



## BOOTH STAFF REGISTRATION INFORMATION

Each exhibitor will receive the following number of booth staff passes for their booth:

- (5) passes for the 1<sup>st</sup> 100 square feet of space purchased
- (3) passes for each additional 100 square feet up to 3,000 square feet
- (1) pass for each additional 100 square feet over 3,000 square feet

*Example:* A 400 sq. ft. booth would receive 14 booth staff passes:  
1<sup>st</sup> 100 sq. ft. = 5 passes  
300 sq. ft. = 3 passes for each 100 sq. ft. = 9 passes

**Main Contact (MM):** This person has access to registration all booth staff and will need to register themselves if attending the event. Please Note: This Main Contact is the only individual who will be able to access the Registration link once logged into your Exhibitor Profile. To verify or change your Main Contact on file please contact [fdic.es@clarionevents.com](mailto:fdic.es@clarionevents.com)

**Booth Staff:** The staff that will work the booth during exhibitor floor hours. They will have access to the floor before the event for booth setup and afterwards for dismantle. **After utilizing your booth allotment, the Additional Booth Staff rate is \$50.00 per person.** There are a few badge categories to help better classify those being registered under your allotment: Exhibitor Booth Staff, Exhibitor Distributor and Exhibitor Guest.

- **Exhibitor Booth Staff:** those actually part of your company, that are there to work your booth & sell your products or services
- **Exhibitor Distributor:** those who don't work for your company, but a third party who sells your product or services to departments
- **Exhibitor Guest:** those who you invited to be your guest, separate from the additional Exhibitor Guest Passes you can order online through CDS

**Exhibitor Full Conference:** Same access as the booth staff, but this person will have the same access as a full conference attendee as well. *Please note that this badge doesn't include Hands-on Training (H.O.T.) Evolutions, Workshops, and Women in Fire sessions.* **Exhibitor Full Conference rate is \$649.00 per person if paid prior to March 1, 2024. After this date, the rate increases to \$725.00 per person.**

To register your staff, click on the Registration link under TASKS once you are logged into your Exhibitor Hub.





If you have any questions, please contact your Exhibit Services Managers at [fdic.es@clarionevents.com](mailto:fdic.es@clarionevents.com).

**Shannon Murphy**  
Exhibitor Services Manager

**Maria Lewis**  
Exhibitor Services Manager

**Katherine Adams**  
Exhibitor Services Manager

If you have any additional registration questions, please contact our Registration Customer Service at [fdic@xpressreg.net](mailto:fdic@xpressreg.net)