

# BADGES

**NOTE: Maritz (formally Experient)** is the official IBS vendor for Exhibitor **Registration** and **Housing**. Their website allows you enter the names of your personnel that will need Exhibitor Badges, enter Hotel Room Reservations (if you requested a block of rooms) and request Letters of Invitation for personnel coming from overseas who require visas.

## REQUESTING EXHIBITOR BADGES

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**Deadline** to request badges and have them mailed to you: **December 16, 2022**

- All exhibitor badges allow [24-hour](#) access to the exhibit floor.
- Do **NOT** register your [customers and guests](#) as exhibitors.
- Only a designated [Badge Contact](#) can add or pickup someone else's exhibitor badge.
- Changes, additions, and deletions can be made online at any time as long as the badge has not been printed.
- All changes to badges made after the mailing deadline must be [picked up onsite](#) beginning January 28 at noon.
- Badges will **only** be mailed to **U.S.** and **Canadian** addresses. All other badges must be [picked up onsite](#) beginning January 28 at noon.
- [Letters of Invitation](#) may be requested as part of the registration process for personnel coming from overseas who require visas.

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## REGISTRATION POLICIES

### OVERVIEW

Exhibitor personnel **MUST** wear their badges at all times. **NO ONE WILL BE ALLOWED ONTO THE EXHIBIT FLOOR FOR ANY REASON WITHOUT A BADGE.**

**NOTE:** Exhibitor personnel who are working in the booth during set-up and teardown are still required to wear Exhibitor Personnel Badges, **even if they are not working in the booth during show hours**. Please make sure you include these people when submitting your Exhibitor badges. We **DO NOT** provide set-up badges!

Exhibitors that exceed their badge allotments will have their credit card charged according to the number of registrations requested as of the mailing deadline. Requests made after the deadline will be charged at the time of request. See description of [badge allotments](#) below.

### 24 HOUR ACCESS

Your exhibitor's badge allows you to have 24-hour access to the exhibit floor, throughout the show. **Please remember that, while the halls are open 24-hours, the Exhibitor Registration desk is not. Please note the hours that exhibitor registration is open.** [<Back to Top>](#)

### BADGE RESTRICTIONS

*NO EXHIBITOR BADGES OF ANY KIND ARE TO BE GIVEN TO BUILDER MEMBERS OF NAHB.* You can invite your customers and guests to register for free using your personalized link under "Customer Invitations." Badges cannot be loaned at any time and are not transferable. Security guards are authorized to ask for identification to substantiate the identity of the badge bearer. Use of badges by anyone other than the person to whom the badge was issued will be grounds for confiscation of the badge. *Confiscated badges will not be reprinted.* [<Back to Top>](#)

### BADGE CONTACTS

Each Exhibitor must designate one person to act as a Badge Contact. Only the badge contact is authorized to make additions, deletions, or changes to the Full or Exhibits Only badge lists or to pick up another person's badge.

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## **BADGE PICKUP PROCEDURE**

Exhibitors that requested their badges be held for pick-up at the show can do so beginning Saturday, January 28, 2023, at 12:00 Noon, at the Exhibitor Registration Desk located in the Exhibitor Registration Tent in the silver lot, or the Exhibitor Registration Desk in the South Hall, Level 2. Each person should pick up his/her own badge and must be prepared to show a valid photo ID and a business card with company identification. [<Back to Top>](#)

## **REGISTRATION HOURS FOR EXHIBITORS**

<b>Date</b>	<b>Hours</b>
Saturday, January 28, 2023	Noon– 5:00 PM
Sunday, January 29, 2023	8:00 AM – 5:00 PM
Monday, January 30, 2023	7:30 AM – 7:00 PM
Tuesday, January 31, 2023	7:30 AM – 5:00 PM
Wednesday, February 1, 2023	8:00 AM – 5:00 PM
Thursday, February 2, 2023	8:30 AM – 5:00 PM

## **LETTERS OF INVITATION for Visa Applications**

Letters of Invitation are available upon request. ONLY registered exhibitors at the 2023 IBS may request a letter of invitation. After you have completed your registrations, including payment (if needed), you will see instructions on the confirmation page that will take you to the online form where you enter the necessary information, including the registration ID number, for each of your personnel. This is the number to the left of the individual name on your Personnel list. Once you have submitted your information, you will receive a PDF copy of each letter via email. You may choose to also receive a mailed copy. [<Back to Top>](#)

## **BADGE ALLOTMENTS**

### **COMPLIMENTARY Exhibitor Badges**

Complimentary badges for exhibitor personnel are furnished on the basis of one badge for each 25 square feet of exhibit space under contract. These badges will admit the bearer to the Exhibit Floor at any time from move-in through move-out as well as to the seminars and other programs.

### **ADDITIONAL Exhibitor Badges -\$25**

Exhibitors may purchase additional name badges, up to 50% over the complimentary allotment, for a fee of \$25 each. These badges will admit the bearer to the Exhibit Floor at any time from move-in through move-out, but **not** to the seminars and other programs.

### **ADDITIONAL Exhibitor Badges -\$75**

Exhibitors that need to exceed their allotment of \$25 badges may purchase additional name badges for \$75 each, up to a maximum of 100% of their complimentary allotment. These badges will admit the bearer to the Exhibit Floor at any time from move-in through move-out, but **not** to the seminars and other programs. [<Back to Top>](#)

## **LOST BADGE FEES**

There is a \$25 replacement fee for each lost or reprinted name badge. [<Back to Top>](#)

## **WRISTBANDS for EAC Personnel**

NAHB requires all EAC personnel to wear a security 'wristband' to gain access to the exhibit floor. Daily colored wristbands are available from Show Security. [<Back to Top>](#)

## **REFUNDS**

There will be no refund of any badge fees whatsoever. [<Back to Top>](#)