

# REGISTRATION & STAFF BADGES

**PRE-REGISTRATION: Avoid long lines by pre-registering for your badges prior to the show.**

The main contact (who signed the Exhibit Space Agreement) for each exhibiting company will receive a confirmation email, including the link to register and the company password, after Show Management receives the Exhibit Space contract. Buyers will not be admitted on the show floor prior to the official show opening.

[CLICK HERE TO REGISTER YOUR STAFF BADGES](#)

Select your company name from the dropdown list and enter your Customer ID. This is a six-digit number that can be found on any invoice you have received from JA New York. If you do not have your Customer ID, please email [JASpringExh@maritz.com](mailto:JASpringExh@maritz.com) and it will be sent to you.

Please allow two weeks after receiving booth confirmation for your company name to appear in the dropdown. Your password will be emailed to the main contact from your company, as stated on your Exhibit Space Agreement.

From your registration home page, you can:

- Update your staff list from the past show
- Print/download your list of registered booth staff
- Send confirmation emails to your registered staff

## ONSITE REGISTRATION HOURS

<b>Friday, October 25<sup>th</sup></b>	12 PM – 6 PM
<b>Saturday, October 26<sup>th</sup></b>	8 AM – 6 PM
<b>Sunday, October 27<sup>th</sup></b>	7 AM – 7 PM
<b>Monday, October 28<sup>th</sup></b>	8 AM – 6 PM
<b>Tuesday, October 29<sup>th</sup></b>	8 AM – 4 PM

# EXHIBITOR BADGE POLICY

## Register Online for Badges

- Booth personnel may be registered online by logging in to your JA New York Exhibitor Dashboard.
- Badges will not be mailed.
- Register online and you will receive a confirmation email.
- Print and bring this confirmation to show site, or we will scan the confirmation from your Smartphone.
- Your badge will then be printed and handed to you onsite.

## Badges Must Be Worn at All Times While at The Show.

No one will be allowed on the exhibit floor at any time without a badge.

## Exhibitors are entitled to an allotment of 3 badges per 10x10.

Over Allotment Fee: \$60 per badge. Lost Badge Fee: \$100 per badge.

Exhibitor badges are for Exhibitor staff only. JA New York Show Management strictly monitors the number of Exhibitor badges requested by exhibiting companies. This policy has been designed to address the growing problem of personal shoppers registered by Exhibitors, the safety issues posed by their presence, and fairness to other real retail buyers.

## Making Changes to Your Badge

Authorized contact(s) is/are the only staff member(s) who can make additions and changes to your original badge request, both in advance and on-site at the Show. Authorized contacts certify that the persons listed on the Exhibitor Badge Order Form are bona fide employees of your company. All violations are **subject to a \$500.00 fine**. Any Exhibitor or authorized contact of an Exhibitor found to be in violation of the show badge regulations is subject to a fine as well as the possible **loss of their booth space**.

## ID Check at Show Floor Entrance

Each employee must provide personal identification (driver's license with photo or passport) and personal business identification (personalized business card, W2 form, or cancelled payroll check) to confirm entrance into the exhibit floor and to pick up their badge.

## Misplaced Or Lost Badge

Your badge(s) are the property of JA NEW YORK and are non-transferable and may be revoked at any time. There is a fee of \$100 to replace a misplaced or lost badge. Your badge will only be reprinted once at the Show.

## Minor Policy

All JA New York Exhibitor booth staff and attendees must be 16 years of age or older. Children under the age of 16, including babies, are not permitted in the exhibit hall at any time, no exceptions. Please bring a form of photo identification that verifies your age as IDs will be checked at the show entrances at all times.