

____ Yes, I understand that my registration will not be processed nor reserved until full payment is received by AIRI; and my company will not be included in promotional/marketing materials for the meeting until full payment is received. I understand that all sponsorships/exhibits are reserved on a first-registered basis and full payment must accompany order.

____ Yes, I'd like to reserve a vendor presentation slot at the meeting. I understand and agree: 1) this is available on a first-come, first-served basis; 2) full payment must accompany the order; 3) will be honored based on when the registration and full payment is received; 4) I will be contacted via email if a slot is available.; 5) that this offer includes: a meeting room, chairs, internet, and a head table; and that all other items are at the vendor expense; 6) all presenters must be paid registrants from the same sponsoring company or from an AIRI member institution. All vendor presentations must be purchased with a sponsorship or exhibit. Vendor presentations may be scheduled during or after official meeting hours. This agreement must be checked off and signed in order to process the vendor presentation request.

Signature of Contact Name (must be signed to process): _____

Company Name:
Contact Name:
Contact Title:
Phone:
E-mail:

Vendor Registration

Vendor registrations are only for employed staff of the vendor organization. Vendor registrations may not be split between separate companies. All vendor representatives must register, and may not be transferred or divided up between more than one person. Exhibit fee includes an 8x10 area for a booth/display, one 6 ft table, one chair, and one meeting registration. Visit us online for complete benefits for each option at www.airi.org. Refund requests will be honored if received on or before August 15, 2019 and a \$500 refund charge will apply. Refund requests received on or after August 15, 2019 cannot be honored.

If you wish to pay by credit card, you may do so by registering online. Please note that a 3% convenience fee will be applied to all online transactions.

Sponsorship/Exhibit	Register by Aug 15, 2019 After Aug 15, 2019		
Option 1: Exhibit	\$ 2500	\$3500	_____ \$ _____
Option 2: Sponsorship (Refreshment Break)	\$ 2500	\$3500	_____ \$ _____
Option 3: Sponsorship (Meeting Room)	\$ 2500	\$3500	_____ \$ _____
Option 4: Sponsorship (New Attendees Orientation)	\$ 3500	\$4500	_____ \$ _____
Option 5: Sponsorship (Breakfast)	\$ 3500	\$4500	_____ \$ _____
Option 6: Sponsorship (Lunch)	\$ 5000	\$6000	_____ \$ _____
Option 7: Sponsorship (Welcome Reception)	\$ 7500	\$8500	_____ \$ _____
Option 8: Sponsorship (Party)	\$ 7500	\$8500	_____ \$ _____

Add-Ons:			
Add additional staff registrations	\$ 500	\$ 500	_____ \$ _____
Add Upgrade to color ad in program booklet	\$ 500	\$ 500	_____ \$ _____
Add an ad in an AIRI E-mail blast	\$ 500	\$ 500	_____ \$ _____
Add an exhibit to any option above	\$ 2000	\$ 2000	_____ \$ _____
Add Vendor Presentation (<i>must sign agreement</i>)	\$ 1000	\$ 1000	_____ \$ _____
Add Webinar	\$ 1000	\$ 2000	_____ \$ _____
Add additional ad in program booklet (B/W)	\$ 1000	\$ 1000	_____ \$ _____
Add additional ad in program booklet (color)	\$ 1500	\$ 1000	_____ \$ _____

GRAND TOTAL DUE: \$ _____

If you are registering staff, please complete the second page of this registration form with your staff's name, title, email, and phone number. Please return this form with a check (*payable to AIRI*) for the total amount due to: AIRI Management Office, Attn: David Issing, P.O. Box 844, Westminster, MD 21158. For more information, visit www.airi.org or contact AIRI Headquarters at hq@airi.org or (410) 751-8900.

On-Site Staff (# based on your vendor option selections):

Company Name _____

STAFF 1:

FIRST NAME _____

LAST NAME _____

TITLE _____

EMAIL _____

STAFF 2 (additional rates may be applicable):

FIRST NAME _____

LAST NAME _____

TITLE _____

EMAIL _____

STAFF 3 (additional rates may be applicable):

FIRST NAME _____

LAST NAME _____

TITLE _____

EMAIL _____

STAFF 4 (additional rates may be applicable):

FIRST NAME _____

LAST NAME _____

TITLE _____

EMAIL _____