



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 **July 28** 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

- I require assistance in order to fully participate in this meeting. Send an email to meetings@aci-na.org to describe how we can be of assistance.
- I require special dietary needs. Send an email to meetings@aci-na.org to describe how we can be of assistance.

Please see the Cancellation and Refund Policies on the bottom of this form.

REGISTRATION OPTIONS

You can submit this form by:



Email

meetings@aci-na.org



Fax

(202) 478-0889



Mail

ACI-NA
P.O. Box 5007
Client ID 500022
Merrifield, VA
22116-5007

REGISTRATION INFORMATION

REGISTRATION

Booth Talent Registration is for individuals hired to work as talent in an exhibition booth. This registration entitles you to attend the functions on the show floor. This registration does not entitle you to attend any conference workshops, seminars, educational programming (outside of the show floor), or the chairman's hand-off 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 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@aci-na.org.

CANCELLATIONS, SUBSTITUTIONS AND REFUND POLICIES

Cancellations must be received in writing to ACI-NA no later than 5 pm EDT July 28, 2017. 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 July 28, 2017.

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@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@aci-na.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.