN BADGES WILL REQUIRE A US\$50 FEE PER BADGE TO BE REPRINTED.**

## EXHIBITOR REGISTRATION INSTRUCTIONS

1. Go to the Exhibitor Registration site (Coming Soon).
2. Enter a few letters of your company/exhibiting as name and click the search button.
3. Locate your company name, click the Confirm button, then click NEXT.
4. Use your IAAPA Company ID as your password.
5. Once logged in click the Register Personnel button.
6. Once you complete a registration, you can come back to this screen to edit or delete a staff person. You can also click the Edit button if you need another copy of the confirmation or visa invitation letter (if completed).
7. You can make changes to your booth staff and register additional staff online.
8. Badges are picked up on-site; details are included in the confirmation.

### EXHIBITOR REGISTRATION SITE:

*Coming Soon*



**IAAPA**<sup>®</sup>  
**EXPO ASIA**

THE ATTRACTIONS INDUSTRY'S PREMIER EVENT IN ASIA.

CONFERENCE: 8-11 June 2020

TRADE SHOW: 9-11 June 2020

MACAO, CHINA

### **EXHIBITOR BADGES FOR MOVE-IN**

Exhibitors that are setting up their own booth will need to pick up an Exhibitor Builder badge for access to the trade show floor during move-in. Badges will be distributed from the AMC (Exhibits) counter, based the exhibitors' move-in date/time.

### **CONTRACTORS BADGES**

Non-official contractors must arrange for Contractor Badges with AMC (Exhibits) Ltd in advance. See the [Non-Official/EAC Contractor Form](#).