

EXHIBITOR BADGE PICK UP

REQUEST FORM

Badges will NOT be mailed before the show.

To assist you in gathering All your Booth Personnel Badges easily, please use the Exhibitor Badge Pick Up process where all badges, badge holders and lanyards for your company will be grouped together and available for one person to pick up at the registration counter.

Please make sure you have registered your booth personnel prior to picking up the badges.

NGA will then gather all booth personnel badges registered with your company.

BOOTH PERSON RESPONSIBLE FOR PICKING UP BADGES: (Please print clearly)

First Name: _____ Last Name: _____

Company: _____

Booth Number: _____ Cell Number: _____

Email: _____

★ Please have your ID and business card available to present when picking up booth badge/credentials.

Please check box in acknowledgment of the following: I understand as the Booth contact picking up all booth personnel badges/credentials, I will be responsible for making sure all booth personnel receive their badge/credentials and are aware that there will be a fee for any badge that needs to be reprinted*.

PLEASE SELECT YOUR PICKUP DAY:

Note: September 15-16 is an Exhibitor Badge Pick up days. Badges are still available for pick-up on show days, during published registration hours and locations (September 17-19). If your booth personnel would like to get on the floor prior to the 15th, they can show their business card to the security officer to get on the showfloor. Please select which day you will be picking up your badges.

Pick up location: Exhibit Badge Pick up counter, Registration area, Georgia World Congress Center

September 15 (1pm-4pm)

September 16 (9am-4pm)

DEADLINE to schedule Pick up: August 30, 2019

RETRUN COMPLETED FORM to: Wendy Rochelle, Show Management – wrochelle@glass.org

* REPRINT FEES \$15 - If a badge is forgotten or lost and needs to be re-printed, this re-print fee will be required.