

FDIC 2012 Exhibitors Receive:

- Five (5) badges for the first 100 square feet.
- Three (3) badges for each 100 square feet, up to 3,000 square feet.
- One (1) badge for every 100 square feet over 3,000 square feet.

Exhibitors with allotted badges are permitted to attend the educational portion of the program on Wednesday, Thursday, and Friday. **Exhibitors** (not attendees) with FDIC 2012 exhibitor badges are permitted to enter the exhibit halls 1.5 hours prior to the official opening of the exhibits (see times posted in manual). Exhibitor badges are for exhibitors, **not guests or attendees**. Exhibitors are required to wear their badges at all times, starting with move-in, throughout the conference, and for move-out. Any questions about exhibitor badge allotment, please contact Registration at 888-299-8016.

The Badge Order Form must be completed and returned by **March 16, 2012**, to ensure sufficient mailing time. Please return the Badge Order Form as quickly as possible to ensure that you receive the badges before you arrive in Indianapolis. **THE CONTACT PERSON INDICATES ON THE BADGE ORDER FORM WHETHER TO HAVE ALL BADGES MAILED TO THE CONTACT OR TO EACH INDIVIDUAL EXHIBITOR.** Make sure all your personnel receive their FDIC 2012 exhibitor badges. The package will include a Lead Retrieval Card, a badge and an address card. The address card will be returned to us when you pick up your badge card holder. This card allows us to differentiate and obtain a more accurate account of both attendees and exhibitors when recapping attendance for FDIC 2012.

### **EXHIBITOR REGISTRATION OPTIONS**

**Exhibitors have two registration options from which to choose. The two options will both take away from the booth staff allotment:**

1. **Booth Staff:** Allows full access to the exhibition floor.
2. **Exhibitor/Guest:** Can access the exhibit floor **only** during exhibit floor hours.

If you are using your allotted badges for visitors, your order form must be received by March 27, 2012. **After March 27, 2012, you can only use your allotted badges for exhibitor booth personnel. The authorized representative on record for the exhibiting company is the only person who can order a complimentary visitor badge and he/she must provide complete contact information for the complimentary visitor badge.**

Badges will only be mailed directly to your visitors if they are received by March 27, 2012 on the form. **Complimentary visitor badges will not be processed if the form does not have an actual name with complete contact information.**

**You cannot obtain a complimentary (allotted) visitor badge on site; they can only be ordered on this form by March 27, 2012.** You may purchase additional visitor badges at the Attendee Registration area. Payment for all additional exhibitor and visitor badges must be paid for when ordering these badges.

**Badge Order Forms received after March 16, 2012 will be processed; however, these badges need to be picked up at Exhibitor Registration, located in the Lucas Oil Stadium, the Capitol Street Lobby, or in the Maryland Street Lobby.**

Exhibitor Badges will contain the exhibitor's name, company name, city and state. **Note: The exhibitor's name and the exhibiting company name are limited to a maximum of 25 characters each.**

**Sample of Exhibitor Badge as issued:**

**JOHN ADAMS  
XYZ Company  
City, State**

**Additional badges for exhibitors** over and above the allotted number, based on the amount of square feet as described above, can be purchased for \$45.00 each. Additional Exhibitor badges are valid for all three days of the FDIC 2012 exhibits, and allow entrance to the exhibit areas 1.5 hours prior to the exhibits' opening. Payment must accompany your Additional Exhibitor Badge Order Form. For your convenience, payment can be made by check or credit card. Additional badges must be ordered by the authorized representative on record for the exhibiting company.

**ALL BADGES WILL BE MAILED, ONLY IF RECEIVED BY MARCH 16, 2012.  
(PAYMENT MUST BE RECEIVED IN ORDER FOR BADGES TO BE MAILED)**

**Guest Passes:**

Guest passes should be purchased in advance for your special customers. There is no limit to the number of guest passes you may purchase. Guest passes are for the exhibits only.

The cost of a guest pass is \$55.00 for all three days of the exhibits. Guest passes purchased in lots of 10 only are \$45.00 each. For FDIC 2012, a one day exhibit pass is available. You may purchase a one day pass for Thursday, Friday and/or Saturday for \$35.00 per day. If you purchase one day passes in lots of 10, the cost is \$25.00. **All guest passes must be paid for by the exhibiting company when the passes are ordered.**

After we receive your Guest Pass order form and payment, we will send you guest pass forms. You will need to send these forms directly to the person for whom you are purchasing the guest pass. He/she will need to complete and return the form to the designated address given. Badges will be mailed directly to your guest if the completed form is received by the date noted on the form. If the form is not received by us on that date, your guest may pick up his/her badge at Attendee Registration. If your guest fails to return the form, it can be completed and brought to Attendee Registration and exchanged for a guest attendee badge.

**Note: A guest attendee badge cannot be issued to your guest without the guest pass form.**

**EXHIBITOR REGISTRATION IS ALSO AVAILABLE ONLINE FOR THE CONTACT TO  
MANAGE THEIR BOOTH STAFF AND ORDER GUEST PASSES.**

**<https://www.pennwellregistration.com/online/ExhibitorLogin.jsp?confId=423>**

**Overview**

The Online Exhibitor Registration tools are designed to allow each Exhibitor Contact to manage their booth staff and purchase guest passes online.

The **contact** can add, replace and cancel their booth staff, as well as purchase guest passes. The contact also has the option to pay for their staff's registration fees, if applicable, with a credit card.

The online exhibitor link was created to be managed by the contact for each booth.

The system is designed to allow for only one contact per exhibitor and only persons logged in with the contact's credentials can manage the list. Once the contact has been established, if the contact wishes not to manage the list, he/she may choose to forward his/her logon and password information to each department or individual to complete his/her own exhibitor registrations. This is solely up to each contact. The contact will receive email confirmations when an update/change has been made.

### **Step 1: Establish Yourself as The Contact for the Booth**

1. Follow the link provided to the Exhibitor Login Screen. Select your company name, enter the booth number and click next.
2. This is the login screen. If you have attended a prior PennWell event and know your Badge Id Number, enter it; otherwise, enter your email address and password.
3. Even if you don't believe your information would be in the registration system, your email address must be verified to ensure that it isn't already in the database.
4. If your information is in the database, please verify that your contact information is correct. Click next and you will be assigned as the contact and directed to the Exhibitor Management Screen.
5. If your information is not found in the system, click 'New Attendee' and follow the steps to register. Once your registration is completed, you will be directed to the Exhibitor Management Screen.

### **Step 2: Exhibitor Management**

1. From this screen, you may add, replace and cancel your booth staff. Next to each header, the allotment is shown as to what has been used or purchased.
2. To add or replace a staff member, you will be directed to a search screen. Please search the database to see if the staff member is already in the database. If not, click 'Create New Person' and follow the steps to register.

**Note: As a security measure, only 10 staff members per day may be canceled and replaced. If more than 10 per day need to be made, please email your changes to the registration department at [registration@pennwell.com](mailto:registration@pennwell.com).**

### **Step 3: Exhibitor Payments**

As the Exhibitor Contact, you may choose to pay the balance due for some or all of your staff members. Click the 'Payments' button, check which balances you wish to pay, and enter your credit card information.

### **Confirmations**

A confirmation will be emailed to the Exhibitor Contact after each log in session in which changes/updates are made, and to individuals if unique email addresses are provided.

### **Need Assistance?**

Please contact PennWell registration at 918/831-9160 or 888/299-8016 for assistance or questions, or email us at [registration@pennwell.com](mailto:registration@pennwell.com).