

EXHIBITOR GUEST PROGRAM

Invite your customers to attend the Expo for FREE!

WHAT IT IS

The Exhibitor Guest Program ensures your customers and prospects can attend the show—as your guest—for free. This is an excellent way for you to provide a personalized benefit to customers, increase your visibility, and strengthen your relationship with them at IAAPA Expo Asia. Persons registering with an Exhibitor Guest Registration code will receive free admission to the trade show floor (Wednesday – Friday). Anyone who wishes to attend the education program, can upgrade during the registration process. Members save 40% off the non-member price.

HOW IT WORKS

Your company contact will receive a unique code via e-mail late March **if your exhibit contract is fully paid**. Each code will provide 50 complimentary registrations to IAAPA Expo Asia. Exhibitors can send as many invitations as they would like, but only 50 people may register with the code. The deadline to register online is **Thursday, 4 June**. If all 50 codes have not been used by 4 June, up to 10 may be used on-site. The following chart visualizes how the 50 registrations can be used:

Examples of Exhibitor Guest Code Usage

# Registered Online by 5 June	# Registrations available for use on-site
50	0
42	8
30	10
0	10

EXHIBITOR GUEST CODE

If you have not received your Exhibitor Guest Code by end of March and your booth is fully paid, please contact Exhibitors@IAAPA.org

EXHIBITOR GUESTS ALREADY REGISTERED

If an attendee receives an Exhibitor Guest invitation but already registered and paid, they can cancel their paid registration by **8 May** and receive a full refund less a US\$25 processing fee by contacting Convention@IAAPA.org and then re-register with the Exhibitor Guest invitation. There are no registration refunds after **8 May**. Ticketed events are always non-refundable.

BADGE PICK-UP

All Exhibitor Guest Registrants must collect their badges, purchased tickets, and badge holders on-site. By bringing their e-mail confirmation with them, as well as a picture ID or business card, they can quickly pick-up their credentials at the Badge Pick-up counters in Registration. Exhibitors are not permitted to collect Exhibitor Guest badges.

VERIFICATION PROCESS

A verification process will be in place on-site to ensure the registrant information is accurate.

Attendees and Exhibitor Guests must provide a photo ID or business card on-site to receive their badge and badge holder. Exhibitors are exempt from the verification process. If the exhibitor chooses to register their Exhibitor Guests directly then they need to receive accurate information from their guests, including IAAPA membership information. Any incorrect information will be corrected on-site before the badges credentials are distributed. Exhibitors can only pick-up their guest badges and/or holders on-site if they have the registrant's business card to verify accurate contact information.



THE ATTRACTIONS INDUSTRY'S PREMIER EVENT IN ASIA.

CONFERENCE: 8-11 June 2020

TRADE SHOW: 9-11 June 2020

MACAO, CHINA

EXHIBITOR GUEST USAGE

Exhibitors who wish to view who has registered with their code, can login to Exhibitor Registration and click the link under Exhibitor Guest on the Exhibitor Summary page. Any unauthorized registrants can be canceled by e-mailing Convention@IAAPA.org. **Please encourage your guests to register early.** IAAPA will not accept lists of guests to register on-site, especially the first day of the show, Tuesday, 9 June.

EXHIBIT STAFF USE OF INVITATIONS

Exhibitor Guest Invitations not used to register customers and prospects, may be used to register additional Exhibit Staff beyond the allotment of complimentary [Exhibitor Staff Badges](#). Exhibitor Staff Badges obtained in this manner will also be complimentary, but these registrants will only have access to the trade show floor during open show hours. These registrants will also be subjected to the verification process on-site.

Exhibitor Guest Invitations may only be used for the purposes set forth in this document; any other uses, including but not limited to, sale to members/attendees, are prohibited.

EXHIBITOR GUEST REGISTRATION SITE:

Coming March 2020