

First Look for Charity Credential Policies and Procedures

The Exhibit Manager or an appointed representative will oversee the First Look for Charity credential online registration for the event.

1. Registration Process:

- An email will be sent to the Exhibit Manager in late January containing a unique web link for each Exhibit Manager, including the tracking number to return to your specific page. This number and link will be required to return to make any changes.
- This link will be used to create personalized electronic name badges for the First Look for Charity staff required to effectively operate your booth for the evening.
- Only one staff list per exhibit will be accepted, so it's important to ensure all necessary individuals are included in that list.

2. Who to Include in the Registration:

- The list should include, but is not limited to:
 - Exhibitor Appointed Contractors (EACs) and any Sub-contractors, i.e. technical specialists, sound, lighting, and video, for example anyone essential needed to manage the display or handle any issues that may arise as part of the exhibit.
 - Models, narrators, and product specialists who will staff the display during the event (based on the 4-hour open period).
 - Supervisors responsible for overseeing the team working at the display.
 - Entertainment or celebrities hired to enhance the exhibit or event.

3. Collaborate to Create the List:

- It's important to collaborate with contractors and/or regional offices to ensure the list is comprehensive, including all personnel necessary to operate and manage the display effectively during the four-hour event.

4. Registration Deadline:

- **Wednesday, February 5** is the final day to submit the list for registration. After this date, no new names can be added to the list unless specifically arranged.

5. Approval of the List:

- Each submitted list of personnel will be reviewed and approved by show management.

6. Credential Distribution:

- The electronic name badge will be emailed to the named individual on the morning of the event, Friday, February 7.
- If the electronic badge for a member of your staff has not been received by 12pm on Friday February 7, please contact Lori Gundlach in the Exhibitor Office or email credentials@drivechicago.com for assistance.

7. Exhibitor Entry

- The electronic name badge and matching government photo ID must be presented at the door.
- The electronic name badge is only valid for entry at the exhibitor entry to the exhibit hall, which is located on Level 4, East side of the South Hall, between rooms S401 and S402. The electronic name badge is valid for entry onto the show floor **between 6 p.m. and 7:30 p.m. only**. After 7:30 p.m., the badge will no longer be valid for admission to the exhibit hall.

8. Attire

- This is a black-tie event, all exhibit personnel are required to dress in either black-tie or their exhibit-issued uniform. Improperly dressed personnel will not be admitted

All questions that arise on-site regarding personnel registration or omissions related to the personalized name badges will be directed to the Exhibit Manager or their appointed representative.