

# How To Enter Badges and Request Visa Letters

Log in to the [Exhibitor Portal](#):



## 2026 NAHB International Builders' Show

Tuesday, February 17, 2026 9:00 AM - Thursday, February 19, 2026 5:00 PM

### Sign In

Login by entering your email address and password. Click the "Set/Reset Password" link to change or create a new password. If your company is New to IBS, please contact us at [ExpoSales@nahb.org](mailto:ExpoSales@nahb.org) to begin your Exhibitor journey!

Email

Password

☐ Remember me

[Set/Reset your password](#)

[Sign In](#)

In the “Preparing to Exhibit” Group, click “Start” on the “Exhibitor Badges” task (If you do not see it, scroll up and click the “Completed” filter tab. This should display it.)

[Home](#) | 2026 NAHB International Builders' Show

Total Due 0.00 [Make](#)

[View Floor Plan](#)

**ACCOUNT TOOLS**

- Manage Account
- View Payments

**ANNOUNCEMENTS**

- Rules & Regulations
- Scam Warning!
- Freeman Quick Facts
- IBS 2026
- Exhibitor Resources

**HOTEL INFORMATION**

- Hotel Map with Rates
- How to Request a Room Block
- How to accept a room block

**Preparing to Exhibit (3)**

**Task Past Due**

**Request a Hotel Block**

Take advantage of the NAHB Room Block and save on housing!

**Due Date 09/02/2025**

[Start](#)

**Exhibitor Badges**

Use this link to register your staff. The deadline to enter badges and have them sent in advance is January 2, 2026. Badges entered after that date will be held for pickup at the Exhibitor Registration Desks.

**Due Date 01/02/2026**

[Start](#)

**Preparing to Exhibit**

Shipping, Setup, Regulations,

When the task opens, read the information and click the “Request to Exhibit” link. Do NOT click the “Submit” button, as it will not take you to the Exhibitor Registration site. It will only close the task and mark it completed, so you won’t see it in your portal unless you click the “Completed” filter tab.

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Only 167 days left

Exhibitor Badges

**NOTE:** Maritz is the official IBS vendor for Exhibitor Registration and Housing. Its website allows you to enter the names of your personnel who will need **Exhibitor Badges** and (if you requested a block of rooms) also allows you to enter Hotel room reservations.

**Exhibitor Badges** [View Badge Policies](#)

1. Badges must be requested by **January 2, 2026**, in order to receive them by mail in advance. Exhibitor Badges will be sent to the badge contact for US and Canadian companies only. International Exhibitors must pick their badges up onsite at the Exhibitor Registration Desks beginning at noon on Saturday, February 14.
2. Exhibitor badges have **24-hour access** to the exhibit floor on all days including move-in and move-out.
3. **Note:** The first time you visit the badge website, you must to confirm who the designated "badge contact(s)" will be.
4. International Exhibitors can request **Visa Invitation Letters** by clicking the link on the "Manage Group" page on the Exhibitor Registration Site. The Registration ID is the Badge ID to the left of the person's name.
5. Exhibitors can purchase tickets to **special events** including the IBS House Party and the Closing Concert. These are great networking opportunities.

Click This

**Request Badges Now!** (Do NOT click the Submit button, as it will NOT take you to the Exhibitor Registration Site!)

Cancel

Submit

NOT This

The first time you go to the Exhibitor Registration Page (if you have not previously requested a room block, you will see the Group Contact Verification page.

NAHB IBS

NAHB INTERNATIONAL BUILDERS' SHOW®  
February 17-19, 2026  
Orlando, Florida

7 furnaces. 31 tests. under 1 roof  
welcome to your new home for fire testing.

Mraczek Systems, Inc. / Jeska

Group Contact Verification

Dashboard

Please complete the following fields.

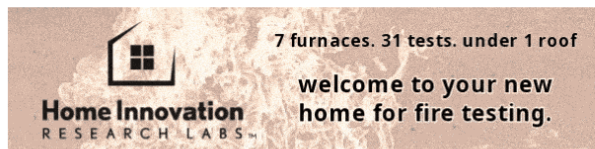
\* Indicates required fields.

BEFORE you can enter your badge requests you must verify who your badge contact person will be.

Below is the contact information for the person responsible for requesting exhibitor badges before the show. If you choose to have your badges mailed to you in advance, this is the person (and address) that they will be sent to. US and Canadian badges will be sent via UPS ground. Please review the information below and make changes as required.

<div>First Name</div> <div>Jeska</div>	<div>Last Name</div> <div>Logan</div>
<div>Company</div> <div>Mraczek Systems, Inc.</div>	<div>Badge Company</div> <div>Mraczek Systems, Inc.</div>
<div>Address</div> <div>11575 North Shore Drive</div>	<div>Address 2</div> <div>#12</div>
<div>ZipCode</div> <div></div>	<div>City</div> <div></div>

Complete the information on this page and click the button at the bottom. Please note that the Badge Company is the company name to print on the badges. Also, if you select “No” for Gets Badge on the main contact, you MUST designate an Onsite Contact. Clicking the button will take you to the Dashboard. On the Dashboard, click Manage Group.



Mraczek Systems, Inc. / Jeska

## Dashboard

Welcome to your Dashboard. From here you may request hotel rooms, register/manage your group and review financials.

**HOTEL BLOCK REQUEST** CONTINUE →

**Block Request Details**  
Status: In Progress  
Submitted:  
Last Updated: Jul 23, 2025 3:21:13 PM  

HOTEL BLOCK REQUEST PROCESS IS IN PROGRESS

**MANAGE GROUP** ADD/EDIT PERSONNEL →  
Badge Summary

**Financial Summary**

Registration Total	\$0.00
Form of Guarantee	\$0.00
Booking Total	\$0.00
Payments	\$0.00

▶ Important Housing Dates

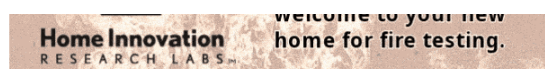
**CONTACT PROFILE**

11575 North Shore Drive  
Reston, VA 20190  
United States  
mraczeksys@aol.com  
Jeska Logan  
Gets Badge: Yes

EDIT CONTACT PROFILE

▶ Group Search

You can use Add New Person to add people one at a time or use Import Personnel to download an Excel Template that you can fill out to upload your staff all at once.



Mraczek Systems, Inc. / Jeska

## Group Summary

Dashboard

View by Person View by Reservation

▶ Add New Person

▶ Import Personnel

▶ Export Personnel

▶ Hotel Reservation Activity

▶ Filter Personnel List

### STAFF REGISTRATIONS

#### Editing Your Information


1. Badge Registration: Click the edit icon next to your badge ID.
2. Hotel Reservation: Click "Room Details" icon next to the individual's name.
3. Payments: If a credit card guarantee is pending for a room reservation in your block, you must apply a credit card in order to guarantee the room.

**Confirmations** - Confirmations are **not automatically** sent

Once you have added your people, you can scroll down and see their names at the bottom of the page. If you need to request Visa Invitation Letters for them, you can use the highlighted link and fill out the form. You can request up to 10 letters on a single form. The form will require the Registration ID for each person, which is the number to the left of their name. **The name on the visa letter request form must match the name on the registration.**

## STAFF REGISTRATIONS

### Editing Your Information

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2. Hotel Reservation: Click "Room Details" icon next to the individual's name.
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1. Individuals: Click "Send Confirmation" link next to the person's name. You also have the ability to send an email invitation to your guest to log in and securely submit their own credit card information by clicking the "Invite to Enter CCG" link.
2. Contact Confirmation: Clicking "Email Contact Confirmation" will send a confirmation that includes all badge registrations and hotel reservations.

### Visa Letters

1. International exhibitors who need visas can request Letters of Invitations by completing the [Visa Letter of Invitation Form](#).

**Note:** You will need a registration Badge ID number for each person who needs a letter.

Results Total: 2

✉ EMAIL CONTACT CONFIRMATION					
Badge ID	First Name	Last Name	Registration	Hotel	Balance Due?
 1001	Jeska	Logan	EXHIBITOR  		<a href="#">Send Confirmation</a>
 11816	Alicia	Black	EXHIBITOR  		<a href="#">Send Confirmation</a>