



REGISTRATION INSTRUCTIONS

Admission to CONEXPO-CON/AGG and IFPE 2011 is by badge only. All attendees and exhibitors are required to register. Only employees of exhibiting companies may register as exhibitor personnel. Every precaution will be taken to prevent unauthorized personnel from gaining access to the show floor. The advance exhibitor registration fee for member companies is \$40 each (member companies include **AEM, AGMA, PTDA, NFPA, NRMCA & NSSGA**) and \$50 each for non-member companies. The onsite fee is \$80 for all companies. Advance Registration opens **July 19, 2010** and closes **February 21, 2011**. Changes or additions after advance registration has closed can be made at the show.

REGISTER EXHIBIT STAFF, CUSTOMERS, DEALERS & GUESTS – ONLINE REGISTRATION RECOMMENDED

Log onto the exhibitor registration section of www.conexpoconagg.com or www.ifpe.com and enter the login and password provided via e-mail once registration opens, to view instructions and show information. Receive immediate confirmations and manage additions, changes or cancellations from the web. **This website will also guide you through the steps to register your customers, dealers or guests not classified as booth personnel.** Online tutorials and a customer service registration phone number will also be provided should you need assistance.

Primary Contact – The primary contact will manage the registration and housing process for their exhibitor personnel, guests/spouses and customers/dealers. This primary contact person is established from the Exhibitor Booth Space Application. A maximum of two contacts per exhibiting company is allowed for the 2011 show.

ADVANCE EXHIBITOR PERSONNEL REGISTRATION FORM

On-line registration is encouraged; however an Advance Exhibitor Personnel Registration Form can be used for **exhibit staff** only. **DO NOT use this form to register customers, guests or dealers that will not be working in your booth.** The form requires demographic information for the exhibiting company and booth personnel. Registration for exhibitor personnel must be received on or before **February 21, 2011** to receive advance rate.

SHOW DIRECTORIES

Show Directories will be sold for the 2011 shows at a fee of \$10.00 each in advance and \$20.00 onsite, however, exhibiting companies are offered a free allotment of directories based on booth space purchased. Show Directories will be distributed onsite. Details regarding locations for pick-up will be provided at a later date.

Booth Size	Allotment of Free Directories
100 - 499 sq ft	2
500 - 999 sq ft	4
1000 - 1,499 sq ft	6
1,500 - 4,999 sq ft	10
5,000 - 14,999 sq ft	12
15,000 - 29,999 sq ft	15
30,000 - 60,000 sq ft	20

EXHIBITOR WORK PASS INFORMATION: Work Passes will be distributed onsite at the show. Please see the document titled Exhibitor & EAC Work Pass Instructions for more information.

AEM EDUCATION FOUNDATION DONATION: Exhibitors will be given the opportunity to invest in our industry's future workforce by making a \$5 donation to the AEM Education Foundation during the online registration process. Your donation is a commitment to programs that inspire the best and brightest young people to work in our industry.