**REGISTRATION AREA GUIDELINES**

**Name Tags**

The following is a list of what tickets are in each name tag per Gary 7/30/19:

**Attendee Name Tag**

* White ticket with their name printed on it to drop in Door Prize Drawing box
* 2 drink tickets
* 1 buffet ticket

**Exhibitor Name Tag**

* 2 drink tickets
* 1 buffet ticket

**Speaker Name Tag**

* 1 buffet ticket

**Scholarship Name Tag**

* 1 buffet ticket

**Board/Board Spouse Name Tag**

* 2 drink tickets
* 1 buffet ticket

**Staff/Subs Name Tag**

* 1 buffet ticket

**Guest Name Tag**

* 1 buffet ticket

**Sign In Sheets/Nametag Reprint**

* **If someone is not on the sign in sheet, it means that we have not received their registration information**. Refer them to Onsite Registration. Do not continue to search for them on the sheet.
* **If someone says that they are taking someone else’s place.**
	+ On the sign in sheet, ask the person taking the attendee’s place to mark through the person they are taking the place and put their name and initials
	+ If they are an Attendee be sure to give them a door prize drawing ticket and drop the ticket (or have them) in the door prize drawing container.
	+ Remove the nametag from the original attendee, mark through the name and put the new attendees name on it and give it to Becky for reprinting. Be sure to give them the tickets that came with the original registration.
	+ Give the new attendee a blank nametag that they can use temporarily and ask them to come back (if on Monday afternoon, Tuesday morning), (if on Tuesday morning, Tuesday at 12 pm) to pick up their new nametag
* **Onsite Registration**
* When asked the price of onsite registration, quote the advertised price for onsite registration
* If they want register on their phone, they can, but must come back to registration desk to sign in, pick up their temporary name tag, and (if an Attendee) get their door prize drawing ticket
* Printed nametags will be ready for pick up early Tuesday morning or at noon on Tuesday
* Any request for a change in name tags will be available at the next break. You can hand write a nametag to allow them to get into class for onsite registration.

**Frequently Asked Questions**

* Please stay in your assigned area to avoid confusion
* If you are not sure how to answer a question, ask someone.
* Only those assigned to signing in should be at the front desks
* Those in charge of souvenirs should have packets along with souvenirs available at all times for the staff signing in attendees/exhibitors
* If someone comes in late, they can sign in, but please inform them that they must attend the Opening Session on Tuesday Morning to receive CEUs
* No one can go into the Exhibit Hall just to walk around, but we aren’t security guards.
* Please do not bring guests behind the registration booth. You are welcomed to meet with them in the area beside the booth.
* Do not give tickets to others. These tickets cost FRWA money. If someone wants to purchase a meal ticket ask them to see onsite registration.
* Do not give or take souvenirs that are not yours.

**Best Tasting Water Contest**

* If someone gives you a water sample please be sure to get the name of the system they are representing.
* Put it on the cart supplied by the Hotel.
* Containers will be numbered and put on the list of contest entries
* At about 2 pm those assigned to the contest will take the cart to prepare for the contest