

# New Vendor Badge Policy



## Vendor Badge Procedure:

- **All exhibitors must provide list of personal that will be working their booth at the show. The list must be received by December 23, 2011. Email the list to [howard@weddingshow.com](mailto:howard@weddingshow.com) No list no Badges.**
- **Badge quantity will be limited by booth size.**
- **The badges will be available for pick up by your personnel on January 5<sup>th</sup> and 6<sup>th</sup> at the information booth and January 7<sup>th</sup> and 8<sup>th</sup> near the front doors in the north lobby of the Convention Center. Each member of your staff will need to pick up their own badge individually.**
- **Badges will be your only pass to get in the front doors on show day.**
- **We will not provide passes to anyone that we deem a potential customer that is not prepared to work in a booth.**
- **A badge is good for both days. We will no longer be using hand stamps.**
- **Badges are designed to be worn by vendors when in the Seattle Wedding Show.**
- **If you lose your badge or need additional badges, they can be purchased at the show for \$8.00 each.**
- **You do not need a Vendor Badge on move in days**
- **If you enter through hand carried freight or the loading dock on show days, please pick up your vendor badge in the lobby after you arrive.**
- **Badges will not be printed with your name or business on them. But will have a space for you to write that in yourself.**

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