

REGISTRATION FORM

CONTACT INFORMATION ——

| Full Name | Badge Name (optional informal first name) |
|--|---|
| Title | Organization |
| Address | Suite City State/Province Zip/Postal |
| Phone Cell (in case of emergency) | Email |
| Emergency Contact Name If you want a confirmation sent to an additional email address, please | Emergency Contact Phone Iist it below: |
| Are you a first-time attendee? Yes No | |
| Are you a young professional? Age 35 and under Yes | 5 No |
| Will you attend Reno's Host Airport Event the evening of Tuesday, June 14th at the Hyatt Lake Tahoe Yes Resort? The event is a 45 minute ride from the Peppermill. Transportation will be provided. Yes | |
| REGISTRATION FEES (in USD) | |
| EARLY BIRD (until May 13) | REGULAR (after May 13) |
| MEMBER \$1,100 NON-MEMBER \$1,700 | MEMBER \$1,550 NON-MEMBER \$2,150 |
| CONSULTANT \$1,450 | CONSULTANT \$1,950 |
| ADA Pursuant to the ADA, do you have a disability and require assistance to fully participate in this meeting? This includes medically necessary dietary needs. Email your specific requirements to meetings@airportscouncil.org. | |
| Dietary Do you require special dietary needs? Dietary needs do not include lifestyle preferences (ex. keto, paleo, etc.). Email your needs to meetings@airportscouncil.org to describe how we can assist. NOTE: Dietary needs must be indicated during registration to ensure safe and accurate meals at the event. On site requests cannot be guaranteed. | |
| COVID-19 I have read and agreed to the ACI-NA <u>COVID-19 Meeting and Mask Policies</u> . | |
| Pay by Credit Card Visa MasterCard | American Express Discover |
| Credit Card Number | Expiration Date CVV |
| Name on Card The card holder's signature above authorizes ACI-NA to charge the credit card | Signature I the total correct amount due. |
| Fax credit card payments to (202) 478-0889 or via secure efax at 12024780889@efaxsend.com | |
| Pay by Check Enclosed is a check for \$ U | SD made payable to ACI-NA. |
| Mail checks with this form to: ACI-NA, P.O. Box 5007, Client ID: 500 | 0022, Merrifield, VA 22116-5007 |
| Registration is not complete until payment is received. Please see t | he Cancellation and Refund Policies on the back of this form. |

Airports Council International – North America | 1615 L Street NW, Suite 300, Washington, DC 20036 Office: (202) 293-8500 Fax: (202) 478-0889 | meetings@airportscouncil.org

REGISTRATION DEADLINES AND INFORMATION

REGISTRATION: Conference registration includes entrance to all educational sessions (unless noted), welcome reception, all food functions including breakfasts, breaks, and lunches as listed on the conference agenda, and all educational materials. Dress for the meeting is business casual.

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

PAYMENT: Full payment is due at time of registration. Credit card payment must be included for faxed registrations. Check or credit card payment must be included for mailed forms. Registrations will be processed at the registration rate available when payment is received. The card holder's signature authorizes ACI-NA to charge the credit card the total correct amount due.

ON-SITE REGISTRATION: All On-Site Registrations must be accompanied with credit card or check payment. The card holder's signature authorizes ACI-NA to charge the credit card the total correct amount due. ACI-NA cannot invoice On-Site Registrations. On-Site registrations will be included on the final attendee roster.

CANCELLATIONS, SUBSTITUTIONS AND REFUND POLICIES: Cancellations must be received in writing to <u>meetings@</u> <u>airportscouncil.org</u> **no later than 5 pm EDT May 13, 2022**. 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. Refunds will be credited back to the original method of payment.

We are unable to issue a refund for cancellations received after May 13, 2022. 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 <u>memberservices@</u> <u>airportscouncil.org</u> 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 <u>memberservices@airportscouncil.org</u>. Please allow up to 10 days to process your request.

BADGES: Only individuals who register and present badges and/or tickets may attend conference events. A badge is required for all conference sessions and events. For security reasons, badge swapping is not permitted. Anyone found wearing a badge that does not match his/her identification will be removed from the conference without a refund. In addition, the badge/name will be cancelled without a refund.

PHOTO/VIDEO/ATTENDEE DATA DISCLAIMER: By registering for and attending this 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. You agree that your contact information or attendee data may be shared with other attendees, sponsors and or exhibitors.

IF GUEST REGISTRATION IS AN OPTION: A 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 select events as listed on the conference agenda. Each guest must register with a conference attendee. If a guest wishes to attend any educational programming, he/she must register for the conference.

IF FULL-TIME STUDENT REGISTRATION IS AN OPTION: Please attach a copy of your current student ID, front and back. List the name of your educational institution for Organization/Company above. ACI-NA/ACI Members cannot register using the Student category.

CHILDREN: ACI-NA meetings and events are intended for adults only and no children under the age of 18 are permitted to register or attend.

ALCOHOL POLICY: ACI-NA will not serve alcoholic beverages to anyone under the age of 21 and we reserve the right to refuse the service of alcohol to anyone who appears intoxicated.