



Registration Instructions

To Register:

You will receive an email with a link that will take you directly to your registration portal.

Exhibitor personnel are required to register online. Each exhibiting company is permitted to designate a sufficient number of its full-time company personnel to properly staff its exhibit. A guideline: 50 sq. ft. is needed for each sales person on duty.

By clicking on the assigned link you were emailed, you can register your personnel online and access your registration information to make changes/cancellations/additions during the months leading up to EXHIBITORLIVE.

Badges will not be mailed in advance of the show. Pre-registered exhibiting personnel should bring their registration confirmation containing a barcode to a registration kiosk located in The Square, Bayside B, first floor of the Mandalay Bay South Convention Center beginning at 12:00 pm, Saturday, February 23. Exhibiting personnel not registered in advance must go to the Exhibit Hall On-Site Registration counter in Bayside B.

Registration Procedures

A photo ID will be required for ALL INDIVIDUALS picking up badges.

A photo ID is required for badge pick up and each individual must pick up their own badge. Groups of printed badges will not be distributed to a company representative in order to comply with this new policy.

Each exhibitor receives complimentary badges. The exhibitor badge entitles the registrant to exhibit hall admittance and to the networking reception. Conference registration can be obtained for additional fees.

Exhibitor badges will only be produced in the contracted exhibitor's name. **Badges will not be produced in the company names of any third-party vendors or representatives that may be part of your exhibit.** Distributors, dealers, etc. who are not working in your booth must register as an ATTENDEE.

If your exhibitor appointed contractor requires access to your booth during show days, you must secure a badge for them under your company's name.

Exhibitors are urged to pre-register to avoid the time of registering on-site and to comply with security regulations requiring identification of all personnel during the installation period.

Badges will be produced on a "print-on-demand" basis. In other words, a badge will not be produced until the individual arrives.

Special Admittance

An exhibitor badge will permit entrance to the exhibit halls at 8:00 am daily during the installation, operating and dismantling of EXHIBITORLIVE. A Special Admittance pass will be available in the Show Office for those individuals who need access to the exhibit hall prior to the posted installation, operating and dismantling times.

Temporary Work Passes

Temporary work passes will be available at the entrance to Bayside B for exhibitor representatives who will be installing and dismantling exhibitors' booths but who are not official exhibitor personnel.

Please contact Customer Service at 800-752-6312, 630.929-7995 or email exhibitorlive@heiexpo.com with any questions you may have regarding exhibitor registration.

Housing Reservations

Now that you have your staff registered for the show, don't forget to make your housing reservations. To book rooms at Mandalay Bay or Delano, click here: [Mandalay Bay Hotel Reservations](#).