

Advance-registration Deadline: Monday, 06 February 2023

Badge Allotments:

- Each company will be responsible for submitting the name(s) of the individual(s) to receive these allotments.
- Per 10' x 10' space occupied, each exhibiting company receives one (1) complimentary full conference registration (EXT) including access to the Technical Digest online and *OFC Buyers' Guide*.
- There is no limit on Exhibit Personnel (EXP) badges—the badges are complimentary but only allow access to the exhibit floor and the Plenary session.

Exhibitor registration is slated to go live by the end of November.

To access your company's specific registration information, the primary (key) contact will receive a Welcome Letter with instructions on how to create your login to the Exhibitor Dashboard by OFC's registration partner, MCI USA (ofc@mcievents.com). When creating your login, you will be prompted to create a password; we recommend utilizing your Company ID.

Exhibit Personnel (EXP) wishing to upgrade to Full Conference or register for short courses can do so by making the necessary revisions to their exhibitor record online. The link to the Exhibitor Dashboard will be provided to each exhibitor primary (key) contact, who may then provide it to all registrants or register on their behalf. For further details, contact the MCI USA Customer Service team at: Domestic (toll-free): +1 800.888.2843 or International: +1 972.349.7840, Monday - Friday, 08:00 - 17:00 CT.

Important notes:

If a company's booth is cancelled for any reason, all free registrations will be cancelled. This includes EXP and EXT allotments. If any of these personnel still plan to attend the conference, they must re-register as an attendee and pay any required fees.

If a booth is cancelled for any reason, all paid technical upgrade (EXU) registrations will be converted to full conference registrations, which will be subject to all standard registration policies.

Any outside contractor needing access to the hall during show hours must wear a badge or wristband. It is the exhibitor's responsibility to obtain the badges. Register outside contractors as you would regular booth staff personnel through the Exhibitor Registration link. Typically, contractors are assisting with setup and teardown, therefore an Exhibit Personnel (EXP) pass is sufficient.

Exhibit Pass Plus (EPP) registrants will not have early access to the halls each day. If a staff member needs early access, register them as Exhibit Personnel (EXP).

All EXT and EXPs must wear their badges at all times to gain access to the Exhibit Hall.

If you want to request a **Group Badge Pick-up**, please email exhibits@ofcconference.org and note the below guidelines:

- Deadline for submitting group pick-up requests is **Monday, 06 February 2023**.
- **One** person from the exhibiting company should be designated as the contact to pick up all badges
- The designated person needs to assure all EXTs and EXPs receiving these badges are aware of the group pick-up and should schedule times with company's onsite personnel to receive badges prior to entering the exhibit hall.
- The designated person picking up badges must be prepared to pick up all related materials, including badge holders, lanyards, etc. Tickets for registration bags will be provided. The designated person may either pick up the bags or pass along the ticket and have each person pick up their own materials.