



June 22-24, 2008
George R. Brown Convention Center
Houston, TX

EXHIBITOR REGISTRATION

Exhibiting personnel must wear Exhibitor Badges to enter the exhibit hall during all move-in days beginning at 8 a.m., Friday, June 20. **THERE ARE NO EXCEPTIONS TO THIS RULE.** Exhibitor badges **MAY NOT** be given to customers or any non-exhibiting personnel, and exhibitors may not wear attendee badges.

Exhibitors must order one Exhibitor Badge for each person who will be working in their booth or delivering supplies to their booth during the show. There will be no charge for exhibitor badges ordered by 5 p.m. on Saturday, June 21, 2008. **BEGINNING ON SUNDAY, JUNE 22 YOU WILL BE CHARGED A FEE OF \$30 PER BADGE REQUESTED.** Replacement badges ordered during show days will also be \$30 each.

PRE-REGISTRATION

Exhibitors can register by completing the Exhibitor Badge Order Form located in this section of the Exhibitor Service Manual and returning it to TRA by **May 12, 2008**, or you can visit our website at www.swfoodexpo for online registration.

Your badges will be mailed to the person indicated on the order form, if your order form is received by May 12. **PLEASE PRE-REGISTER TO SAVE TIME AT THE EXPO.** Any orders received after May 12 will be taken to Houston and can be picked up at Exhibitor Registration. ID will be required. Plastic holders for your badges will be available at the entrance to the Expo and at Exhibitor Registration.

ON-SITE REGISTRATION

Free on-site Exhibitor Registration will be available in the Registration Lobby of the Convention Center:

- Friday, June 20 from 8 a.m. to 5 p.m.
- Saturday, June 21 from 8 a.m. to 5 p.m.

All badges ordered after June 21 will be \$30 each.

EXHIBITOR BADGE INSTRUCTIONS

To help us be accurate and efficient, please follow these key points when completing your badge order form:

- One badge per person
- Ten badges per 10' x 10' booth
- **Print legibly**
- This form is only for employees working your booth
- The contact person will receive badges in the mail
- The company address is the location where badges will be mailed

Brokers should communicate with the companies they are representing to see who is responsible for badges - duplicate badges will not be allowed.

AGE RESTRICTION

No one under the age of 16 will be admitted to the exhibit hall under any circumstances at any time, including infants in strollers and those being carried. Proof of age will be required. This restriction is strictly enforced for safety reasons and applies to both exhibitors and attendees.

EXHIBITOR BADGE ORDER FORM

