



TAMPA 2019

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

On-Site Registration Form

Please type or print neatly. Provide information as you would like it to appear on your badge.

BADGE

FULL NAME MR/MS: _____ NICKNAME FOR BADGE: _____

ORGANIZATION/COMPANY: _____ TITLE: _____

ADDRESS: _____

CITY: _____ STATE/PROVINCE: _____ ZIP/POSTAL CODE: _____

PHONE: _____ FAX: _____ COUNTRY: _____

E-MAIL*: _____

If registering a guest, list guest name here: _____

* Confirmation will be sent to this e-mail. If you would like confirmation sent to an additional e-mail address, list here: _____

REGISTRATION

On-Site Registration Fees (fees are in U.S. dollars)

Registration Categories	Full Conference Committee Workshops included in Full Conference registration (Please select one Committee Workshop)	Committee Workshop Package Saturday & Sunday (9/14 - 9/15)	One Day Pass
		On-Site	On-Site
Member	<input type="checkbox"/> \$945	<input type="checkbox"/> \$700	<input type="checkbox"/> \$525
Non-Member	<input type="checkbox"/> \$1,850	<input type="checkbox"/> \$875	<input type="checkbox"/> \$900
*U.S./Canadian Federal Government	<input type="checkbox"/> \$500	Select One Committee Workshop:	
**Full-Time Student	<input type="checkbox"/> \$325	<input type="checkbox"/> I will not attend a committee workshop	
***Guest	<input type="checkbox"/> \$325	<input type="checkbox"/> Business Information Technology	
		<input type="checkbox"/> Environmental Affairs <input type="checkbox"/> Legal Affairs	
		<input type="checkbox"/> Operations & Technical Affairs	
		<input type="checkbox"/> Finance Committee Workshop (Sunday Only)	
		<input type="checkbox"/> \$525 Member <input type="checkbox"/> \$900 Non-Member	
		Select Day(s)	
		<input type="checkbox"/> Sunday 9/15	
		<input type="checkbox"/> Monday 9/16	
		<input type="checkbox"/> Tuesday 9/17	

* **U.S./Canadian Federal Government** - Contractors are not considered federal government for purposes of registration category.

** **Full-Time Student** - Please attach a copy of current student ID, front and back. List the name of your educational institution for Organization/Company, above. ACI-NA Members cannot register using the Student category.

*** **Guest** - Guest is a spouse, significant other, friend, or adult child who is not in an industry related occupation. A co-worker or an associate within the industry may not use the guest registration. GUEST registration includes access to the exhibition hall (including all meals and receptions in the exhibition hall), grand opening reception, chairman's hand-off reception, and closing night event. Each GUEST must register with a FULL Conference attendee. If a GUEST wishes to attend any educational programming, he/she must register for the FULL conference. GUESTS cannot attend Committee Workshops.

YES! I am planning to attend the Closing Night Event. YES! I wish to attend the Airport Tour. 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. 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 OPTIONS

PAYMENT



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

Full Conference registration includes entrance to the general sessions, all educational sessions, the exhibition hall (including all meals and receptions in the exhibition hall), grand opening reception, chair's hand-off reception, and closing night event. Full Conference Registration includes attendance at Committee Workshops.

One Day Pass registration includes attendance to all functions for the specified day(s) purchased.

Only one guest allowed per Full Conference Registration. Each guest must be registered with a Full Conference attendee. Guests cannot register on their own.

Guest Registration includes access to the exhibition hall (including all meals and receptions in the exhibition hall), grand opening reception, chair's hand-off reception, and closing night event. If a guest plans to attend any educational programming, s/he must register for the full conference.

A guest is a spouse, significant other, friend, or adult child who is not in an industry related occupation, volunteer or an appointed position. A co-worker or an associate within the industry may not use the guest registration.

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.

We are unable to issue a refund for ANY reason for cancellations received after the August 2, 2019. At this date, we have guaranteed your participation with our vendors and partners and are unable to provide a refund of your registration fees.

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.