

ASC 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 create 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:

NOTE:

- 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 ASCHelp@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 at 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. **For all Corporate Membership inquiries, contact corporate@afa.org or (703) 247-5800 to connect with Abigail Remy or Alex Panduro to verify your credentials, request a copy of your current roster, or get your team registered.**

Exhibitor Badge Options & Social Events

- Exhibitor Attendee badges (full virtual access to platform; includes in-person and virtual access to conference sessions):** For those who will be working/manning your booth and attending the symposium sessions. 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 conference sessions is NOT included):** Allows access to the exhibit booth only and not any conference sessions. or virtual access. An exhibitor badge allows admittance to the exhibit hall during all hours (including the Outstanding Airman of the Year Reception on Monday, September 22). 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 **\$215 per person**. The Monday, September 22 Outstanding Airmen of the Year Reception (inside the exhibit hall) is complimentary for all exhibitors (must have an exhibitor badge) and is not a separate ticketed event. **Wednesday, September 24 AFA USAF Birthday Celebration 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, teardown, 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.
- **Outstanding Airmen of the Year Reception** (Monday, September 22) The exhibitor attendee badge and exhibitor badge allows all exhibitors access to the reception only. Please join AFA as we recognize and honor the Outstanding Airmen of Year! During CMSAF's Keynote Address there will be an Outstanding Airmen of the Year Presentation, immediately following there will be a celebration to honor the OAY at the Outstanding Airmen of the Year Celebration Reception in the Exhibit Hall with hors d'oeuvres and beverages.
- **AFA's USAF Birthday Celebration Reception** (Wednesday, September 24) is a separate ticketed event. Tickets can be added to all exhibitor registrations for **\$400 each**.
- **AFA's USAF Birthday Celebration Reception Group Package** (Wednesday, September 24) - **\$4000 each for 10 tickets (10 tickets for your company and 7 tickets turned back to AFA for Airmen and Guardians)**. Please join AFA to celebrate the USAF's birthday! Reception style format in the Potomac Ballroom with open seating, food stations, and beverages.

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. **For all Corporate Membership inquiries, contact corporate@afa.org or (703) 247-5800 to connect with Abigail Remy or Alex Panduro to verify your credentials, request a copy of your current corporate member roster, or get your team registered.**

Type in the corporate member discount code at the bottom of the registration options 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.**

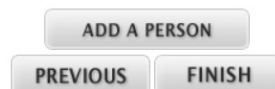
REGISTRATION DISCOUNT CODE

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 to manage the allotment of complimentary badges.
- The registration system will send group confirmation to the first registrant on the group 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. Each badge above the set allotment of complimentary exhibitor badges for your booth will be charged \$215 each. Exhibitor Attendee badges do not count against the allotment of complimentary exhibitor-only badges.
- **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: Benjamin Faske

Registration Category	Number Available	Number Booked
Complimentary Exhibitor Badge (4 per 100 sq ft of booth space)	6	2
Exhibitor Badge at \$215/badge	Unlimited	0
Complimentary Support Badge	6	0

[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. Do not enter a discount code in this field or you will receive an error message.

A discount code is a code provided to comp your symposium registration. Please type in the discount code at the bottom of the registration options 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. All Discount Codes will start with a letter D**

Located on the bottom of the registration page on 3rd 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 [ASC25 Security Template](#) form and send to **Cynthia Escobedo** (CEscobedo@afa.org). All requests are subject to approval by AFA and must be made more than 24 hours in advance.

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

There are two evening reception events.

- Outstanding Airmen of the Year Reception - Monday, September 22 – \$400 each
- AFA's USAF Birthday Celebration Reception - Wednesday, September 24 - \$400 each
- AFA's USAF Birthday Celebration Reception Group Package (10 tickets) - \$4000

What are the registration hours?

Saturday	September 20	7:30 am to 6:00 pm
Sunday	September 21	8:00 am to 6:00 pm
Monday	September 22	6:00 am to 7:00 pm
Tuesday	September 23	7:30 am to 5:00 pm
Wednesday	September 24	7:00 am to 7:00 pm

What are the exhibit hours?

Prince Georges Exhibit Hall

Monday, September 22, 2025	9:00 AM - 4:00 PM
Monday, September 22, 2025	5:15 PM - 7:00 PM (OAY Reception - Ticket Required for General Attendees)
Tuesday, September 23, 2025	9:00 AM - 4:00 PM
Wednesday, September 24, 2025	9:00 AM - 4:00 PM

Maryland Ballroom

Monday, September 22, 2025	7:30 AM - 4:00 PM
Tuesday, September 23, 2025	7:30 AM - 4:00 PM
Wednesday, September 24, 2025	7:00 AM - 3:00 PM

***If you are an exhibitor, no ticket is required for the Outstanding Airmen Reception inside the Prince Georges exhibit hall. Your exhibitor badge admits you into the reception.**
