



TAMPA 2019

AIRPORTS COUNCIL INTERNATIONAL - NORTH AMERICA
ANNUAL CONFERENCE AND EXHIBITION
SEPTEMBER 15 - 17, 2019

Booth Personnel Registration Form

Please type or print neatly. Provide information as you would like it to appear on your badge. Your registration and payment must be complete by **August 23** to ensure that your name and contact information appear in the pre-registration attendee roster which will be sent to all attendees.

BADGE

FULL NAME MR/MS:	NICKNAME FOR BADGE:	
ORGANIZATION/COMPANY:	TITLE:	
ADDRESS:		
CITY:	STATE/PROVINCE:	ZIP/POSTAL CODE:
PHONE:	FAX :	COUNTRY:
E-MAIL:*		
*Confirmation will be sent to this e-mail. If you would like confirmation sent to an additional e-mail address, list here:		

REGISTRATION

All fees are in U.S. dollars.

**Early Bird Registration
Received with Full Payment
by August 2, 2019**

**Regular/On-Site
Registration Payment
after August 2, 2019**

EXHIBIT BOOTH PERSONNEL \$345 \$375

TOTAL AMOUNT ENCLOSED \$ USD

- ☐ YES! I am planning to attend the closing night event. ☐ I am a first-time attendee
- ☐ I require assistance in order to fully participate in this meeting. Send an email to meetings@airportscouncil.org to describe how we can be of assistance.
- ☐ I require special dietary needs. Send an email to meetings@airportscouncil.org to describe how we can be of assistance.

Registration is not complete until payment is received. To receive the "Early Bird" rate, payment must be received **BY FRIDAY, August 2, 2019**. No refunds will be issued for any reason after August 2, 2019. Please see the Cancellation and Refund Policies on the back of this form.

PAYMENT

PAYMENT OPTIONS



Mail

- ☐ **CHECK** enclosed made payable to ACI-NA (U.S. dollars drawn from a U.S. bank)
Mail checks with this form to: **ACI-NA P.O. Box 5007 Client ID 500022 Merrifield, VA 22116-5007**



Fax

To pay by credit card, fax completed form to **(202) 478-0889 Attn: Meetings**

☐ **CREDIT CARD:** ☐ VISA ☐ MasterCard ☐ American Express ☐ Discover Total Amount: \$ _____

Card number: _____ Expiration date: ____ / ____

Name as it appears on card: _____

Signature: _____ The card holder's signature authorizes ACI-NA to charge the credit card the total correct amount due.

☐ **WIRE TRASFER** (see instructions on back)



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REGISTRATION

Booth Personnel Registration is for individuals working the exhibition booth. This registration entitles you to attend all of the functions in the exhibition hall (including show floor education) and the closing night event. This registration does not entitle you to attend any conference workshops, seminars, educational programming (outside of the show floor), or the chair's reception. If you wish to attend the conference workshops, seminars, general sessions, concurrent sessions, or any other special events, you must complete a full conference registration form and pay the full registration fee.

CONFIRMATION OF REGISTRATION

Confirmation will be sent by e-mail to fully paid conference attendees using the e-mail address(es) provided on the registration form. If you do not receive confirmation within two weeks after sending your registration form, please e-mail meetings@airportscouncil.org. Non-receipt of a confirmation before the conference is not justification for seeking a refund.

PRE-REGISTRATION

You will be included on the pre-registration roster if your registration is received by ACI-NA, and paid in full, by 5pm EDT Friday, August 23. Registrations or payments received after August 2, will be processed with the higher registration fee.

ON-SITE REGISTRATION

Any changes after August 23 must be made on-site. Registration in Tampa opens September 14. All On-Site Registrations must be paid in full at the time of registration. ACI-NA cannot invoice On-Site Registrations.

REGISTRATION FEE PAYMENT

All Registrations must be paid in full before attendance at conference events

will be permitted. ACI-NA accepts checks, MasterCard, VISA, American Express, Discover and wire transfers.

WIRE TRANSFER INFORMATION

Airports Council International North America (ACI-NA)
Incoming Wiring Instructions
Bank Name: TD Bank, Wilmington, DE
Routing Number (ABA #): 031101266
Account Name: Airports Council International - NA
Account Number: 4265765772

CHECK PAYMENT INFORMATION

All checks should be made payable to ACI-NA and sent to:

ACI-NA
PO Box 5007
Client ID 500022
Merrifield, VA 22116-5007

To receive the "Early Bird" registration rate, your registration form and payment must be received by **Friday, August 2, 2019**.

CANCELLATIONS, SUBSTITUTIONS AND REFUND POLICIES

Cancellations must be received in writing to ACI-NA no later than 5 pm EDT August 2, 2019. Registration fees, minus a \$100 per person processing fee, will be refunded after the conference has concluded if the cancellation notice is received by the deadline date.

No refunds will be issued for any reason for cancellations received after August 2, 2019.

Substitutions are honored at any time. No-shows are not eligible for refunds.

These policies apply to all types of registrations including Guest Registrations. Non-receipt of a confirmation notice before the meeting is not justification for seeking a refund. ACI-NA reserves the right to cancel this conference. In this event, we will notify all registrants and

refund registration fees in full. Any costs incurred by the registrant, such as hotel cancellation, airline penalties, etc., are the responsibility of the registrant.

OPT-OUT

By registering for the conference you are providing permission to receive e-mails, mailings and faxes related to the conference. If you do not wish to receive any further e-mails from ACI-NA, please send an e-mail to memberservices@airportscouncil.org with the words "OPT-OUT" in the subject line.

Please note, if you choose to opt out of receiving e-mail from ACI-NA, you will no longer receive ACI-NA e-newsletters, notices of upcoming meetings, sponsorship opportunities, etc. If you prefer to unsubscribe from certain electronic publications rather than opt-out from all e-mail communications, please e-mail your request to memberservices@airportscouncil.org. Please allow up to 10 days to process your request.

PHOTO/VIDEO DISCLAIMER

By registering for and attending any event, you agree that your image may be used at any time, without further notification, for printed materials, web sites, social media and other marketing purposes.