If you require any assistance, please contact info@reedgiftfairs.com.au



2 – 6 August 2025

Exhibitor Badge Registration

Step 1 – Login to Exhibitor Portal of your event

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Step 2 – Badges & Participants



Badge Manager



Step 3 – Download template



Step 4 – Find csv template



Step 4 – Open csv template...1/2



Step 4 – Open csv template...2/2

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Step 5 – Enter exhibitor badge information

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4 Stev	ve	McCollough	Sales Director	steve.mccollough@somecon	npanydoma	in.com												
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Step 6 – Upload filled in csv file



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Badges Allocated

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Allocated Badges appear in Badge Manager and can be edited (name, role) at any time



Confirmation to Exhibitors

Exhibitors will receive a confirmation email



International Exhibitors – Invitation Letter for Visas





If you require a letter of invitation to assist with your visa applications, you can now generate this with the below simple

Exhibitor Badge Collection

Plan Your Show

Here is your unique QR code for the show



1x Exhibitor

This QR code is unique to you. Please keep it safe, as we'll need to scan it at the show in order to print your badge.

Please have the QR code contained in your badge confirmation email ready when you visit the Customer Service desk onsite during move-in to print your badge.

PLEASE NOTE: you will need to have your exhibitor badge to gain entry to the exhibition hall for both <u>move-in</u> and <u>during show times</u>.