

## New for this year - Self Registration Save time on show site by printing your badge at the "Badge Hub"

The Self Registration site was set up to help alleviate wait times and frustration during move-in and opening day registration for all pre-registered exhibitors.

To be able to utilize the Self Registration system you must:

- Pre-register your employees
- Include a Unique Email Address per person. Registered exhibitors will receive an email a week prior to show opening that will include a barcode for easy scan and go printing. If you do not provide an email address you can print your badge by inputting your first and last name or registration number.
- Have your badge(s) held for onsite pick up.
- Must be Paid in Full.

## **On-Site Process**

- Proceed to the "Badge Hub"
- Once you have accessed the account, you will be able to print your badge. The system requires a name entered for pick up.
- All reprints must be handled at registration. There is a \$10.00 per badge fee for all reprints.

If you have any questions, please contact Melissa Hall at <a href="mailto:mhall@nmma.org">mhall@nmma.org</a> or call her at (954) 441-3236 or Monica Puentes at <a href="mailto:mpuentes@nmma.org">mpuentes@nmma.org</a> at (646) 370-3660.