

PLEASE PRINT

COMPANY NAME		BOOTH NUMBER
CONTACT PERSON	TITLE	
ADDRESS		
CITY	STATE	ZIP
COUNTRY		
PHONE	FAX	EMAIL

PLEASE USE THIS FORM TO OBTAIN WORK ACCESS ONLY FOR FULL TIME EMPLOYEES THAT WILL REQUIRE ACCESS TO THE EXHIBIT SPACE DURING SET-UP AND ARE NOT REGISTERED TO RECEIVE A MARKET BADGE.

- Red Exhibitor Badges will allow access to the exhibit floor during move-in. If you have personnel that will be assisting during set-up but will not require access during the show, please list their names below.
- Work Access Passes must be worn at all times and are valid only during move-in/move-out hours.
- Work Passes will not gain access to floor during official show hours.

PLEASE NOTE: Exhibitors will not be allowed to hold any meetings on the floor during set-up days or before 10 a.m. on January 16 or before 9 a.m. January 17-18. Those holding exhibitor badges and not involved with setup will have access to the floor starting on Tuesday, Wednesday and Thursday at 8 a.m. The floor officially opens at 10 a.m. on January 16. Only those employees involved with set-up/dismantle are authorized to be on the floor during set-up days.

INDEPENDENT CONTRACTORS: If you have contracted a private exhibit service company, you must inform NATPE in writing by December 8, 2017 (see form). **DO NOT INCLUDE THE NAMES FROM YOUR INDEPENDENT CONTRACTOR FIRM ON THIS FORM – WE WILL SEND PROPER PAPERWORK**

PLEASE NOTE: NATPE will now be using picture badges for all attendees and contractors. You will receive a link to upload the photo to be used on your badge. A unique email address is REQUIRED for each individual listed below.

EXHIBITING COMPANY PERSONNEL:

FIRST/LAST:	EMAIL ADDRESS:

attach a list of additional names if necessary

Please retain a copy for your records. Complete and return by December 15, 2017:

NATPE Exhibition
 5757 Wilshire Blvd., Penthouse 10
 Los Angeles, CA 90036
 Phone: 310-453-4440 • Fax: 310-453-3398
 Email: PSilverman@natpe.org

Date Submitted: _____