



## Frequently Asked Questions

### **Will my exhibitor badge be mailed to me? New This Year!**

Email address is now a required field for each registration. Badges will no longer be mailed in advance, and a unique barcode will be included in each email confirmation. Please print your barcode confirmation and bring it to conference registration to receive your badge. If you would like all barcode confirmations to go to one representative from your company, please use the representative's email address for each registration. If you would like the barcode confirmation to go to each employee, please use the employee's email address for their registration.

### **Does the Exhibitor Badge give me access to any seminars?**

As an exhibitor, you have access to the show floor and all VendorWorks presentations. If you would like to attend any seminars, you may purchase the Executive Package at the special exhibitor rate of \$99. You may register for the Executive Package using the exhibitor badge form or on-site.

### **Can an attendee have access to the show floor during set-up and tear-down hours?**

For insurance purposes, only registered exhibitors can be on the exhibit hall floor during set-up and tear-down hours. Please do not schedule a client meeting at your booth, except during official exhibit hall hours.

### **Will there be a Will Call counter at the show?**

If you need to leave a pass or badge for an attendee or client, you can do so by leaving the pass at On-Site Registration. Please bring these passes in an envelope and include the attendee's name and company name on the outside of the envelope. Be sure to advise the attendee to go to On-Site Registration to pick up their pass, and bring a completed registration form (available in the registration area) to the counter.

### **Can I get additional discount passes for my clients?**

For your convenience, 20 discount expo hall passes for your clients have been mailed to you. These passes are intended for attendees only. If you require more passes for your clients, please e-mail Scott Feller at [sfeller@vpico.com](mailto:sfeller@vpico.com). Please be sure to include the number of passes that you would like as well as your mailing address.

### **Can I tear down my booth before the show floor closes?**

Exhibitors may not tear down their booth prior to the closing of the show floor. When making your transportation arrangements, please be sure that you allow enough time to tear down your booth.