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## EXHIBITOR REGISTRATION INFORMATION

### WHY YOU NEED EXHIBITOR BADGES

Badges will be required for all personnel to enter the exhibit area during move-in, move-out and show hours. Badges must be worn at all times while in the exhibit area and must show an individual's name as well as a company name.

### HOW TO ORDER YOUR EXHIBITOR BADGES

A welcome email will be sent with your username and link to create a password. This will be your username and password going forward to register your staff for all IMS events.

Please note: if you received this email for a previous IMS event and created your password, you will not receive another welcome email. Please use the username and password you created for the previous event to log into your portal at [www.ubmexhibitor.com](http://www.ubmexhibitor.com).

In the UBM Exhibitor Community you will be able to register staff, make edits/cancellations, and print/send confirmations.

Badges will NOT be mailed. Please bring your confirmation with you on show site to print your badge.

For any registration questions or assistance logging into your account, please contact customer service email [exhibitor\\_reg@motorcycleshows.com](mailto:exhibitor_reg@motorcycleshows.com).

\*If you do not receive either of the mentioned emails, please check your spam/junk folder or contact customer service to confirm your email address.

### NUMBER OF COMPLIMENTARY BADGES PER COMPANY

Each company is entitled to five (5) complimentary badges per 10' x 10' booth, with a maximum of thirty (30) complimentary badges for any one company. If necessary, you will be allowed to purchase UP TO five (5) additional badges, regardless of your booth size. EXHIBITOR BADGES ARE FOR PERSONNEL WORKING IN THE BOOTH ONLY. **Additional badges may be purchased for \$18.00 each (maximum of five).**

### ADDING AND DELETING FROM THE LIST

The names you provide on the exhibitor badge list will receive an exhibitor badge allowing access to the show during move-in, move-out and show hours. ONLY those people designated as key contacts will be allowed to add or delete names from this list.

### WORK BADGE FOR SET-UP & DISMANTLE ONLY

Individuals that will be assisting with the set up or dismantle of your display must be issued a work badge on-site. This work badge will allow access on the show floor during move-in/move-out only and is not valid during show hours. Please direct personnel to Exhibitor Registration to obtain a work badge. **Do not add them to your exhibitor badge list.**

### BADGE PICK-UP

Badges may be picked up at Exhibitor Registration, located in the lobby, beginning at 11:00am on Thursday, January 31, 2019. Each booth representative should pick-up their individual badge. Photo ID will be required.

### ON-SITE FEES

**All badges (maximum of 5) above your allotted amount will be subject to an additional \$18.00 fee per badge.**

**There will be no charge for name corrections or replacement for lost badges (one per person). Additional re-prints may be subject to a \$5.00 processing fee.**