

EXHIBITOR PERSONNEL REGISTRATION

Exhibitor badge registration is used to register your booth personnel. Your company is entitled to 5 free badges per 10' x 10' booth if your total square footage is less than 2000 sq. ft. If your total square footage is 2000 sq. ft. or greater your company is entitled to 4 free badges per 10' x 10' booth. Additional badges over your allotment will cost \$49 each. Only the name of the exhibiting company as shown on the space contract will appear on the badge. There will be a \$49 charge for every exhibitor badge typed at the event over your allotment. This applies to new badges and substitutions. There is no cost for corrections. See the Exhibitor Badge Order Form in this tab section.

Example Exhibitor Badge Allotment:

10' x 10' = 100 sq. ft. total = 5 badges (5 x 1)
30' x 50' = 1500 sq. ft. total = 75 badges (5 x 15)
40' x 50' = 2000 sq. ft. total = 80 badges (4 x 20)
80' x 100' = 8000 sq. ft. total = 320 badges (4 x 80)

FREE! Customer Registration

Don't miss this opportunity to host your best customers and prospects as YOUR guest with a FREE PRINT 19 Exhibit pass.

HOW: Log in to your Exhibitor Dashboard PRINT19.exh.mapyourshow.com to find your company's unique Customer Promo Code to send to your customers – or you can register them yourself. There are no refunds for attendees who have already registered and paid.

There is no limit to how many times you may distribute your Customer Promo Code, and there is NO COST to you.

- 1. Distribute your unique Customer Promo Code** to your clients, which they enter in the "Promo Code" box when they self-register online.
- 2. Distribute your unique Registration Link to your clients** (it's just a click away for them).
- 3. Invite a group of customers** by copying and pasting your unique Registration Link into your own broadcast e-mail.

Note: You may only register **customers**. All names will be checked prior to badge production to ensure that exhibitor staff and manufacturers/suppliers are not included.

Want to Make a Bigger Impression?

Turn the page to learn about our **VIP Guest Invites program** – your personal VIP Dashboard will provide you with customized invite tools, banner graphics, buttons, HTML emails, and social media sharing tools—all with the sole purpose of bringing your customers and prospects to PRINT 19.

Questions?

Please contact Kaitlyn Greene at kgreene@aptech.org or (703) 264-7200, ext. 270

ONLINE EXHIBITOR REGISTRATION

Exhibitors can register their booth personnel online for PRINT 19. This service is provided by Convention Data Services (CDS), the official registration company for the event.

To access the system, go to the event website at www.PRINTevent.com, then click on *Exhibitor Resource Center* under the Exhibit tab.

You will be asked to enter your company's assigned User ID and Pass Code, which you will receive in an e-mail from CDS.

This exhibitor registration site can be used to add new registrations, see who is already registered from your company, check your badge allotment, see when badges were mailed, and make changes to existing registrations.

You can also submit your badge request by mail or fax by using the order form on the following page.



PLEASE NOTE: No one under the age of 14, infants included, will be admitted to the exhibit floor or seminars at any time. This applies to move-in, event days, and move-out. Childcare will not be provided. Everyone 14 years of age or older must register. There will be no exceptions. Proof of age may be required. Be sure to inform all company personnel of this policy.

Exhibitor Badges

Please use this form to register your exhibit booth personnel. Beginning in March, exhibitors will be able to register their booth personnel online. Refer to the previous page for details.

COMPLETE REVERSE OF THIS FORM AND RETURN TO REGISTER BOOTH PERSONNEL

Please complete and return the reverse side of this form on or before **August 27**. Your company is entitled to 5 free badges per 10 x 10 booth if your total square footage is less than 2000 square feet. **If your total square footage is 2000 square feet or greater your company is entitled to 4 free badges per 10' x 10' booth.**

For example:

10' x 10' = 100 square feet total = 5 badges (5 x 1)

40' x 50' = 2000 square feet total = 80 badges (4 x 20)

30' x 50' = 1500 square feet total = 75 badges (5 x 15)

80' x 100' = 8000 square feet total = 320 badges (4 x 80)

Additional badges over your complimentary allotment will cost \$49 each. Only the name of the exhibiting company as shown on the space contract will appear on the badge. Badges will not be prepared for your personnel unless full payment for booth space has been received by the deadline set forth in the contract.

Please print clearly or type and indicate the individual's name as you would like it to appear on the badge.

For additional names, attach list on company letterhead.

NEW BADGES, SUBSTITUTIONS, CORRECTIONS, CHANGES

There will be a \$49 charge for every exhibitor badge typed at the event over your company allotment. There is no cost for badge corrections or substitutions for unused badges, and they can be made at the exhibitor registration counter on-site.

Refund Cancellation Policy: There are no refunds for cancellations. If you have sent in this original form and need to make new additions (within your allotment), write the new names on company letterhead and mail or fax it to arrive no later than **August 27, 2019** to PRINT 19 Registration, c/o CDS, Convention Data Services, 7 Technology Park Drive, Bourne, MA 02532, Fax: (508) 743-9634.

*Complete the reverse side of this form and send to the address above by **August 27** or register online at www.PRINTevent.com. After **August 27** you may continue to register online. The rate is \$49 both online and on-site (if over your company allotment).*

REGISTERING YOUR CUSTOMERS

At the beginning of this Tab you will find information for registering your customers. Please do not use this Exhibitor Badge Form to register your customers as exhibitors.

All attendee badges will include a QR code that can be scanned by a Lead Retrieval device. The QR code will contain the name, address, and demographics as supplied to us.



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Complete and return to: (Please retain a copy for your files.)

PRINT 19 Registration
c/o Convention Data Services
7 Technology Park Drive
Bourne, MA 02532
(800) 748-5056
(508) 743-8515
Fax: (508) 743-9634
or register online at www.PRINTevent.com

Order on or before: August 27

PRINT 19

EXHIBITOR PERSONNEL

Please print clearly or type. Return this completed order form by **August 27** to CDS by fax at: (508) 743-9634 or mail to PRINT 19 Registration, c/o Convention Data Services, 7 Technology Park Drive, Bourne, MA 02532.

Only the name of the company as shown on the space contract will appear on badge.

Please indicate the individual's name as you would like it to appear on the badge. Photocopy if necessary.

Exhibiting Company Name: _____ Booth #: _____

Enter City and State to appear on badge:

City: _____ State: _____ Country (If outside US): _____

Badges will be produced for all names listed below:

First Name/Last Name

First Name/Last Name

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Badges will be mailed in bulk to: (this person will not receive a badge unless listed above)

Company: _____	Contact Name (Please Print): _____
Street: _____	Title: _____
City: _____ State: _____	Phone: (____) _____
Zip/Postal Code: _____ Country: _____	Mobile/Cell Phone: (____) _____
E-mail: _____	Fax: (____) _____

See reverse for more information. Incomplete forms will be returned. Only badge forms received by the **August 27** deadline will be mailed. After the deadline, badges may be ordered online or on-site and if your allotment has been reached, the cost is \$49 per badge. Badges will be mailed in bulk after **September 1 to US and Canada destinations only.**

Additional payment for badges over complimentary allotment: Badges will not be processed if form and payment are not completed.

Number of additional badges: _____ x \$49 = Total Amount Due: \$ _____

(Check one box below. Circle appropriate card.)

Credit Card: VISA MasterCard AMEX Discover Diners Club

Account #: _____ Exp. Date: _____

(Please ensure that the card provided has an expiration date good through December 2019.)

Authorized Card Holder Signature: _____

(Required for Charges)

Check enclosed — payable to Association for PRINT Technologies, in U.S. dollars drawn on a U.S. Bank

No one under the age of 14, infants included, will be admitted to the exhibit floor or seminars at any time. This applies to move-in, event days, and move-out. Childcare will not be provided. Everyone 14 years of age or older must register. There will be no exceptions. Proof of age may be required. Be sure to inform all company personnel of this policy.