

Notice

Change in Home Show Badge Policy

With the intent of improving customer service by expediting exhibitor check in, Westward Expos is revising our Badge Policy. We will no longer personalize badges with individual names. Badges will have the exhibiting company name only.

Once the show opens all exhibitor staff are required to have an Exhibitor Name Badge. This will allow our security to identify who belongs in the buildings and who does not, before and after show hours.

Your staff, who you cannot connect with before the show, will be able to come by the Show Office and pick up their badge before starting their shift. People who come to the show office and there are **no** exhibitor badges left will have to purchase a ticket for entrance to the Show.

INFORMATION FOR BADGES

COMPANY NAME _____

The badge allocation per booth is based on booth size as follows:

10'x10'	5 Badges
10'x20'	7 Badges
10'x30'	9 Badges
10'x40'	11 Badges

Additional/replacement badges can be ordered and are \$3.00 each. Simply send/fax back this form with payment. To order fill in number of additional badges needed_____

We appreciate your efforts in working together to implement this policy. Know that we will all benefit from the improved customer service as well as still providing security.

Sincerely,

Westward Expos

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