



REQUESTING BADGES FOR YOUR BOOTH(S)

Each 10 x 10 booth receives one full conference access badge (access to educational sessions and products expo) and two exhibit hall only access badges (access to products expo activities only).

The primary contact listed for your company can request badges for your booth space(s) online by logging into the NIGP website.

Follow these easy steps to assign names to your company's allotment of badges:

- Go to [Expo Badge Registration](#) where you will be prompted for your email address and password.
- Enter your email address and click Forgot Password.
- A temporary password will be emailed to you (be sure to check your spam and junk folders).
- After receipt of temporary password – please login using your temporary password.
- Create a new password to begin the registration process.
- On the registration page, click New to add names to each badge/access type.
- Choose names for each badge type from the dropdown box.
- You can add names if you don't see the person you are looking for by clicking the Add New button. If the person has never participated in a NIGP Expo, and are not in our database, you can add them to your company listing by following the prompts.
- As you add names, be sure to scroll down to the bottom to save all data entries.

Should you have questions or require assistance please contact exhibit@nigp.org
800-367-6447 select extension - 0