Registration

REGISTRATION POLICIES

By registering yourself and your staff, you have read, accepted, and agreed to distribute the SPJA Policies and Procedures to all company staff.

The following badge policies apply to all company personnel:

Companies will be held accountable for the conduct of each representative. Thus, if one or more representative does not comply with the badge policy and procedures, your company may lose its current priority standing.

Badges must be worn at all times when attending Anime Expo.

All badges represent an admission contract between the badge holder and SPJA.

All badges must be activated and registered for each individual staff after receipt in mail.

Badge switching, transferring of a badge, false certification of any individual as a company's representative, misuse of any badges, or any other method or device used to assist unauthorized personnel in gaining admittance into Anime Expo is prohibited.

Anime Expo reserves the right to refuse admission, to refuse service and/or to cancel/revoke your badge at Anime Expo's discretion.

Proof of employment (company security card, business card, etc.) with a registered company is required to pick-up badges. Proper identification is required (government issued IDs). Names on proof of employment and identification must match.

Contacts indicated upon registration are the only individuals that may make changes.

Company badges must read the representing company name.

Exhibit Hall admittance is restricted to exhibitor personnel and registered attendees.

Individuals under the age of 18 are not permitted access to the Exhibit Hall during set-up and break-down hours.

BADGE CANCELLATION POLICY

By registering for an Anime Expo badge, you agree not to sell, trade, transfer or share your comp code, email confirmation, or badge. If the Society for the Promotion of Japanese Animation (SPJA) determines that you have violated any SPJA policies, SPJA has the right to cancel your badge(s) and keep any money paid by you. Confirmations and/or badges that have been sold or provided by anyone other than SPJA will not be honored.

You must register an individual name for each badge and each name must match a valid government-issued ID. If SPJA determines that you have purchased more than one badge in your name for any day, SPJA has the right to cancel your duplicate badge(s)and issue you a refund less the processing fee.

EXHIBITOR BADGE REGISTRATION PROCESS

Badges are mailed to exhibitors who register by **May 13, 2022 at 11:59 PM PT.** Shipping and handling is free of charge for contracted allotments, while additional badges are charged a nominal fee for handling. Exhibitors must distribute badges to all personnel attending the show and activate badges before arriving onsite.

Registration Promotion/Access Codes

Make sure contact information provided in Map Your Show is up to date. Registration processes and procedures will be sent via personalized email to the primary contact and event manager provided in the MYS Exhibitor Dashboard.

- Link to website

- Password for website
- Promotional codes to access complimentary and paid badges (if applicable)

Important Dates

- TBA: Registration Opens
- **May 13, 2022 at 11:59 PM PT**: Exhibitor Badge Mailing Deadline/Last Chance to Update Shipping Information
- TBA: Registration Closes
- June: Badges Mailed/Received → Activate Badges

Badge Mailing

- In order for badges to be mailed, exhibitors must register by **May 13, 2022 at 11:59 PM PT**. Badges must be picked up onsite at the Registration Counter after this date.
- Badges will not be shipped outside the US or Canada. Exhibitors with shipping addresses outside of these two countries must be picked up onsite.
- Badges will be mailed out in early June. SPJA will not reship badges; please be sure the shipping address is correct when registering.
- Exhibitors will receive a confirmation email when badges are mailed. This email will contain a tracking number for your reference.
- Each RFID badge must be activated for a unique individual entry into the show. Instructions will also be provided in the mailer, send out in June.

Exhibitor Badge – Onsite Pick-Up

Badges must be picked up onsite for exhibitors outside the US and Canada, and exhibitors that register after the May 13, 2022 deadline.

Individual badge pick-up is not permitted. Each company will be responsible for picking up and distributing all badges to their personnel.

- All badges are prepared by company name at the Exhibitor Registration Counter located in Gilbert Lindsey Plaza at the Los Angeles Convention Center. Onsite registration and badge pick-up for exhibitors takes place during the following dates and times:
- Onsite Registration Hours: TBA, please see website for updates.
- For security reasons and brand protection, all booth personnel registering or making changes onsite will require a business card with the exhibiting company's name and a government issued photo ID.
- The final online registration deadline is TBA. You may log into your account to update badge registration information any time before this date. After this date, all Exhibitor Registration must be processed onsite at the Exhibitor Registration Counter.

Badge Activation

In order to active your badge, please visit the URL listed on the badge sticker and register your name, contact information and badge ID number located on the backside of the RFID badge.

Please Note:

- Each badge MUST be activated before entering the building on June 30, 2022 (Day 0).
- Exhibitors are responsible for distributing badges to personnel and ensuring each badge is activated to a unique individual.
- Once a badge is activated, changes cannot be made.
- Badges should be worn at all times during set - up, show hours and break down hours

- Badges must be activated prior to entry into the show. The primary and secondary contacts provided upon registering will be the only individuals that can make changes to the registration and/or pick-up badges onsite.

Admission into Anime Expo

Exhibitors should wear their badges for set-up and break-down on Day -1 (June 29, 2022), Day 0 (June 30, 2022) and Day 4 (July 4, 2022). If badges are not available at this time, exhibitors must pick up a wristband from the exhibit hall counter at Gilbert Lindsay Plaza.

Exhibitors will not be permitted entry into the show unless badges are activated. All badges are equipped with RFID for entry and exit at the Los Angeles Convention Center. When entering or exiting the convention center be sure to tap in and tap out at the RFID portals or risk delays. These badges must be activated and used for the dates listed below:

- Day 0: Thursday, June 30, 2022
- Day 1: Friday, July 1, 2022
- Day 2: Saturday, July 2, 2022
- Day 3: Sunday, July 3, 2022
- Day 4: Monday, July 4, 2022