



EXHIBITOR SERVICES MANUAL

3. REGISTRATION, TRAVEL & HOUSING

Exhibitor Registration

WSA Housing Information

EXHIBITOR REGISTRATION INFORMATION

WSA provides name badges for your company representatives that will be working in your booth. You may register for exhibitor name badges online at WSA's website in the EXHIBITOR INFORMATION section. Online registration is the fast and easy, and all badges requested early will be mailed directly to your business address. Exhibitors may also register using the Exhibitor Registration Form on the next page. Registration can also be done onsite at the show, but on-site registration can be very slow, and two forms of identification will be required, so early online registration is strongly recommended.

Adequate care should be taken when choosing the personnel that need to be issued Name Badges. Remember the exhibiting company can be held responsible for the actions of a person wearing a name badge issued to that company. For example, if a person is caught taking photographs of products on the exhibit floor without permission, and that person is wearing an exhibitor name badge, not only will that person face expulsion from WSA and possibly criminal or civil charges, the exhibiting company on that person's name badge may also be expelled from WSA and could also be liable for criminal or civil charges. Do not give name badges to acquaintances or contractors as you may be held responsible for their actions.

No one will be allowed into WSA without a name badge.

Register on line at <http://www.wsashow.com>

Exhibitor badges requested early will be mailed to the trade show contact listed on your Exhibitor Pre-Registration & Badge Request online form. Badge requests received late will not be mailed. Late badge requests can be picked up on-site at the Exhibitor Registration Desk upon presentation of business credentials and photo ID. Name badges will NOT be mailed to China.

HOUSING INFORMATION

As show organizer, we carefully chose Travel Planners, Inc. as the official exclusive housing coordinator for WSA

We understand that there are other companies claiming to have some relationship with WSA and offering discounted hotel rates. Rest assured that there is only one official exclusive housing coordinator and that is Travel Planners.

The other companies may not have blocks of room but merely resell rooms they have secured from another source; rooms must be fully prepaid, are non-refundable and may be subject to steep change fees; and, room types may not be guaranteed.

Special "Hotel Packages" are available through Travel Planners, see next page for more details.

That is why we chose Travel Planners so that you can receive the following benefits:

- No prepayment
- Best prices on official hotels
- Cut onsite staffing costs
- No change or cancellation fees
- Guaranteed satisfaction
- Call center support to assist you prior to arrival and on site.

Make sure you use Travel Planners, the official housing coordinator for WSA. Making your reservations is fast and easy. On the web at www.wsashow.com or by telephone at 1-800-221-3531 or 212-532-1660, Monday – Friday, 9 a.m. – 7 pm. Eastern Standard Time.

We'll do everything we can to make sure you're in the best room at the right price.