EXHIBITOR BADGE REGISTRATION

NEW TO 2025 – We are utilizing Maritz as the official AAPEX Registration Company for this year's event!

Once assigned a booth, the AAPEX Primary Contact will receive an email from Maritz with the link and login information to register personnel for exhibitor badges.

- Exhibitor badges are required for all booth personnel.
- The company name on the badge can only be listed under the name that was submitted on the exhibit space contract.
- Exhibitor badges can only be obtained for company personnel that will be working in the booth during the Show. This includes legal counsel, models, interpreters and celebrities.
- Exhibitor badges CANNOT be obtained for customers, guests or any other non-exhibiting personnel.
- Spouse badges (those who are attending the Show with their spouse, but not there to conduct business) can be requested on the exhibitor badge registration site. Please note that spouse badges are counted against your complimentary allotment.
- Any exhibitor found to be obtaining exhibitor badges for non-booth personnel will be prohibited from exhibiting at future AAPEX Shows.
- If you cannot locate your password or have any questions regarding your allotment, please contact Sandra Kulas at sandra.kulas@aapexshow.com.

COMPLIMENTARY ALLOTMENT

All exhibitors receive a specific number of complimentary badges based on the size of their booth. The allotment system is as follows:

BOOTH SIZE	COMPLIMENTARY BADGES
100-150 square feet	4
200-250 square feet	6
300-350 square feet	8
400-550 square feet	15
600-850 square feet	20
900-1,150 square feet	25
1,200 square feet and up	30 + 1 per 100 square feet over 1,200

Badges over your specified allotment will be $50 each through June 27. Starting on June 28, $75 over allotment each through September 26. After September 27, 2025, and onsite, all badges over your specified allotment will be $100 each.

BADGE MAILING

AAPEX International exhibitor badges will begin mailing during the month of August and end on September 12, 2025. Domestic (US & Canada) exhibitor badges will begin mailing during the month of August. Badge mailing to the US will end September 26, 2025. After that date you will need to bring your confirmation letter with the bar code to Express Registration at the show.

If you are exhibiting with a pavilion, all exhibitor badges are mailed to the Pavilion Leader.

EXHIBITING MEDIA
- Exhibiting media badges are NOT mailed in advance. All exhibiting media must pick up their badges in the Media Center, located in The Venetian, Casanova 501. Photo identification will be required.
- The Media Center is open exclusively to credentialed media and exhibiting media beginning on Sunday, November 2, 2025. Amenities, such as the lounge, meeting areas and computers will be available.
- Standard media badges are available at no charge; however, media badge registrants may be required to submit qualifying materials.

INTERNATIONAL EXHIBITORS
It is the sole responsibility of all exhibitors to take care of any government visa requirements and allow sufficient time for the visa application process. Please contact your nearest Embassy/Consulate to determine the appropriate timing and requirements related to your visa application.

It is strongly recommended that you apply for your visa as early as possible as the visa process can be lengthy. AAPEX Event Management will NOT contact Embassies/Consulates on your behalf and/or provide any assistance relating to visa issues.

If you require an invitation letter for visa purposes, you must be registered for an exhibitor badge. You will have an opportunity to request one during the exhibitor badge registration process. Invitation letters are sent instantaneously via email as a bounce-back to the email address provided during registration. Emailed, printed copies of the invitation letter are acceptable to bring with you to your visa appointment. Therefore, AAPEX Event Management will no longer prepare and send invitation letters via express mail.

NEED TO MAKE CHANGES?
Changes can be made online on the Exhibitor Badge registration site until badge mailing begins. Once badge mailing begins, all changes will need to be done onsite at the Exhibitor Registration Desk. You will need to surrender the old/incorrect badge in order to receive the new/updated badge at no charge.

EXHIBITOR REGISTRATION ONSITE
- Beginning Sunday, November 2, 2025, Exhibitor registration will be located in Room 301 of the Venetian Expo and the Lobby outside of the Forum Ballroom at Caesars Forum.
- Badges that were registered after the mailing deadline or not received prior to the Show can be reprinted onsite at the Exhibitor Registration Desk, one time at no charge.
- Lost or forgotten badges can be reprinted onsite at the Exhibitor Registration desk, a maximum of ONE TIME only, for a fee of $100 per badge.
- Additional badges can also be obtained in Room 301 of the Venetian Expo and the Lobby outside of the Forum Ballroom at Caesars Forum. Please note that documentation showing direct, professional employment of the exhibiting company, in addition to photo identification, will be required.
- No one under the age of 16, including infants, will be allowed in the Exhibit Hall at any time. No exceptions will be made. AAPEX Event Management does not provide any childcare/babysitting services. Use of a school ID is not acceptable to prove age unless a date of birth is provided.
- There are no credits or refunds for registration fees.
- Exhibitor badges must be worn in plain sight at all times (move in, Show days and move out).
- Exhibitor badges cannot be reproduced, transferred or resold. AAPEX Event Management reserves the right to refuse admission and revoke badges at any time.
- Any exhibitor that is found to be selling badges, in any capacity, will be prohibited from exhibiting at future AAPEX Shows.

QUESTIONS?

Please contact Registration Customer Service at 508-743-0141 Monday – Friday, 9:00 am – 5:00 pm EDT, or email aapexsema@maritz.com.