

# Exhibitor Badge Requests

**Please review the following information before you complete one of the enclosed Badge Request Forms.**

Please note that there are **TWO (2)** badge request forms. The first form should be completed if you would like to have your badges mailed to you; the second form is for badges that will be picked up at the exhibitor registration office in Gillette. The first person listed on either of the badge request forms should be your company's show contact person. This is the person within your company who will be authorized to notify FMCA of changes, corrections, or additions. This person will be responsible for distribution of your badges if you've opted for the mailed badges. Also, this form should indicate those individuals working at your display who will have a vehicle used for daily transportation to and from the grounds, other than a display unit, live-in unit, service vehicle, or demonstrator unit. All vehicles must have vehicle identification credentials.

**NOTE: ALL badges requested ON SITE will be \$5.00 per badge (NO EXCEPTIONS), and a business card with the exhibiting company's name and the name of the person requesting the badge must be presented. Fees for badges MUST be paid in cash or check.**

## **General Badge Request Information:**

1. Credentials may be picked up by the show contact or each individual.
2. Telephone requests for badges WILL NOT be accepted.
3. Faxed or emailed badge requests WILL BE accepted. FMCA is not responsible for misdirected faxes/emails or for faxes/emails not received by deadline dates.
4. Include all set-up personnel, employees, tear-down personnel, etc., who will be working in your display on your badge request forms. (Please request all service personnel on the service request form). Please photocopy the badge request forms if additional space is needed. Please PRINT OR TYPE the names on the badge request forms. FMCA is not responsible for incorrect badges due to illegible handwriting.

FMCA receives faxes electronically so it is strongly suggested that you call for receipt of your faxed documents.

## **MAIL**

To have your exhibitor badges mailed, your badge request form MUST be received prior to Wednesday, July 19, 2023, and a mailing fee of \$10.00 (check or credit card) must be enclosed. Badges will only be mailed to the show contact person listed on the form.

## **HELD**

To have your badges held for pick-up at the show, the badge request form MUST be received by Wednesday, July 26, 2023.



# Exhibitor Badges - MAIL

## Request Form

Please print or type the following exhibitor badge information and enclose the **one-time required \$10.00 mailing fee (this is not a per badge fee)**. Badges and vehicle passes will be mailed to the Show Contact listed on the form below. *NOTE: Please DO NOT include service personnel on this form. All service personnel and credentials should be requested on the "Service Form" found later in this section.*

Commercial Membership # \_\_\_\_\_

Company Name \_\_\_\_\_

Show Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

NAME	VEHICLE PASS Required	NAME	VEHICLE PASS Required
1.		11.	
2.		12.	
3.		13.	
4.		14.	
5.		15.	
6.		16.	
7.		17.	
8.		18.	
9.		19.	
10.		20.	

NOTE: Photocopy this form if you need more than 20 badges.

Check: Mail to FMCA, 8291 Clough Pike, Cincinnati, OH 45244 or charge by credit card by calling 513-474-3622 or 800-543-3622.

Please sign and date in the spaces below:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Exhibitor Badges - HOLD

## Request Form

Please print or type the following badges and vehicle passes and FMCA will process the information and will "hold" these credentials for pickup at the Commercial Registration office in Gillette. *NOTE: Please DO NOT include service personnel on this form. All service personnel and credentials should be requested on the "Service Form" found later in this section.*

Commercial Membership # \_\_\_\_\_

Company Name \_\_\_\_\_

Show Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

NAME	VEHICLE PASS Required	NAME	VEHICLE PASS Required
1.		16.	
2.		17.	
3.		18.	
4.		19.	
5.		20.	
6.		21.	
7.		22.	
8.		23.	
9.		24.	
10.		25.	
11.		26.	
12.		27.	
13.		28.	
14.		29.	
15.		30.	

NOTE: Photocopy this form if you need more than 30 badges.

**NOTE: ALL badges requested ON SITE will be \$5.00 per badge (NO EXCEPTIONS), and a business card with the exhibiting company's name and the name of the person requesting the badge must be presented.**