

## AFA Warfare Symposium Exhibitor Booth Staff Registration Instructions and FAQs:

When registering your booth staff, you have the option of passing along the registration link, password and instructions for individuals to register themselves, or creating a group registration.

To begin, please answer 'no' to the access code question and 'yes' to the exhibitor question. Answer the next three questions, accordingly, select your company from the drop-down and enter your company password.

### Exception to above (if you are an exhibitor who is also a speaker):

- Please answer 'yes' to the access code question (first question on the registration page) and enter your access code. Do not enter a discount code in this field, you will receive an error message. Answer 'yes' to exhibitor question (same as above).

\* Do you have an access code?  Yes  No

If you are an Exhibitor and not an invited speaker, please answer "no" to this question.  
Discount codes should not be entered here.

Access Code:

- If you are already registered and did not originally select exhibitor or you previously registered and are trying to apply your access code, please contact [AWSHelp@afa.org](mailto:AWSHelp@afa.org) for help updating your registration category.
- When you select AFA Member or AFA Life Member you will be asked to enter your First/Last Zip to verify your Membership. If you receive an error message, **please contact our membership department at 1-800-727-3337 or email them at [membership@afa.org](mailto:membership@afa.org) to verify your membership** is current and/or you are typing in the correct First/Last/Zip (must match your membership record).
- If your company is a corporate member, please do NOT select 'non-member' when registering. You will need to be added to your company corporate member roster before registering. **Please contact our corporate membership department at 1-800-727-3337 or [corporate@afa.org](mailto:corporate@afa.org) for help. Once you are added to the corporate member roster and receive your member number you will be able to register as a member and receive the discounted conference rate.**

## Exhibitor Badge Options & Social Events

- **Exhibitor Attendee badges (full virtual access to platform; includes in-person and virtual access to symposium sessions):** For those who will be working/manning your booth and attending the symposium sessions. An exhibitor/attendee badge allows admittance to the exhibit hall during all hours (including the Polaris Reception on Monday, March 3). This badge does not count against your allotment of complimentary exhibitor-only badges. This badge allows the individual full access to both the exhibit hall (all hours) as well as all symposium sessions.
- **Exhibitor Badge (partial virtual access to platform; in person and virtual access to symposium sessions is NOT included):** Allows access to the exhibit booth only and not any symposium sessions. or virtual access. An exhibitor badge allows admittance to the exhibit hall during all hours (including the Polaris Reception on Monday, March 3). Each exhibiting company will receive four (4) complimentary exhibitor badges per 100 square feet (10'x10') of booth space purchased. Additional badges above the complimentary allotment can be purchased for \$160 per person. The Wednesday, March 5 Rock the Rockies reception is a separate ticketed event and is NOT included.
- **Exhibitor Support Badge (does NOT include virtual access):** Used only for support personnel (i.e., display house personnel) and NOT for any person that will be working or staffing the booth as these badges are only allowed in the hall during set-up, tear-down, and any pre/post hours for cleaning/set-up for the day.
- **Exhibitor Virtual Only Badge:** Virtual registration only for speaker sessions with no in-person activity. Company personnel who are not able to attend in person can register under your company password for the virtual only badge.

- **Polaris Reception Individual Ticket** (Monday, March 3) is included with your registration. The Exhibitor Attendee and Exhibitor Badge will give you access to the reception (no ticket is required). Additional individual reception tickets can be purchased for those who are attending as guests for **\$265 each**.
- **Rock the Rockies Reception Individual Ticket** (Wednesday, March 5) is a separate ticketed event. Tickets can be added to all exhibitor registrations for **\$265 each**.
- **Rock the Rockies Reception Group Packages** (Wednesday, March 5) - **\$3850 each**.
  - This ticket package will provide 10 tickets for your company and 7 tickets that will go into the AFA allotment for military members to attend the reception. Companies purchasing group ticket packages will be recognized as a Rock the Rockies event sponsor.

### Food & Beverage Planning:

Lunch will not be offered in the exhibit hall this year due to tremendous growth in attendance over the past few years. However, AFA Warfare Symposium attendees will receive 10% off full-service restaurant purchases\* with your show badge at Gaylord Rockies for all three days of the symposium. \*Alcohol is not included.

### Discount Codes:

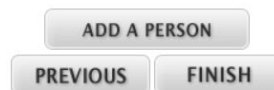
**NOTE:** If your company is a corporate member in good standing, you will be given a discount code for 1 (one) full Exhibitor Attendee badge. Type in the discount code at the bottom of the page where you select your conference badge. **Do not enter the discount code on the front-page access code field – you will receive an error message. Enter the discount code at the bottom of the page where you select your symposium badge (see below).**

REGISTRATION DISCOUNT CODE

Registration Discount Code  
(If you have a valid registration discount code, please enter it here. Discount codes must be entered at time of registration)

### Exhibitor Group Registrations

- Enter the POC for the group registration first. When you complete the registration, click ‘Add a Person’ to add the next person and so on. When you have completed adding everyone in the group, click ‘Finish’ to complete the group registration.



- When entering a group registration, the person creating the group is responsible for adding any credit card information for full conference registrations, making changes and updates for the group. If you are not able to manage the group, please pass along your company password to individuals so that they can register themselves to avoid any payment and confirmation errors.
  - If there are multiple unpaid balances within the group only the POC for the group can pay for individual registrations within the group with a different credit card. If you (POC for the group) attempt to send the confirmation to an individual with a balance due, the balance will be for the entire group vs. individual balance (only the POC can manage the payment options for multiple registrations/credit cards).
  - The POC for the group will also be able to cancel individual exhibitor badges in order to manage the allotment of complimentary badges.
  - The registration system will send a group confirmation to the first registrant on the record anytime new registrations or changes are made.

## DoD Booth Staff/Contractors

- When issuing exhibitor badges to booth staff please make sure to register your DoD booth staff first for the complimentary exhibitor badges. Exhibitor Attendee badges do not count against the allotment of complimentary exhibitor-only badges. Please note that contractors will be charged the appropriate rate for Exhibitor badges and/or Exhibitor/Attendee badges as they do not qualify for complimentary registrations.
- Exhibitor Support Staff badges should be issued to only those personnel who are setting up and tearing down your booth. If they are working/manning your booth, please select either the exhibitor or exhibitor attendee badge.

### Exhibitor Badge Allotments

Contact: Nava

**Example**

Registration Category	Number Available	Number Booked
Complimentary Exhibitor Badge	0	2
Exhibitor Badge at \$160/badge	Unlimited	0
Complimentary Support Badge	5	1

[Attendee / Personnel Listing](#)

## Exhibitor FAQs:

### I am a DoD contractor working at a government booth, do I receive the Exhibitor Attendee Badge at no cost?

DoD contractors working at a government booth do not receive complimentary exhibitor attendee badges. Complimentary full exhibitor attendee badges are reserved for Active Duty / DoD Civilian - Uniformed Military Personnel, defined as Active, Guard, and Reserve members of the U.S. Air Force, U.S. Space Force, U.S. Army, U.S. Navy, U.S. Marine Corps and U.S. Coast Guard, as well as DoD Civilian employees. This does not include employees of contractors working for the federal government. DoD contractors should select that they are a DoD contractor (third question on the main registration page). Applicable registration rates apply.

### What is the difference between an access code and a discount code?

Access codes are provided to specific groups/speakers by AFA. If you were not provided with an access code, please answer 'NO' to this question. **PLEASE NOTE: If you are NOT an invited speaker, please answer 'NO' to this question.**

A discount code is a code provided to comp your symposium registration. Please type in the discount code at the bottom of the page where you select your conference badge (see sample below). **PLEASE NOTE: Do not enter the discount code on the front-page access code field. This will result in an error message. All Discount Codes will start with a letter D.**

*Located on the bottom of the registration page on 3<sup>rd</sup> page*

REGISTRATION DISCOUNT CODE

Registration Discount Code  
(If you have a valid registration discount code, please enter it here. Discount codes must be entered at time of registration)

### Who do I contact if I want to provide access for individuals to have a meeting, or provide access for media to conduct interviews in my booth before or after open exhibit hall hours?

If you need to bring an individual or individuals into your booth before or after hours, please fill out the following [AFA WARFARE SYMPOSIUM 2025 Security Template](#) form and send to **Cynthia Escobedo** ([cescobedo@afa.org](mailto:cescobedo@afa.org)). All requests are subject to approval by AFA and must be made more than 24 hours in advance. Please note, no early access will be granted prior to the initial opening of the exhibit hall on Monday, March 3.

### **Are there evening events (where, when, and how much)?**

There are two evening events, the Polaris Reception and the Rock the Rockies Reception.

- Polaris Reception – Monday, March 3 (no ticket required; included with registration – exhibitor badge will allow entry) – Individual tickets may be purchased - \$265 each.
- Rock the Rockies Reception Individual Ticket - Wednesday, March 5 - \$265 each
- Rock the Rockies Reception Group Packages - Wednesday, March 5 - \$3,850 each
  - This ticket package will provide 10 tickets for your company and 7 tickets that will go into the AFA allotment for military members to attend the reception. Companies purchasing group ticket packages will be recognized as a Rock the Rockies event sponsor.

### **Will lunch be served in the exhibit hall?**

Lunch will not be offered in the exhibit hall this year due to tremendous growth in attendance over the past few years. However, AFA Warfare Symposium attendees will receive 10% off full-service restaurant purchases\* with your show badge at Gaylord Rockies for all three days of the symposium. \*Alcohol is not included.

### **What are the registration hours? Registration hours are subject to change.**

- Sunday, March 2 – 2:00 pm – 6:00 pm
- Monday, March 3 – 8:00 am - 6:30 pm ~ Polaris Reception 6:00 pm – 7:30 pm (Exhibit Hall – Polaris reception included with symposium registration. An individual ticket is required if you do not attend symposium.)
- Tuesday, March 4 – 7:00 am – 5:30 pm
- Wednesday, March 5 – 7:00 am – 4:30 am ~ Rock the Rockies Reception 5:00 pm – 6:30 pm (Mountain Pass Sports Bar & Ski Village – **Rock the Rockies Reception is NOT included with symposium registration. An individual ticket is required.**)

### **When is the exhibit hall open to the public? The Exhibit Hall is open to the public on Monday, Tuesday and Wednesday. Exhibit Hall Hours are subject to change?**

- Monday, March 3 ~ 1:00 pm – 4:00 pm (Polaris Reception 6:00 pm – 7:30 pm – included with symposium registration. An individual ticket is required if you do not attend symposium.)
- Tuesday, March 4 ~ 9:00 am - 4:30 pm\*
- Wednesday, March 5 ~ 7:30 am - 4:00 pm\*

### **Who has access to the Virtual Platform? What level of access does each badge type have?**

Symposium Attendees and Media badges will have 'full' access to the Virtual Platform. Exhibitor badges and exposition only badges will have 'partial' access to the Virtual Platform. **Partial access does NOT include in-person or virtual access to symposium sessions.**

**Full access can view all pages on the Virtual Platform to include:** Live Stream, Home Page, Welcome Page, Navigating WS25, Attendee Guide, Agenda, On-Demand Page, Speaker List, Polaris Recipient List, Awards Recipient List, Partners, Exhibitors, About AFA Page, Networking Section, Chat, Social Feed, Follow Us!, Donors, Notes, and Help Desk.

**Partial access can view the following pages on the Virtual Platform:** Home Page, Welcome Page, Navigating WS25, Attendee Guide, Polaris Recipient List, Partners, Exhibitors, About AFA Page, Networking Section, Chat, Social Feed, Follow Us! Donors, Notes, and Help Desk. **NOT Able to View: Live Stream, Agenda, On-Demand Page, and Speaker List.**