

EXHIBITOR REGISTRATION

The badging system is essential for the safety and security program at any event. Therefore, Show Management has instructed security personnel to allow, at the appropriate times, **only** badged personnel within the exhibit area. Under **NO** circumstances will anyone be allowed on the exhibit floor without proper show identification. We ask for your cooperation and attention in complying with this system; it is to the benefit of all concerned.

EXHIBITOR PRE-REGISTRATION

Behind this tab, you will find forms to secure badges for your exhibit personnel. As the designated contact person for your company, you are responsible for photocopying and distributing these forms to your personnel.

1. The *EXHIBITOR PASS & BADGE ORDER FORM* is to be used to obtain credentials for full time company personnel who will be attending the 2008 Congress. Each exhibiting company is entitled to a specified number of Exhibitor Badges based on the total square footage of exhibit space. “Expo Only” badges, over and above the entitlement, are complimentary for exhibitor personnel. Distribute these forms to your personnel with the appropriate instructions for Exhibitor Passes/Badges or “Expo Only”. Credentials cannot be switched or transferred without your expressed written permission. If you have any questions, please contact APWA’s Registration company at 817-635-4135.
2. All exhibitor personnel who are full-time employees of the exhibiting firm/organization will be required to wear an exhibitor badge at all times within the Exhibit Hall **including move-in and move-out**. This badge must be worn to gain admittance to the Exhibit Hall.
3. Exhibitor badges will be available at the Exhibitor Registration Desk in the Hall D lobby during all operating hours. If you have not returned the *EXHIBITOR REPRESENTATIVE PASS & BADGE ORDER FORM* by July 25, 2008, bring the form to the Exhibitor Registration Desk on site for processing.
4. Each exhibitor must personally pick up his or her own badge and show a picture ID.
5. Do *not* use your exhibitor registration form for Exhibitor Appointed Contractor (EAC)/display house personnel; if you will be using a non-official contractor, you and your contractor must complete the EAC forms behind Tab 5 of this manual. During installation and dismantling, EAC booth labor should use worker badges, which will be available for pick-up with the security guards located at the loading docks and main entrance into the hall.

HOTEL & DESTINATION INFORMATION

Please see the forms behind this tab for making hotel reservations at APWA’s discounted room blocks, reserving spots on the APWA-sponsored golf outing, and registering spouses. Hotel reservations may also be made online by visiting www.apwa.net/congress/. All reservations will be processed through the NOMCVB/APWA Housing Bureau through **July 23rd**. Please call the NOMCVB/APWA Housing Bureau at 1.800.424.5250 with any questions.

DRIVING DIRECTIONS

General Directions from the East: Take I-10 West to Exit 234C (West Bank/Highway 90). Continue on Highway 90 (the Riverfront Expressway) and exit right at Tchoupitoulas/South Peters Street. This is the last exit before crossing the bridge! On ground level, stay in the left lane and go to the fourth stop, which is Convention Center Boulevard. You will see the Convention Center Expansion in front of you. Turn left on Convention Center Boulevard. The Convention Center is on your right, at 900 Convention Center Boulevard. Parking is available at the Fulton Street Garage, 901 Convention Center Boulevard, (504) 566-1010, and at Riverwalk, 800 Convention Center Boulevard, (504) 584-3994. The Convention Center has no parking of its own. Park only in legal spaces (more than 20 feet from any curb) on surrounding city streets, or you may be ticketed and towed!

General Directions from the West: Take I-10 East to the West Bank/Highway 90 exit (do not continue on I-10 to Slidell). Stay in the right lane and exit right at Tchoupitoulas/South Peters Street. This is the last exit before crossing the bridge! On ground level, stay in the left lane and go to the fourth stop, which is Convention Center Boulevard. You will see the Convention Center Expansion in front of you. Turn left on Convention Center Boulevard. The Convention Center is on your right, at 900 Convention Center Boulevard. Parking is available at the Fulton Street Garage, 901 Convention Center Boulevard, and at the Riverwalk, 800 Convention Center Boulevard. The Convention Center has no parking of its own. Park only in legal spaces (more than 20 feet from any curb) on surrounding city streets, you may be ticketed and towed!