



APRIL 2–5, 2020  
MINNEAPOLIS CONVENTION CENTER

## **New for this year - Self Registration**

**Save time on show site by printing your badge at the “Badge Hub”**

The Self Registration site was set up to help alleviate wait times and frustration during move-in and opening day registration for all pre-registered exhibitors.

To be able to utilize the Self Registration system you must:

- Pre-register your employees
- Include a Unique Email Address per person. Registered exhibitors will receive an email a week prior to show opening that will include a barcode for easy scan and go printing. If you do not provide an email address – you can print your badge by inputting your first and last name or registration number.
- Have your badge(s) held for onsite pick up.
- Must be Paid in Full.

### On-Site Process

- The “Badge Hubs” will be located in Lobby D.
- Once you have accessed the account, you will be able to print your badge or other badges associated with your company. The system requires a name entered for pick up.
- If a badge has been printed/mailed, you will receive a message stating the date it was printed/mailed and who picked it up.
- All reprints must be handled at registration. There is a \$10.00 per badge fee for all reprints.

If you have any questions, please contact Melissa Hall at [mhall@nmma.org](mailto:mhall@nmma.org) or call her at (954) 441-3236 or Gunnar Tubbs at [gtubbs@nmma.org](mailto:gtubbs@nmma.org) at (612) 332-8330.