

EXHIBITOR STAFF ID BADGE INSTRUCTIONS

COMPUTER-PRINTED EXHIBITOR IDENTIFICATION BADGES are for use **ONLY BY** the individuals staffing your exhibit. Badges must be requested using the Exhibitor Staff ID Badge Order Form

There are three convenient ways to register:

- Register online at <http://www.matscitech.org>
- Fax your completed Exhibitor Staff ID Badge registration form including credit card information to:
ExpoExchange at 301-694-5124
- Mail your completed Exhibitor Staff ID Badge registration form with payment to:
ExpoExchange, Attn: MS&T 2006, P. O. Box 3379, Frederick, MD 21705-3379

The recommended number of exhibitor staff ID badges an exhibiting company should order is based on the following scale:

- 100 – 200 sq. ft. = 4 badges
- 300 – 400 sq. ft. = 8 badges
- 500 – 600 sq. ft. = 12 badges
- 700+ sq. ft. = 16 badges

Changes/Additions/Corrections should be sent to Christine Lajara at christine.lajara@asminternational.org or via fax at 440-338-8542 by September 25. After September 25, you will need to make the changes on-site at the Exhibitor Registration Counter.

PLEASE DO NOT request Exhibitor Staff ID Badges for invited guests, visitors, and company executives who **WILL NOT BE WORKING** in your exhibit.

COMPLIMENTARY EXHIBIT PASSES will be provided to you in advance of the exposition. Please use these for individuals who will not be working in your exhibit as they are valid for admission each Show Day during the published show hours.

COMPLIMENTARY TECHNICAL SESSION BADGE: Complimentary Technical Session badges are issued to exhibiting company based on the following scale:

- 100 – 200 sq. ft. = 1 badges
- 201 – 400 sq. ft. = 2 badges
- 401 – 600 sq. ft. = 3 badges
- 601+ sq. ft. = 4 badges

Additional Technical Session badges must be ordered using a Conference Registration Form.

Each exhibiting company receives technical session badge(s) with the purchase of their booth. Please be sure to include the name(s) of the person(s) you would like to use your allotted technical session badge on lines 17 through 20 of the Exhibitor Staff ID Badge Order Form. If you would like to purchase additional technical session badges please register online for the Conference at <http://www.matscitech.org/registration>.

EXHIBITOR STAFF ID BADGES WILL BE AVAILABLE FOR PICKUP AT THE REGISTRATION COUNTER IN THE ELM STREET CONCOURSE, FIRST LEVEL IF THIS FORM IS RECEIVED BY EXPOEXCHANGE BY SEPTEMBER 25, 2006. OTHERWISE BRING THIS FORM WITH YOU TO THE REGISTRATION COUNTER TO REGISTER ON-SITE. EXHIBITOR STAFF ID BADGES ARE NOT MAILED OUT IN ADVANCE. ALL EXHIBITOR STAFF ID BADGES NEED TO BE PICKED UP AT THE REGISTRATION COUNTER.

PLEASE DO NOT PICK UP ANOTHER INDIVIDUAL'S BADGE. If you pick up someone else's badge and do not see them before they need to get into the hall, they will not be able to gain entry to look for you in the exhibit hall.

PLEASE NOTE THE STATED DEADLINE on the Exhibitor Staff ID Badge Order Form. After this date, badge orders will **ONLY** be processed on site.

WORK PASSES

WORK PASSES should be used for your setup and dismantling crews. This badge permits the bearer entry to the hall during installation and dismantling periods only. A plastic holder may be picked up at the Registration Counter upon arrival at the hall. Additional Work Passes will be available at the Registration Counter or in the Show Office.

An **official exhibitor staff ID badge is required** to gain entry to the exhibit hall during show hours. Please wear your badge at all times!