



## MINNEAPOLIS 2022

AIRPORTS COUNCIL INTERNATIONAL - NORTH AMERICA  
ANNUAL CONFERENCE AND EXHIBITION  
SEPTEMBER 17 - 20, 2022

## 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 **September 9** 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:		
EMERGENCY CONTACT FULL NAME MR/MS:		EMERGENCY CONTACT PHONE:

REGISTRATION

All fees are in U.S. dollars.

EXHIBIT BOOTH PERSONNEL ☐ \$500

- ☐ 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](mailto:meetings@airportscouncil.org) to describe how we can be of assistance.
- ☐ I require special dietary needs. Send an email to [meetings@airportscouncil.org](mailto:meetings@airportscouncil.org) to describe how we can be of assistance.
- ☐ I have read and agreed to the ACI-NA COVID-19 Meeting and Mask Policies ([view here](#))

Airport Tour Options (visit [www.airportscouncil.org/annual](http://www.airportscouncil.org/annual) for additional details):

- ☐ Taste of MSP ☐ Arts@MSP Tour ☐ MSP Airfield Tour ☐ Accessibility Tour ☐ Sunrise Hard Hat Tour ☐ I will not participate in a tour.

Registration is not complete until payment is received. No refunds will be issued for any reason after August 19, 2022. 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 TRANSFER** (see instructions on back)



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## Conference Registration Deadlines and Information

### 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](mailto: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 5:00 PM EDT Friday, August 19, 2022. Registrations or payments received after the published deadlines, will be processed at the higher registration fee.

### ON-SITE REGISTRATION

Any changes after September 9, 2022, must be made on-site. On-site registration in Minneapolis opens September 17, 2022. 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

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, July 22, 2022.

### CANCELLATIONS, SUBSTITUTIONS AND REFUND POLICIES

#### NEW! NO RISK EARLY BIRD RATE Cancellation Policy:

Register by July 22, 2022, (the early bird deadline) and you can cancel up until Thursday, September 15, 2022, and receive a full refund. **Cancellations must be submitted in writing to [meetings@airportscouncil.org](mailto:meetings@airportscouncil.org).**

For those NOT registered by the early bird deadline of July 22, 2022, the cancellation policy is as follows:

**Cancellations must be submitted in writing to [meetings@airportscouncil.org](mailto:meetings@airportscouncil.org), by Friday, August 19, 2022.** Cancellations received by Friday, August 19, 2022, are eligible to receive a refund, less a \$100 processing fee. Refunds will be credited back to the original credit card used for payment. This policy applies to all registrations including guest registrations. Refunds will be processed at the conclusion of the conference.

**There are NO refunds for non-early bird registration notices received after the cancellation deadline of Friday, August 19, 2022.** At this date, we are unable to issue a refund for ANY reason as we will have guaranteed your participation with our vendors and event partners and we are unable to provide a refund of your registration fees.

Substitutions will be 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@aci-na.org](mailto:memberservices@aci-na.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](mailto: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.