

Two Ways To Register for Exhibitor Badges

Save time by registering for Exhibitor badges in advance. The exhibitor pre-registration deadline date is **July 31, 2018**. There are two ways of registering:

1. Register online by logging into your Exhibitor Dashboard and clicking on the Registration and Housing tile. For help logging into the Exhibitor Portal email debbie@iwfatlanta.com. Add names to be registered and assign hotel rooms if needed.
2. Fill out the following form for your company's badges. To ensure that you receive your badges before the show, we must receive the exhibitor badge registration form by **July 31, 2018**.

Important Information Regarding Exhibitor Badges

Allotment

As a contracted exhibiting company you are allotted a certain number of complimentary Exhibitor Badges based on the square footage of your exhibit space: 6 badges for the first 100 square feet plus 2 badges for each additional 100 square feet. For example:

100 square feet	6 badges	600 square feet	16 badges
200 square feet	8 badges	700 square feet	18 badges
300 square feet	10 badges	800 square feet	20 badges
400 square feet	12 badges	900 square feet	22 badges
500 square feet	14 badges	1000 square feet	24 badges

Badges over your complimentary allotment will cost \$10.00 per badge. We will begin mailing the badges in July 2018. They will be mailed in bulk to the contact person on the online or printed order form. If you have not used all of the badges allotted to your company, badges produced on-site will be at no cost.

For security and liability reasons, exhibitor badges will be produced showing only first and last name, city and state as indicated on the Exhibitor Registration Form and the company name which appears on the IWF 2018 exhibit space contract. If any exhibiting personnel would like a lead inquiry enabled badge, they may complete their full mailing information by registering for Exhibitor Badges online at the IWF 2018 website or on site at Exhibitor Registration. There is no charge for this service.

Changes, Additions and Replacements

Before July 31, 2018, you can make changes to your badge order online by logging-in to your Exhibitor Registration & Housing Portal at www.iwfatlanta.com under "Login". Enter your Company name and Password found on your invoice and select "Manage Group". Click on the name you wish to edit. If you would like to make changes in writing, please include a contact person name, company name, booth number, and mailing address as it is shown on the Exhibitor Registration Form with a typed or printed list of names for those personnel requiring exhibitor badges. At the top of the page indicate in large bold letters the word "NEW".

After badges have been mailed, you must make name changes, corrections or register additional personnel at Exhibitor Registration when you arrive at IWF 2018. You will need to bring the incorrect badge for a replacement badge to be generated.

Who should you register for Exhibitor Badges?

Exhibitor badges need to be ordered for individuals that will be staffing or working in your booth during show days. If you will be using models, demonstrators, interpreters, or other personnel from a temporary service provider during show days, you must order Exhibitor Badges for them. Ask your service provider for the names of the individuals who will be working. The security guards will not allow anyone in the exhibit area without a badge, therefore you must make arrangements for the distribution of badges before the show opens.

(Continue for additional Exhibitor Registration information)

Who should you not register for Exhibitor Badges?

If you have company employees, technicians or an Exhibitor Appointed Contractor (EAC) setting up or dismantling your booth during days other than show days, you do not have to order badges for those individuals. They will need to register onsite for temporary work badges that will allow them access in the exhibit area during the set-up and move-out days only. See Exhibitor Appointed Contractor Registration for instructions on registering your EAC company.

Do not use the Exhibitor Registration Form to order badges for your customers. Each contracted exhibiting company will receive an allotment of free registration Guest Passes . Additional guest pass registrations can be purchased from your Exhibitor Registration Portal for \$5.00 each.

Do not use Exhibitor Registration for your Distributing Company employees. IWF has a Qualified Distributor Program that allows nominated distributor companies to register their personnel for free and gives them the ability to purchase guest pass registrations at \$5.00 or \$10.00 each. Nominate your distributing companies using the "Invite Qualified Distributors" tab on your Exhibitor Registration Portal. All WMIA and WMMA member distributors are automatically approved for the program and should have received an invitation to participate in early November 2017. If your distributor is a member of either association and did not receive an invitation, please have them contact Liz Hosp at LCH@iwfatlanta.com.

Do not use the Exhibitor Registration Form to order badges for spouses if they will not be working in the booth during show days. Please register them as buyers for the duration of the show. You can pre-register them as a buyer at www.iwfatlanta.com after January 4, 2018.

Exhibitor Badge Order Form

Deadline: July 31, 2018

Each Exhibiting Company is allotted complimentary Exhibitor badges based on the size of your booth square footage:
6 badges for the first 100 square feet plus 2 badges for each additional 100 square feet. For example:

100 square feet.....	6 badges	600 square feet.....	16 badges
200 square feet.....	8 badges	700 square feet.....	18 badges
300 square feet.....	10 badges	800 square feet.....	20 badges
400 square feet.....	12 badges	900 square feet.....	22 badges
500 square feet.....	14 badges	1000 square feet.....	24 badges

Register by logging into your Exhibitor Portal and clicking on the Exhibitor Registration & Housing tile OR fill out the form below. Please clearly print or type the names of all personnel designated to work in your booth during IWF 2018 in the spaces below. If you need to register more than 24 Exhibiting personnel, please attach a separate sheet and include all information as shown below. Each badge will list the company name as shown on the space contract for IWF 2018. If any exhibiting personnel would like lead inquiry capabilities, they may complete their information by registering for Exhibitor Badges online at the IWF 2018 website or on site at Exhibitor Registration.

Exhibiting Company Name _____ Booth # _____
(Company name can only be 30 characters long. Abbreviate when necessary.)

First and Last Name	City / State	First and Last Name	City / State
1. _____	_____	13. _____	_____
2. _____	_____	14. _____	_____
3. _____	_____	15. _____	_____
4. _____	_____	16. _____	_____
5. _____	_____	17. _____	_____
6. _____	_____	18. _____	_____
7. _____	_____	19. _____	_____
8. _____	_____	20. _____	_____
9. _____	_____	21. _____	_____
10. _____	_____	22. _____	_____
11. _____	_____	23. _____	_____
12. _____	_____	24. _____	_____

Badges will be mailed in bulk to:

Company _____	Contact _____
Address _____	Title _____
City _____	Signature _____
State _____ Zip _____	Phone _____
Country _____	Fax _____
	Email _____

Payment for badges over the allotted amount:

Number of additional badges _____ x \$10.00 = \$_____ Total Amount Due.

Method of Payment:

Check payable to: IWF Registration 5202 Presidents Court, Suite G100, Frederick, MD 21703
 Credit Card Amex MC Visa
Credit Card # _____ Expiration Date _____
Name on Card: _____ Signature _____

Important: Exhibitor badges ordered by July 31, 2018 will be mailed by the week of August 8, 2018. After July 31 be prepared to pick up badges or register onsite. No one under the age of 16 will be permitted on the show floor.

WEB

Register online at www.iwfatlanta.com or Return Form by Fax or Mail to:

Fax: 301-694-5124 Mail: IWF 2018
c/o Experient
5202 President's Court,
Suite G100
Frederick, MD 21705-4088