



REGISTRATION INFORMATION

Registration Options & Prices

<u>Registration Fees</u>	<u>Early Bird Rate*</u>	<u>Full Rate</u>
Individual Full Conference	€890	€ 950
Exhibitor Purchased Delegates		€ 475
Exhibitor Delegate (one received with booth)		€ 475
Single Day Conference	€685	€ 685
Corporate Plan 3		€1,900
Corporate Plan 6		€4,575
Corporate Plan 9		€6,650
Exhibit Floor Visitor	FREE	FREE

Early Bird Deadline Date: 27 January 2010

Cancellation Policy:

Cancellation of registration must be received in writing. Any individual, exhibitor or corporate registrations cancelled before 19 February 2010 will receive a 50% refund of registration fee. After 19 February 2010 no refunds will be permitted. Substitutions may be made at any time by contacting the registration office in writing.

3 Ways to Register:

Online: www.avionics-event.com (Online instructions below)

Fax: Fax completed form to (888) 299-8057 (U.S. only) or +1 918 831 9160

Mail: PennWell / Avionics 2010

PO Box 973059

Dallas, TX 75397-3059

ONLINE INSTRUCTIONS

Step 1: Logging into the Online Registration

1. Click on **online registration** - This will direct you to the login screen.

2. Login Screen-You will now be prompted to enter your email. **If you have never registered for a Pennwell event**, you must create a new six digit password to go with your email address. **(The password can contain letters and numbers, but it must be at least six characters.)**

If you have been to a Pennwell event and you know your password, enter your password and then proceed to register. If you do not remember your password, click on “**Retrieve Password**” and you will receive an email in a few seconds containing your password to register. You will be able to proceed to the next step.

Step 2: Your account information, Source Code and Email

1. **Contact Information**-If you have not previously registered for a PennWell event, this area will be blank. You will need to provide your contact details to establish a registration account. Otherwise, if your information is in the registration system, just verify that your contact details are current.
2. **Source Code**- Choose the source code, by clicking on the down arrow to review your choices. If you don't have a source code from any of the event pamphlets or emails, select “**Other**” to proceed to the next step of registration.
3. **Email**- Verify the email address on record is valid so that your registration email confirmation and receipt will be received.

Step 3: Complete the registration process.

- All registrations submitted online will be processed and credit cards charged immediately.
- Credit Cards accepted online
 - Visa
 - MasterCard
 - American Express
 - Discover
- Payment is due upon registration submission. No exception. If you need to pay by check or wire transfer, please print a hard copy of the registration form and follow the directions for submission.
- Email confirmation of your registration will be sent immediately. Please review this information for accuracy and keep the email on file until after the event. This is your receipt of payment and onsite Fast Track confirmation.
- Your **unique Email and Password** will be used when registering for all future PennWell events.
- Anyone who qualifies for complimentary registration (Conference Speakers, Committee Members, etc) will not be able to use the Online Registration Form.

For questions, please contact the registration department at 888-299-8016 (US only) or +1-918-831-9160, 8:00 a.m. – 5:00 p.m. CST.

Onsite Registration**

Registration Dates & Hours:

23 March 2010	13:00 – 17:30
24 March 2010	08:00 – 18:00
25 March 2010	08:00 – 16:00

****Fast Track Registration:** Available onsite to all pre-registered attendees and exhibitors by:

1. Presenting a copy of registration confirmation; or
2. Providing Confirmation Number or Email Address

Attendee Badge Policy

All registered attendees will be issued an Attendee Badge and badge holder, as well as the appropriate event tickets and electronic business card. Please wear your badge at all times when attending official Avionics Europe functions. Badges are a security measure to identify people who have a legitimate reason to be in the conference and exhibit areas. If you are not wearing your badge, you may be asked to show proof of your registration and picture ID.