

Booth Personnel Registration

Pre-Registration Deadline – SEPTEMBER 19, 2007

After September 19 you must register on-site. Badges will not be mailed in advance. You can arrange for individual or group pick-up at the time you register.

Exhibitors

Each exhibiting company must register personnel who will work in their booth for an exhibitor badge. The badge gives your staff access to the exhibit floor during published exhibitor access hours. Only employees of exhibiting companies and their spouses may register as Exhibitors.

Badge Allotment

Exhibiting companies receive complimentary exhibitor registrations based on the below scale.

Booth Size	Number of Badges
80 – 100 sq. ft.	8
101 – 200 sq. ft.	16
201 – 300 sq. ft.	24
301 – 400 sq. ft.	32
401 – 500 sq. ft.	40
501+ sq. ft.	48

Company Name on Badge

- The company name that appears on the Exhibitor Space Application and Contract will be the company name that appears on every exhibitor's badge.
- If you wish to change the company name on **all** of your exhibitor badges please complete the **Exhibitor Company Name Change Form** located in Section 4. This change will affect **all** your exhibitor badges; there will be no splits in your allotment. Individuals with a different company name should be registered as Manufacturer Reps and will be required to follow the applicable restrictions.
- Any request received from a non-exhibiting company or a company name that does not match the name on the Exhibit Space Application and Contract will NOT be processed without the Exhibitor Company Name Change Form on file.

Full Conference Access - Session Passes

- Session Passes are available on-site only at Exhibitor Registration and are distributed to one representative from your company. All exhibiting companies, except sublessors, receive 2 Session Passes.
- Session Passes are for Exhibitors to use to attend educational sessions throughout the show. These passes are interchangeable amongst your booth personnel. To attend a session, each individual will need to show their Exhibitor badge and a Session Pass.

- Session Passes do not include access to the R&R Sessions, breakfasts, luncheon or the NAB Marconi Radio Awards and Dinner. If you wish to attend the Radio Luncheon or the Marconi Awards & Dinner, you will need to purchase a separate ticket for each of those events. Tickets are not available to the breakfasts.
- Please be sure your booth personnel are aware of the Session Passes and the access they provide.

Floor Access

Exhibitors will have access to the Show floor from starting at 1:00 pm on Monday September 24th until 6:30 pm. Access is granted from 7:00 am – 6:30 pm Tuesday, September 25th and Wednesday, September 26th. Move out is Friday, September 28th from 12:00 – 6:00 pm.

Wristbands

Wristbands are available on-site to Exhibitors to wear during move-in and move-out. During show days, only your Exhibitor Badge will get you access to the show floor.

Subleases

Subleasers must be approved by NAB. Please contact your sales Account Executive for additional information.

Manufacturer Reps

All booth personnel who do not work directly for the exhibiting company must be registered as Manufacturer Reps and under their own company name. Please do not register them as Exhibitors.

Floor Access

- Manufacturer Reps will have access to the show floor on show days only one hour before the show opens and one hour after the show closes. No access will be permitted between 9:00 pm – 6:30 am.
- Reps are not allowed on the show floor during set-up times, except, for training purposes, Reps will be allowed access to the floor on Wednesday, September 26, 2007 from 12:00 – 5:00 PM
- Please note: Reps will not be provided wristbands to allow them access to the show floor outside of the before referenced hours. If Reps need access during set-up times you may register them as EACs in addition to their Manufacturer Rep registration. Please be sure your Reps are aware of this policy.

Duplicate Manufacturer Rep Registrations

- If a Rep is working for more than one exhibiting company, the Rep will be registered under the first company to register them. This will prevent any duplicate registrations.
- You can view registered Reps online by selecting “View List of Registered Manufacturer Reps”.
- If you do not have access to the web, please contact your Rep to verify if they are working for another company or call 888-740-4622 or 301-682-7962, Monday-Friday, 9:00am-5:00pm ET.

Registration Procedures

Pre-Registration

Online

1. Go to <http://registration.expoexchange.com/ShowNAB072/DefaultExhibitor.aspx> .
2. Enter your Exhibitor ID and password. If you do not have your Exhibitor ID or password, which can be found on your confirmation letter, go to www.nabradioshow.com/password or please contact Exhibitor Services at 877-622-3947 or 202-595-2051.
3. Next click on “Add/Edit Exhibitors or Add/Edit Manufacturer Reps”.
4. Enter the requested data.
5. Print the confirmation page of the online registration form.
6. The confirmation page will list all personnel registered under your company.

Electronic File

1. Exhibitors with thirty or more booth personnel to register may also do so by completing a pre-defined electronic form available from NAB. Once this form is submitted, any changes or additions of less than 30 personnel must be completed through the standard online exhibitor registration form.
2. Download the form online at www.nabradioshow.com or request form by e-mail at exhibitcomm@nab.org
3. Only electronic registration using this file will be accepted.

Pre-registered Exhibitors have the following options for on-site badge pick-up:

1. Individual Badge Pick-up – Each person registered as an Exhibitor or Manufacturer Rep will be required to pick up their own badge. They will need to show a photo ID and business card. Individual pick-up will be the default if you do not select the type of on-site pick-up.
2. Group Badge Pick-up – You must provide the name of the person (up to 2 people) authorized to pick-up your exhibitor badges. Group badges will only be released to this person(s). The deadline to notify NAB of group badge pick-up and authorized person(s) is **September 10, 2007**.
3. Exhibitors not pre-registered must register on-site before they will be permitted on the show floor. They must complete the On-Site Exhibitor Registration form and show valid photo ID and business card to register.

On-Site Registration

Exhibitor Registration will be located on Concourse C – Street Level. On-site registration hours are:

Monday, September 24	1:00 - 5:00 pm
Tuesday, September 25	7:30 am - 6:00 pm
Wednesday, September 26	7:30 am - 8:00 pm
Thursday, September 27	9:00 am - 3:30 pm
Friday, September 28	7:30 am - 2:00 pm

A valid photo ID and business card are required when picking up badges onsite.

Registration Policies

Cancellations

To cancel individual Exhibitor Booth personnel, please use the “Add/Edit Exhibitors” selection on the web. Registrations for exhibitor booth personnel, including Manufacturer Reps, will automatically be cancelled for any exhibitor who cancels their contracted booth space.

Additions/Changes/Corrections

For Exhibitor registrations, you can view or make additions, changes or corrections on the web by selecting “Add/Edit Exhibitors”. For Manufacturer Reps, if you have additional Reps to register, you can do so on the web by selecting “Add/Edit Manufacturer Reps”. If you have any changes or corrections, you can make them by calling 1-888-740-4622 or 1-301-682-7962.

Lost Badges & Reprints

Lost badge replacements and spelling corrections will only be provided on-site at Exhibitor Registration.

Visa Letters of Invitation

How to Request a Letter of Invitation for Visa Application

- NAB can provide you with a Letter of Invitation, which is required by the U.S. government to obtain a visa.

After registration is completed online at www.nabradioshow.com you will have the option request a letter of invitation.

1. Include your email address
2. Include your date of birth, your passport number and if you have previously attended an NAB convention. Indicate which events you attended to include that information in your letter.
3. Your letter will be automatically and immediately emailed to you in an HTML file. Print in color or black and white to supplement your visa application.

Note: NAB cannot assist you with the interview process, nor can anyone representing NAB call the embassy or consulate on your behalf to provide support for granting a visa.

Visa Application Process

- Request your letter early.
- Refer to the U.S. Department of State’s website at <http://travel.state.gov> for the most complete, up-to-date information as there have been a number of changes to the visa application process.
- Please share this information with your booth personnel who are traveling from outside the U.S. as well as any attendees you invite from outside the U.S.
- Important changes to the Visa Waiver Program have been made. To learn more, please visit http://www.travel.state.gov/visa/temp/without/without_1990.html.
- Check your passport for expiration date and new “readable” requirements.
- A personal appearance interview is required as a standard part of this process.

Parking & Driving Directions

PARKING

- Parking is available at prevailing rates in parking lots and towers surrounding the Charlotte Convention Center.
- The Westin Charlotte hotel offers more than 1,600 spaces, conveniently located adjacent to the Charlotte Convention Center.
- Additionally, metered parking is available along many of the main streets in Center City. The majority of parking garages allow free parking after 5:00 pm.
- To receive a Park! Center City brochure, please call (704) 375-3177.
- Additional links for parking information:
 - The Westin Charlotte: www.westin.com/charlotte
 - Visit Charlotte: www.visitcharlotte.com
 - About Parking: www.aboutparking.com

DRIVING DIRECTIONS

From I-85: From points North of Charlotte.

- Take Brookshire Freeway (Highway 16 South), Exit 36.
- Merge right onto the I-277 loop (John Belk Freeway).
- Take Stonewall Street, Exit 1E.
- Turn left on Stonewall Street and proceed 3 blocks.
- The Charlotte Convention Center will be on your right after you cross Brevard Street.

From I-85: From points South of Charlotte.

- Take Little Rock Road, Exit 32.
- Turn right at the bottom of the ramp.
- Turn right at the first traffic light.
- Turn left at the 2nd traffic light onto Wilkinson Boulevard (Hwy 74 East).
- Follow Wilkinson Boulevard as it becomes the I-277 loop (John Belk Freeway).
- Take College Street, Exit 1E.
- The Charlotte Convention Center will be on your right after you cross Stonewall Street.

From I-77: From points North of Charlotte.

- Take the I-277 loop (John Belk Freeway), Exit 9.
- Take College Street, Exit 1E.
- The Charlotte Convention Center will be on your right after you cross Stonewall Street.

DRIVING DIRECTIONS CONTINUED

From I-77: From points South of Charlotte.

- Take the I-277 loop (John Belk Freeway), Exit 9B.
- Take College Street, Exit 1E.
- The Charlotte Convention Center will be on your right after you cross Stonewall Street.

From US Highway 74: From points West of Charlotte.

- Follow Wilkinson Boulevard (Hwy 74 East) as it becomes the I-277 loop (John Belk Freeway).
- Take College Street, Exit 1E.
- The Charlotte Convention Center will be on your right after you cross Stonewall Street.

From US Highway 74: From points East of Charlotte.

- Follow Independence Boulevard (Hwy 74 West) and merge left onto the I-277 loop (John Belk Freeway).
- Take Stonewall St, Exit 1E.
- Turn left onto Stonewall St and proceed 3 blocks.
- The Charlotte Convention Center will be on your right after you cross Brevard Street.