

EXHIBIT PERSONNEL FORM

4 EASY WAYS TO REGISTER

ONLINE www.IBTTA.org/HALIFAX
FAX Complete this form and fax to (202) 659-0500
EMAIL to Harry Smith – hsmith@ibtta.org
MAIL Complete form below and send it with payment to:
 IBTTA, 1146 19th Street, NW Suite 600, Washington, DC 20036

PLEASE COMPLETE ONE FORM PER REGISTRANT
 This form is for Exhibit Personnel Only

First Name _____ Last Name _____
 Title _____ Name for Badge _____
 Organization _____
 Address _____
 City _____ State _____ Postal Code _____ Country _____
 Phone _____ Fax _____
 Email _____
 Twitter Handle _____ I do not have one.

1. REGISTRATION FEES *(All fees are per person in U.S. dollars.)*

After **September 9, 2019**, registrations will only be accepted on-site. If your registration is not confirmed by **September 9, 2019**, your name will not appear on the final registration list. Your organization's dues must be paid to qualify for the member rate.

	Registration Type	Member	Non-Member
Available to first staff person/ comp only	Exhibit "Floor Only" Registrant¹ No Sessions. No Events. Floor Only.	<input type="checkbox"/> comp	<input type="checkbox"/> comp
	Upgrade to Full Delegate² (First staff person only) Includes Sessions and all Events in the Program except for Tours.	<input type="checkbox"/> \$350.00	<input type="checkbox"/> \$850.00
Applies to all additional exhibit personnel	Additional "Floor Only" Exhibitor Personnel Registrant¹ No Sessions. No Events. Floor Only.	<input type="checkbox"/> \$525.00	<input type="checkbox"/> \$525.00
	Full Delegate²	<input type="checkbox"/> \$875.00	<input type="checkbox"/> \$1,375.00

2. TOURS & EVENTS

For the technical tours, please register to guarantee participation, tickets will be sold on-site but are subject to availability. **Tickets for Special Events are available for purchase exclusively to IBTTA members. Non-members must register as a Delegate to attend Special Events.**

	# OF TICKETS	PRICE	AMOUNT
<input type="checkbox"/> Macdonald Bridge and The Big Lift Sunday, September 15 • 8:30am – Noon	_____ x	\$40.00	= \$ _____
<input type="checkbox"/> Welcome Reception for New Members & First-Time Attendees Sunday, September 15 • 3:30pm – 4:30pm	_____	included in registration fee	
<input type="checkbox"/> Closing Dinner & Awards Banquet Tuesday, September 17 • 7:00pm – 10:00pm	_____ x	\$125.00*	= \$ _____

*This fee does not apply to full Delegate Registrants.

SUBTOTAL \$ _____

Fee Information

¹ The **Exhibit Floor Only** and **Additional Exhibit "Floor Only"** Registration Fees **do not include the Closing Dinner & Awards Banquet on Tuesday**. There is an **ADDITIONAL COST PER PERSON, PER EVENT**, to attend each of the Special Events.

² The Delegate Registration Fee includes all meals, receptions and events listed in the Program with the exception of individually priced tours. **The Opening Event on Sunday and the Closing Dinner & Awards Banquet on Tuesday are included in the Delegate Registration Fee.**

Refund and Cancellation Policy

Full registration refunds less \$75 administrative fee will be made if cancellation is received in writing by IBTTA before September 9, 2019. No refunds will be issued after this date. Tours are subject to cancellation if minimums are not met. No refunds will be issued for tour reservations cancelled after September 9, 2019. No refunds will be issued for no-shows. Substitutions are allowed at any time.

Special Requirements

If you have special meal or other requirements, please contact Anna Sohriakoff at asohriakoff@ibtta.org.

Registration Questions?

Contact Harry Smith, IBTTA Registrar, at hsmith@ibtta.org or (202) 659-4620 x10.

PAYMENT SUMMARY

1. Registration Fees \$ _____
 2. Tours & Events \$ _____
Total Due \$ _____

METHOD OF PAYMENT

I wish to use the credit card listed below:
 Visa MasterCard American Express

Card Number _____

Exp. Date _____ CVV Number _____

Name on Credit Card _____

Authorized Signature (only if paying by credit card) _____

Billing Address if Different from Above _____

- Check enclosed
 Wire Transfer Pending
 (Contact Harry Smith at hsmith@ibtta.org)
 Invoice Me

NOTE: If you would like to have your professional fees billed separately from your personal fees, please contact Harry Smith at (202) 659-4620 x10 or hsmith@ibtta.org.

I have read and understand the payment and cancellation policies outlined above.

Signature _____

Date _____