

## **EXHIBITOR IDENTIFICATION PASSES & PROCESS**

Royal commercial exhibitors and exhibitor staff require a bar coded, non-transferable exhibitor photo ID pass to permit daily entry access. All passes will be marked with the staff member's name, photo and the exhibitor booth. All exhibitor staff must enter the Fair via the Hall A Galleria entrance or the designated staff entrance just west of the Commercial Exhibits Office. A Photo ID pass must be presented each time. Pass allotment will continue to be based on booth size, with additional passes available for purchase.

<b>Commercial Exhibitor Pass Allotment</b>					
<b>Booth Size</b>	<b>10'x10'</b>	<b>10'x20'</b>	<b>10'x30'</b>	<b>400-1000 ft.<sup>2</sup></b>	<b>&gt; 1000 ft.<sup>2</sup></b>
<b>Commercial</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>15</b>	<b>Management Approval</b>
<b>Food Court</b>	<b>6</b>	<b>8</b>	<b>15</b>	<b>x</b>	<b>x</b>

**Additional** exhibitor photo ID passes can be purchased at the following rates.

<b>Commercial Exhibitor ID Pass Prices</b>	
<b>10 Day</b>	\$90.00 + HST
<b>5 Day Flex</b>	\$60.00 + HST
<b>1 Day</b>	\$20.00 + HST

1. From September 10<sup>th</sup> to October 27, 2019 confirmed commercial exhibitors will receive an email from Microspec, providing them with a unique link to the pass registration website.
2. Exhibitors are asked to input a list of staff names, one name for each allotted pass (based on booth size above) and will have the option at this time to upload staff photos. For your protection, only names on your list will be processed. The photo ID passes will be available for pick up in the Commercial Exhibits Office on the Exhibitor move in days, and throughout the event.
3. Requests for changing a 10 day pass to flex 5 day are done by emailing [commercial@royalfair.org](mailto:commercial@royalfair.org), or [hsommer@royalfair.org](mailto:hsommer@royalfair.org). Once approved, exhibitors will be able to see the change reflected on their company profile, and continue to populate their staff. There is no option to change multi-day passes to single day passes. **All** single day passes are purchased.
4. Starting October 30<sup>th</sup>, Exhibitor photo ID passes will be processed in the Commercial Exhibits Office. If not already provided, staff photos can also be taken and additional ID passes can also be processed during this time.
5. **Exhibitors who forget or temporarily misplace their pass must purchase a one day pass, \$20 + Tax for entry on that given day. There are no refunds for one day passes. Ensure you always have your accreditation to avoid this additional cost.**
6. Permanently misplaced passes will be cancelled and replaced in the Commercial Show Office subject to the full cost of purchase for the pass required to complete their scheduled hours for the duration of the event.

For any questions: please contact Commercial Exhibits at [commercial@royalfair.org](mailto:commercial@royalfair.org)