

Extra Exhibitor Badge Order Form

DEADLINE: January 10th before 5pm

Exhibitors are allocated the following number of complimentary Exhibitor Badges for personnel working at the show. **Please collect your badges at the Show Office during move-in and distribute to your booth staff.** During show days, the Exhibitor Badge is required to access to the Tacoma Dome, and it must be worn on the show floor. Badges are designed to incorporate a business card.

0 – 100 square feet	=	5 free badges
150 – 200 square feet	=	7 free badges
250 – 300 square feet	=	9 free badges
350 – 400 square feet	=	11 free badges

Plus 2 badges for each additional 100 square feet

If you require more than your allocated number of badges as listed above, please fill out the following information so we may add badges to your envelope for pick up. **Additional badges are \$7 each.** **Once badges have been picked up, they are the sole responsibility of the exhibitor.**

You also have the option of your workers dropping off their badges at the Show Office at the end of each show day and rotating between your workers. **It is the exhibitor's responsibility to communicate with their staff to drop off and pick up badges.** **If there are no badges the next day to distribute, you will be charged \$7 per badge.**

Company: _____ **Booth #:** _____

Contact: _____ **Total Sq Ft:** _____

Email (for receipt): _____

Number of Extra Badges: _____ x \$7.00 = \$ _____

Credit card transactions will have a 3.0% processing fee added

We Accept:



Card Number: _____ **Exp:** _____ / _____

Name on Card: _____

Billing Address: _____

City, State, Zip: _____

Card Holder Signature: _____

Email this form: michelled@mpeshows.com or Fax: 206.260.3460