



Exhibitor Badge Policies & Guidelines

Online Registration available: Wednesday, May 10, 2023, 12:00pm Central Time

EXHIBITORS may register, manage, and update their registrant list at:

<https://www.aad.org/member/meetings-education/ia23/exhibitors/resources>

The exhibitor badge allows admittance to the exhibit hall only. Full meeting registration in an alternate, appropriate category is required in order to attend scientific sessions. No exhibitor will be admitted to the exhibit area without an exhibitor badge. Exhibitor badges are to be used for exhibiting company employees or agents who are staffing the booth.

- Exhibitor personnel who wish to secure a seat in educational sessions and/or obtain CME/CE credit(s) must register as a full conference professional attendee and pay the applicable registration fee. Attendee registration information is available at: <https://www.aad.org/member/meetings-education/ia23/exhibitors/resources>
- Additional representatives over the allotment may be registered for a fee. Onsite no refunds will be issued for additional badges purchased and not used. Registration fees must be paid at the time of registration if over the allotment.
 - *Before August 11, 2023: Each representative over the company's allotment will be registered at a fee of \$50.00*
 - *August 11-12, 2023: Each representative over the company's allotment will be registered at a fee of \$100.00*
- Badges will only be printed once; this includes badges that are mailed in advance.
 - *Once a badge has been printed it cannot be returned.*
 - *Name changes or substitutions will be processed at a fee as listed above.*
 - *Replacement badges will be processed at a \$25 fee for the first reprint and subsequent reprints will be processed at a fee of \$100.*

EXHIBITOR REGISTRATION OPTIONS

MAIL IN ADVANCE REGISTRATION

- **Wednesday, July 15, 2023, 12:00pm Central Time**
Receive your badges in advance and avoid long lines onsite by registering your booth personnel early. Just select the mail in advance option when you verify your company information.
 - Once a badge has been printed it cannot be returned; name changes or substitutions will be processed onsite at a fee of \$100.00
 - Badges requested online after Wednesday, July 15, 2023, 12:00pm will not be mailed and must be picked up onsite at exhibitor registration.

CONTINUOUS REGISTRATION – WILL CALL PICK-UP ONLY

- *You may continue to make additions and changes if you did not choose to have your badges mailed in advance and it has not been printed.*
- *These badges will be available for pick up on site by the individual badge holder.*
- *Each individual will be required to present photo identification or their confirmation.*

ONSITE EXHIBITOR REGISTRATION

- All onsite exhibitor staff will be required to show a business card with the exhibiting company name and a photo ID.

ADDITIONAL REPRESENTATIVES

- All onsite exhibitor staff will be required to show a business card with the exhibiting company name and a photo ID.
- Exhibitor registration will be open during the following hours:
 - Wednesday, August 9 8 a.m. – 5 p.m.
 - Thursday, August 10..... 8 a.m. – 7 p.m.
 - Friday, August 11 8 a.m. – 5 p.m.
 - Saturday, August 12 8 a.m. – 3:30 p.m.