

EXHIBIT PERSONNEL FORM

Maintenance & Roadway Operations Workshop | June 23 - 25, 2019 | Norfolk, Virginia

PLEASE COMPLETE ONE FORM PER EXHIBITOR

This form is for Exhibit Personnel Only

First Name _____ Last Name _____

Title _____ Name for Badge _____

Organization _____

Address _____

City _____ State _____ Postal Code _____ Country _____

Phone _____ Email _____

1. REGISTRATION FEES *(Registration fees are in U.S. dollars.)*

After June 14, 2019, registrations will only be accepted on-site. If your registration is not confirmed by June 14, 2019, your name will not appear on the final registration list. Your organization's dues must be paid to qualify for the member rate.

One complimentary Exhibit Floor Only registration is included with each 10'x10' exhibit space.

Registration Type	Member	Non-Member
Exhibit "Floor Only" Registrant¹ No Sessions. Floor Only. (one per booth)	<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"/> \$275.00	<input type="checkbox"/> \$775.00
Additional "Floor Only" Exhibitor Personnel Registrant¹ No Sessions. Floor Only.	<input type="checkbox"/> \$500.00	<input type="checkbox"/> \$500.00
Full Delegate²	<input type="checkbox"/> \$775.00	<input type="checkbox"/> \$1,275.00

ATTENTION EXHIBITORS!

Register before **June 14, 2019**
to appear in the registration list.
www.IBTTA.org/norfolk

FEE INFORMATION

¹ The Exhibit Floor only. The registration fee does not include sessions.

² The registration fee includes all meals, receptions and events listed in the Program with the exception of individually priced tours. The Monday Evening Event is included in the 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 June 14, 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 June 14, 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 _____

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)
 Bill 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 _____

2. TOURS & EVENTS

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

SERVICE PROJECT	# OF TICKETS	PRICE	AMOUNT
(Pending) Sunday, June 23, 2019 8:00am – 4:00pm	_____	\$50.00	_____
TECHNICAL TOUR On the Road Monday, June 24, 2019 10:30am – 5:00pm	_____	\$40.00	_____
EVENING EVENT Harbor Club Monday, June 24, 2019 6:30pm – 9:30pm	_____	included in registration fee	

WWW.IBTTA.ORG/NORFOLK