

Badge Requests

Register for your staff badges [online](#).

- **BADGES WILL NOT BE MAILED.** Register online and you will receive a confirmation email. Once you register online you will receive an automated email confirmation to confirm your registration. Print and bring this confirmation to show site or we can scan the confirmation from your Smartphone. Your badge will then be printed and handed to you onsite. This is the same type of process that you follow at the airlines when you print out your boarding pass.
- Badges must be worn at all times while at the show.
- No one will be allowed on the exhibit floor at any time without a badge.
- Each employee will need to have personal identification (driver's license with photo or passport) and personal business identification (personalized business card, W2 form, or cancelled payroll check) to confirm entrance into the exhibit floor and to pick up their badge.
- Authorized contact(s) is/are the only staff member(s) who can make additions and changes to your original badge request, both in advance and on-site at the Show. *As an authorized contact(s) you certify that the persons listed on the Exhibitor Badge Order Form are bona fide employees of your company. All violations are **subject to a \$500 fine**. Any Exhibitor or authorized contact of an exhibitor found to be in violation of the show badge regulations is subject to a fine as well as the possible **loss of their booth space**.*
- Your badge(s) are the property of ACRE, and are non-transferable and may be revoked at any time. Your badge will only be reprinted once at the Show.

Booth Occupancy

Your booth must be staffed by artist/applicant or studio employees and open for business during regular show hours. Sales reps are not permitted to staff your booth. You may not dismantle your booth prior to expo close. Failure to adhere to these rules may result in a fine.

Children

Children under the age of 12 are NOT allowed on the show floor at any time during the ACRE event. Infants allowed in front packs only. Children under 14 are not allowed during move-in or move-out time due to Las Vegas Convention Center policies. There will be no exceptions. Child care is not provided; please make arrangements in advance.

Hotel & Travel

Book your hotels through the ACRE housing company, OnPeak. Use the ACRE website and [book online](#). If you have questions you may [contact onPeak via email](#).

Luggage

No wheeled bags over 18" high x 12" wide will be permitted on the show floor during show hours. No personal luggage will be permitted on/off the show floor prior to show closing on Wednesday, June 7. Luggage may be checked at the secure product lockup located at the back of the show floor. All bags used to transport merchandise will be allowed on the floor prior to show open and at show close.