



PRE-ORDER EXHIBITOR BADGES

Exhibitor Pre-Registration Deadline: Friday, July 10th, 2009

1. Visit www.farmshows.com. Click on the Dakotafest logo, and then click on "Exhibitor Tools". Sign in by entering your company's User ID and password. Click on "Create/View Exhibitor Badges". If you need your User ID and Password please send an email to Rachel.LaFontaine@cygnusexpos.com
2. Click on "Add a New Badge". Enter the first name, last name and company name for each member of your booth staff and click "Submit".
3. Additional names can be added by clicking "OK" and then on "Add a New Badge". You will also be given the option to delete any names that were added incorrectly.
4. Approximately 3 weeks before the show all pre-ordered badges will be mailed to the contact listed in your exhibitor profile.

Badges that are ordered BEFORE July 10th will be mailed approximately 3 weeks prior to the event. Badges ordered AFTER July 10th can be picked up at the show office.

If you are unable to pre-order badges there will be blank badges available on-site. All exhibitors need a badge to enter the show. Please plan ahead and anticipate anyone who may be working at your booth.