



## EXHIBITOR BADGE POLICIES AND PROCEDURES

These policies and procedures apply to all companies requesting badges for booth personnel at the NADA Show 2020.

### CONTACT PERSON

Each company must designate an official contact person. The official contact will submit all badge requests, and NADA Show Management will accept on-site additions, cancellations and changes, upon approval, from the official contact only.

### BOOTH PERSONNEL

Register all employees of your company who will be in Las Vegas to work in your company's booth. Exhibitor badges permits entrance/admission to the Expo Hall, General Sessions, the Inspirational Session and the Lifestyle Center on **Monday only**. It does NOT include admission to Education Sessions. For other badge options, see "Additional Badges."

### BADGE ALLOTMENT

Each exhibiting company is entitled to FIVE complimentary exhibitor badges for every 10'x10' booth rented (100 sq. ft.), up to a maximum of 60 badges per booth.

Example:           10'x10' = five (5) badges  
                      10'x20' = ten (10) badges  
                      20'x20' = twenty (20) badges

**IMPORTANT: To purchase additional exhibitor badges see below.**

### REGISTERING BOOTH PERSONNEL

Exhibitor Badge Registration is available online. Online registration is fast, secure and you receive an immediate confirmation of your badges. Go to <http://show.nada.org> and scroll on Exhibit, then click on Exhibitor Staff Badges & Hotel Rooms. You will need the password that was given to you in your Booth Space Confirmation Letter. You may request individual on-site pick-up or bulk badge pick-up (20 or more badges) to receive your badges. (Please note that FedEx and UPS are no longer an option for badge delivery)

### ADDITIONAL BADGES

If you require more badges than your allotment for personnel staffing your booth, you may purchase additional Exhibitor Badges online. The cost for additional exhibitor badges is \$415 per badge. The advanced deadline for purchasing additional exhibitor badges is February 7, 2020. After this date, the cost for exhibitor badges will increase to \$470 per badge. Exhibitor badges will provide access to the Expo, General Sessions, Inspirational Session and the Lifestyle Center (**Monday only**). Exhibitors who want to attend Education Sessions may register in the Exhibitor w/Education category for a cost of \$625 per badge.

**PLEASE NOTE:** If you must cancel your additional paid badges, the following policy applies: By January 3, 2020– \$50 cancellation charge per person; after that date - NO REFUND.

## **BULK BADGE PICK UP**

If you want to pick up all of your company's badges at the Las Vegas Convention Center, choose the "Bulk Badge Pick-Up" option when entering your badges online. This option will be available for 20 or more badges.

The badges will be available for pick-up by the designated contact beginning on Wednesday, February 12, 2020 at Exhibitor Registration located in Hall C2 of the Las Vegas Convention Center.

***NOTE: Individuals will not be given access to the expo hall without badges. The designated contact for bulk badge pick-up assumes all responsibility for distributing badges to the individual registrants.***