

BADGE PICK-UP PROCESS

Exhibitor Registration:

Location: Orange County Convention Center

West Building | Level 1 | Lobby A

West Building | Level 2 | Lobby D

West Building | Westwood Lobby

Sunday, March 10	10:00 am – 6:00 pm
Monday, March 11	6:45 am – 7:00 pm
Tuesday, March 12	7:00 am – 6:00 pm
Wednesday, March 13	7:30 am – 5:00 pm
Thursday, March 14	7:30 am – 5:00 pm
Friday, March 15	7:30 am – 11:00 am

Satellite Registration Locations and Hours:

Location: Hyatt Regency Orlando, Rosen Plaza, Rosen Shingle, Rosen Center and Hilton

Sunday, March 10	12:00 pm – 8:00 pm
Monday, March 11	6:45 am – 7:00 pm
Tuesday, March 12	7:00 am – 12:00 pm

Location: Airport

Sunday, March 10	10:00 am – 8:00 pm
Monday, March 11	8:00 am – 7:00 pm
Tuesday, March 12	7:00 am – 12:00 pm

Bulk Badge Pick Up:

West Building | Level 1 | Lobby A

West Building | Level 2 | Lobby D

Badge Distribution:

- Have a bar code sent individually to each of the staff allowing them to print their badges at an exhibitor self-service kiosk onsite.

(Email address must be collected at time of registering for bar code to be individually emailed)

24-Hour Badges

- Provided to exhibit staff **only** requiring 24-hour access to your booth when you register for your badge online.
- After hour access with a 24-hour badge will require:
 - Entrance through the designated security entrance
 - Must be requested by checking the appropriate 24-hour box when registering.

Client Badges

There are two ways exhibitor clients can register:

As of August 25, 2023

Document subject to change

- Exhibiting company may login to the exhibitor registration site and send a link to client. This is preferred since there are demographic questions the client will need to answer.
- Exhibiting company may register their client through the exhibitor's registration site. Please note, demographic questions about your client will be required prior to submission.

Client Badges has the following option for badge distribution:

- A bar code sent individually to each of the clients allowing them to print the badge at a self-service kiosk onsite.
(Email address must be collected at time of registering for bar code to be individually emailed)

Exhibitor Conference Pass (formerly Full Conference badge)

Use your Exhibitor Conference Pass for your elite staff (CEO, VP etc.). This badge provides access to the full conference and the exhibit floor. Register for your full conference badges through the exhibitor registration site.

Conference passes have the following options for badge distribution:

- A bar code sent individually to each of the clients allowing them to print the badge at a self-service kiosk onsite.
(Email address must be collected at time of registering for bar code to be individually emailed)

EAC Badges

Exhibitor Appointed Contract (EAC) badges are to be used for EAC staff only (Exhibit House, AV provider, talent, etc.) during show hours.

Technical Badges (Wristbands)

REQUIRED FOR ALL I&D LABOR

(Tuesday, March 5 – Monday, March 11)

- These badges, which are wristbands, may be obtained in the dock area and at all entrance and exit doors in the exhibit hall of the convention center.
- Provided for Installation and Dismantle (I&D) Labor staff.
- For use during move-in only
- Access is not allowed during the exhibit show hours, or to any sessions.
- Available to Exhibitor Appointed Contractors (EACs) and technical personnel.
- Must be worn with an exhibiting company or I&D company identification during move-in.