



EXHIBITOR BADGE POLICIES AND PROCEDURES

These policies and procedures apply to all companies requesting badges for booth personnel at the NADA Show 2022.

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, Main Stage and the Lifestyle Center on **Sunday only**. It does NOT include admission to Education Sessions. For other badge options, see "Additional Badges."

BADGE ALLOTMENT

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

Example: 10'x10' = four (4) badges
 10'x20' = eight (8) badges
 20'x20' = sixteen (16) 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 (16 or more badges) to receive your badges.

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 \$430 per badge. The advanced deadline for purchasing additional exhibitor badges is March 9, 2022. After this date, the cost for exhibitor badges will increase to \$480 per badge. Exhibitor badges will provide access to the Expo, Main Stage and the Lifestyle Center (**Sunday only**). Exhibitors who want to attend Education Sessions may register in the Exhibitor w/Education category for a cost of \$650 per badge.

PLEASE NOTE: If you must cancel your additional paid badges, the following policy applies: By January 28, 2022– \$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 Tuesday, March 8, 2022 at Exhibitor Registration located in Hall W1 and N4 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.