

Registration.

Badges

Exhibiting companies receive four (4) complimentary badges per five-foot by ten-foot (5' x 10') exhibit space purchased for company employees to staff the exhibit.

Due to space limitations, the Academy no longer offers additional representatives over the complimentary allotment for Subspecialty Day Exhibitor Representatives

- This badge must be worn to access Hall C during exhibit installation
- The Subspecialty Day exhibitor badges will not permit access into the Subspecialty Day educational session rooms.
- If representatives wish to attend a Subspecialty Day Meeting they may register and pay in advance as a Commercial Representative at www.aao.org/2017.

Exhibitor Representatives are not:

- Exhibitor Designated Contractor (EDC) personnel (please read EDC section)
- Potential exhibitors
- Physicians (unless full-time company employees)
Individuals who wish to gain access for the purpose of making contacts
leasing companies
- financial institutions or
- vendors

and therefore, MAY NOT BE REGISTERED AS REPRESENTATIVES of exhibiting companies.

Online

The Exhibitor Registration website will open on Wednesday, August 16. The online registration system allows exhibiting companies to make additions, changes and deletions to their list of registrants as needed, from August 16 through November 10 exhibiting companies can:

- Add representatives
- Edit existing registrants
- Add paid exhibitor representatives
- Review and print a list of registrants

Exhibiting companies participating in the AAO 2017 exhibition will have access to the Exhibitor Registration website through the close of the annual meeting.

Onsite

Beginning Wednesday, November 8 Academy staff in Exhibitor Registration will assist the primary or secondary meeting contact with registration changes (additions and substitutions to, or deletions from the company's list of registrants) at no cost until Thursday, November 9. Requests to process additions, substitutions, or deletions after Thursday, November 9 will result in a \$50 processing fee.

It is the responsibility of the exhibiting company to register their representatives prior to arriving in New Orleans.

- There will be a \$100 charge for staff in Exhibitor Registration to register a company's entire list of representatives.

Badge Distribution

The Academy does not mail any exhibitor badges. All badges will be available for onsite distribution only as outlined below.

Onsite Badge Distribution*

The Exhibitor Registration area will be located in Hall C of the Morial Convention Center.

The Advance Onsite Badge Distribution Form allows the meeting contact to arrange in advance to pick up all or some of the company's representative badges onsite by completing the form that will be available on Exhibitor Central in August.

Onsite Requests to pick up all or some of the company's representative badges by the meeting contact will be accommodated from Wednesday, November 8 through Friday, November 10.

It is the responsibility of the meeting contact to distribute badges; undistributed badges cannot be brought back to Academy Staff in the Exhibitor Registration area for distribution.

Individual Representatives can pick up their badges during exhibitor registration hours at any available counter in the exhibitor registration area.

Representatives **MUST** present their photo identification AND proof of company affiliation to, receive their badge.

*To avoid long lines make arrangements to pick up all or some of your company's badges in advance.

Advise Representatives to pick up their badges on Thursday, November 9.