

### **FREQUENTLY ASKED QUESTIONS:**

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### **Is my exhibitor badge from last year still valid for this year?**

No. For security measures and to verify attendance, new badges need to be obtained every year.

### **How many exhibitor badges can I order for my booth personnel?**

Exhibitors receive an allotted number of exhibitor personnel badges based on the size of their exhibit space. Once you have exceeded the allotment for your booth space there will be a \$40 fee charged for each additional booth badge.

<b>Booth Square Footage</b>	<b>Badge Allotment</b>
100 – 200	5
201 – 400	10
401 – 800	15
801 – 1500	20
1501 – 2000	25
2001 +	40

**Do I need an exhibitor badge for all staff?**

It depends. All booth personnel who require access to the expo floor during published show days MUST have an exhibitor badge. Exhibitor badges are not required for personnel who will ONLY need access to the show floor during move-in and move-out hours for booth set-up and tear-down. Wristbands will be provided for registered and designated I&D (installation & dismantling) staff and EACs during move-in and move-out. Exhibitor wristbands can be obtained from security at the main exhibit hall entrance.

**How do I register myself and/or additional booth personnel?**

Exhibitor registration for JLC LIVE Northwest is now open. To register booth personnel, sign-in to your [Exhibitor Dashboard](#) using your company e-Code and then choose the *Exhibitor Registration* icon.

**How do I find my exhibitor e-Code?**

Your e-Code can be located on your booth confirmation email. If you have misplaced your e-Code, please contact [Luis Alvarez](#) for this information.

**Can exhibitors attend conference seminars?**

Yes. Exhibitors may register for conference seminars when they are registering for their exhibitor badges. You MUST pre-register to guarantee entrance into the conference seminars. Please review the [Conference Information](#) for details on this year's seminar topics, dates and times.

**Do I need to register for special events?**

Nope! JLC LIVE Northwest offers free social functions that will allow you to make valuable networking connections with other industry professionals.

**JLC LIVE Welcome Party**

Join us for an evening of networking, food and prizes. Unwind after a busy day with FREE beer, light snacks and great prizes\*. Meet up with some of your favorite speakers and show floor specialists! All attendees are invited.

*\*While supplies last*

JLC LIVE is partnering with Sleep in Heavenly Peace (SHP), an organization started in Kimberly, Idaho in 2012 by fellow JLC LIVE attendee, Luke Mickelson. Their purpose—to build beds for children living without the luxury of sleeping in their own bed or even laying their heads on a pillow. Every bed they build is handcrafted and constructed by volunteers who donate their time to help children in their community. SHP now has almost 100 chapters across the country helping children in almost every state.

This year, we are bringing in the Eugene Chapter of SHP to JLC LIVE onto the show floor. We will be helping the chapter build 20 beds (our goal), who will then deliver them to children in the local community. We're inviting our attendees to donate a little time to take part in our bed build. If interested please email Beau Wagener.

**I did not receive a confirmation email; am I registered?**

On your company's registration dashboard page, click *Edit or Add Sessions/Education to Existing Registrations*. If your name is listed, you are already registered. You can confirm your email address and/or resend your confirmation email by clicking *Edit Registration*, and then *Personal Information*. You may also want to your junk mail folder and/or add Registration@CompuSystems.com to your safe senders list.

**How will I receive my exhibitor badge?**

Badges will NOT be mailed in advance; they must be picked up on-site. Registration will be outside Hall C at the Oregon Convention Center.

**Which registration line do I stand in?**

Exhibitors who have registered online should bring their smart phone or other device and have the confirmation email (with barcode) ready to show at the Already Registered counter. If you are picking up multiple badges for *pre-registered* booth personnel, group badge printing is only available at the Exhibitor Registration counter. Exhibitors who have not registered prior to arriving at JLC LIVE Northwest need to do so at the Exhibitor Registration counter.

**What are the on-site registration hours?**

Wednesday, December 4	Registration Open	7:00 am - 5:00 pm
Thursday, December 5	Registration Open	7:00 am - 5:00 pm
Friday, December 6	Registration Open	7:00 am - 3:00 pm

**I have another registration question. Who do I contact?**

If you have additional registration questions, please contact Registration Customer Service at (800) 261-7769 or [registration@JLCLIVE.com](mailto:registration@JLCLIVE.com), Monday through Friday, from 8:30 am to 5:00 pm CST, USA.



## Attendee Sign-in

Sign-in with the email address and password you created during the registration process

**Email:**

**Password:**

[Forgot your password?](#)

Or, Sign-in by entering your last name and RegID (found on your registration confirmation email)

**Last**

**Name:**

**RegID:**

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## Exhibitor Sign-in (EAC Sign-in)

Enter your company password/eCode

**eCode:**

[Forgot your eCode?](#)