

## Exhibitor Booth Personnel Registration Directions



1. Click [here](#) to register your exhibitor booth personnel.
2. Log in. (Please note only those people designated as Primary and Secondary Exhibitor Contacts can register booth personnel. If you get an error message upon logging in, it means you are not coded as such. Please contact our office at 800-733-2622.)
3. Select "REGISTER MYSELF" to register yourself as a booth personnel if you will be at the show.
4. Select "REGISTER ADDITIONAL BOOTH PERSONNEL" to register each or your booth personnel.
  - a. Select from the available names in the company drop down menu.
  - b. If someone is not listed, you can add them by clicking "ADD A NEW PARTICIPANT". Please be sure to include their email address or they will not receive the email directions on how to print their badge upon arrival at TCI EXPO. These directions will be sent the week before EXPO.
5. Once all booth personnel have been registered, click "PROCEED TO CHECKOUT" to complete the registration. If you wish to add personnel beyond the number of free badges included with your booth size, you will be charged \$25.00 per person at the time of checkout.
6. You may come back and add additional personnel, cancel a registration or change information at a later time.

FREE BADGES: As an exhibitor, you are allowed a limited number of free exhibitor booth personnel badges based on the size of your booth:

Booth Size	# of free badges
10x10	2 badges
10x20	3 badges
10x30	4 badges
10x40 or larger	10 badges