

**The e-badge – as simple as booking a plane ticket online!**

**The online badge ordering service** for exhibitors and their agents  
will be available from **11 October until 18 November**.

1. You will receive your username and password by e-mail on 12 October, i.e. on the day the online badge ordering service first becomes available.
2. You should then go to the "Exhibitor's area page" at <http://www.adf.asso.fr/exhibition> and click on the link provided to access the online badge ordering service.
3. Enter your username and password and **follow the procedures carefully.**
4. **Please note:** there are two distinct and independent orders for Exhibitor badges or Exhibitor's agents badges that you may complete or change as many times as you wish according to your needs.
5. **Confirm your order at the latest time possible otherwise** you may no longer change it.
6. After you have confirmed your order, you will receive an e-mail with a list of personalised links to each e-badge ordered. Simply transfer the links to each of the persons concerned.
7. All that will then be required of the e-badge holders is that they print the barcodes and bring them along with them to the Palais des Congrès to print their official badges **instantly** on arrival using one of the interactive terminals provided for the purpose on **level 0**.

Four interactive terminals will be operational on Tuesday 23 November.  
One will remain operational for exhibitors throughout the duration of the Exhibition, on level 0.  
**Please note: one barcode = one badge.**

**For security reasons, we ask you to be particularly careful with your exhibitor badges and exhibitor's agent badges.** We would like to remind you that a **lost badge will open the doors of the exhibition** to the person who finds it and will give that person full liberty to enter the exhibition halls from 08:00 in the morning onwards and to stay there after closing time.

**Please be advised**

- ◆ Admittance to the exhibition halls will be permitted only on presentation of the appropriate badge. Before 09:00, admission to the exhibition halls will be permitted **only on presentation of a valid exhibitor or exhibitor's agent badge.**
- ◆ **Exhibitor badges** (for the persons on duty on the stand for the entire duration of the exhibition) and **Exhibitor's agent badges** (for persons who will be on the stand only occasionally) will be given out in **strictly limited numbers.**
- ◆ Consequently, **only those companies listed as exhibitors are entitled to place orders for badges.** These companies may, under their sole responsibility, require Exhibitor's agent badges for the companies hosted on their stand who are not exhibiting under their own name.
- ◆ **If for any reason you should not be able to print the barcodes needed to issue the badges on site,** you may exceptionally ask for the badges to be sent to your company by post, by ticking the corresponding box when you place your order. No order will be treated before 28 October and you will receive your badges at the beginning of November.
- ◆ **Please note: orders for badges on site at the Palais des congrès must be exceptional.** Exhibitors may go directly to the Exhibitors' reception desk on level 1 on Tuesday 23 November to apply for their badges.
- ◆ However, starting on Wednesday 24 November, i.e. the opening day of the Exhibition, it will be compulsory for any exhibitor not holding a valid Exhibitor badge to apply for a Visitor badge in order to be admitted to the exhibition halls and to be able to go to the Exhibitors' reception desk, where the appropriate Exhibitor badge will be issued.