



## WORK PASS INSTRUCTIONS

Exhibitors and Exhibitor Appointed Contractors (EAC) who will need access to exhibits during the installation or dismantling periods on **non-show days** must wear a FREE WORK PASS or an official exhibitor show badge due to security concerns.

**NO ONE WILL BE ADMITTED TO THE EXHIBIT AREAS WITHOUT A WORK PASS OR A BADGE DURING NON-SHOW DAYS.**

Listed below are the steps that should be followed to allow entrance:

- The Security Company will have a list of all approved Exhibitors and EAC's provided to them from show management.
- For an EAC to be on the approved list, and Exhibitor must submit a **Non-Official Contractor Form** for all EAC's working on their behalf. This form can be found in your online exhibitor service manual.
- Exhibitors & EAC's are required to check-in at one of the various security desks that will be located throughout the perimeter areas listed below:
  - N243, S226, Orange Lot Entrance, Gold Lot, West Entrance, Silver Lot Entrance (Paradise Road), Silver Lot 2 Monorail Stop, South Hall East Entrance.
- **EXCEPTION:** An official **Show Badge** may be worn in lieu of the work pass if exhibitor registered in advance and received their badge in the mail. Onsite Registration for exhibitors will not be available until Sunday 1:00 p.m. on March 20, 2011. Once registration is open exhibitors may pick-up badges that did not make the deadline for mailing or register onsite for their show badge.