

FEBRUARY 6-8, WEST PALM BEACH, FL



EXHIBITOR REGISTRATION

Exhibitor Badges

Exhibitors are allotted two types of complimentary badges, which are available *only* to employees of exhibiting companies.

Full Conference Exhibitor Badge (one per 10' x 10' booth):

- Includes access to all general and educational sessions throughout the conference.
- Does not include access to the preconference workshops or certificate courses.
- Includes access to the EXPO for move-in, show hours, early and late access on show days, and move-out.

Additional Full Conference registrations can be purchased at prevailing conference rates.

Exhibitor Personnel Badge (three per 10' x 10' booth):

- Includes access to the EXPO floor *only*.
- Includes access to EXPO during move-in, show hours, early and late access on show days, and move-out.

Additional Exhibitor Personnel registrations can be purchased for \$99 each.

Sample Allotments:

Booth Size/Sponsor Level	Full Conference Exhibitor	Exhibitor Personnel (EXPO-Only)
10' x 10'	1	3
10' x 20'	2	6
Silver Sponsor	2	3
Gold Sponsor	4	3

Exhibitor Badge Guidelines

- An exhibitor badge is required to access the EXPO floor to set up, dismantle, and work your company's booth during show hours.
- Complimentary EXPO-Only Passes for clients and customers (see following section) are allowed in the EXPO only during show hours.
- Only the individual registrant can pick up their badge at the Exhibitor Registration counter on-site.
- The lost badge fee is \$50 for both Full Conference and Exhibitor Personnel badges.

Exhibitor Registration

- Exhibitor registration will open in November 2018.
- To register:
 - Go to www.tkconference.org and click on the For Exhibitors/Sponsors tab on the top navigation bar to access the Exhibitor Resource Center.
 - Click on Exhibitor Registration under Plan the Logistics.
 - Follow the steps indicated to register your complimentary Full Conference and Exhibitor Personnel badges.
 - Register and pay for any additional Full Conference or Exhibitor Personnel if necessary.
- A confirmation will be emailed upon completion of the registration process.
- Exhibitor badges are not mailed and will be available for pickup on-site (see registration hours below).
- **Online registration will remain open for the duration of the event.**

On-Site Registration

Location:	Lower Concourse, Palm Beach County Convention Center	
Hours:	Monday, February 4	7–11 a.m. and 3–5 p.m.
	Tuesday, February 5	7 a.m.–5:30 p.m.
	Wednesday, February 6	7 a.m.–6:30 p.m.
	Thursday, February 7	7 a.m.–6 p.m.
	Friday, February 8	7 a.m.–12:30 p.m.

Complimentary EXPO-Only Passes

- These passes are available to exhibitors to invite existing or potential customers to see their booth at ATD TechKnowledge 2019.
- Please see your booth confirmation letter, which contains a link, unique login, and password. This information can be emailed to customers to register for a complimentary EXPO-Only pass.
- An **unlimited number** of complimentary EXPO-Only passes are available.
- Exhibiting companies should register company personnel through the Exhibitor Registration site.

Note: Attendees and guests are not allowed on the show floor during move-in, move-out, and non-exhibit hours. Children under the age of 18 are not allowed on the show floor at any time.