

# 20<sup>th</sup> Annual International Women in Aviation Conference

Hyatt Regency Atlanta, Atlanta, Georgia – February 26-28, 2009

## EXHIBIT BADGE REGISTRATION INFORMATION

### EXHIBIT HALL SCHEDULE

#### Wednesday, February 25

Exhibitor Registration & Set Up  
8:00 AM to 6:00 PM

#### Thursday, February 26

Exhibitor Registration  
7:00 AM to 6:00 PM

Exhibit Set Up  
7:00 AM to 11:00 AM

Exhibit Hall Opening Ceremony  
12:50 PM

Exhibit Hall Open  
1:00 PM to 5:45 PM

#### Friday, February 27

Exhibit Hall Open  
10:30 AM to 5:00 PM

Closed for luncheon 12:00 PM to 1:30 PM

#### Saturday, February 28

Exhibit Hall Open  
10:30 AM to 3:00 PM

Exhibit Dismantling  
3:00 PM to 6:00 PM

### GENERAL INFORMATION

Please use the **Exhibitor Badge Registration Forms** to register exhibit personnel. Return the form to the address, fax, or email address on the form by February 6, 2009. List names exactly as you wish them to appear on the badges.

Booth Badges are intended for company personnel working in your exhibit, or for individuals with their own Full Registration badge but need to be in the Exhibit Hall during set-up times Wednesday, Thursday, Friday or Saturday. Five badges are provided without charge for each 10' X 10' exhibit space (100 sq. ft) or 10' X 8' exhibit space (80 sq. ft). Additional badges may be purchased in advance (before February 6, 2009) at \$25 each or \$50 on site. VISA or MasterCard or checks will be accepted for payment.

### BADGE PICKUP

WAI encourages all Exhibitor Booth Badges to be collected by one company representative before 6:00 PM on Wednesday, February 25, or before 11:00 AM on Thursday, February 26. Badges may be returned to the Exhibit Registration Desk for individual pickup by latecomers.

### EVENT TICKETS

Exhibit Booth Badges are for the Exhibit Hall only and do not include admittance to WAI Conference events, general sessions, concurrent sessions, opening reception, luncheon, or banquet. Full Registrations or one-day registrations and opening reception, luncheon, and banquet tickets may be purchased in advance or on site. Luncheon or banquet tickets cannot be guaranteed on site.

### EXHIBIT SET UP & DISMANTLING

Personnel who are assigned to set up and dismantle your organization or company's exhibit must wear a WAI Exhibitor Booth Badge at all times in the exhibit hall.

Personnel who are assigned to work your organization or company's exhibit during show hours must wear a WAI Exhibitor Booth Badge or an Attendee's badge at all times.

**NOTE: Do not even think of dismantling your booth until after the Exhibit Hall closes at 3:00 PM on Saturday, February 28. Schedule your flights and departure times accordingly. This is a courtesy to other exhibitors and attendees at the conference.**

### CONFERENCE REGISTRATIONS

As part of the Exhibitor Registration Package, each exhibiting company receives one Full Registration that includes admission to all WAI Conference Events, including the Friday luncheon and Saturday banquet. Sponsors who exhibit receive Full Registrations based on their sponsorship level and should be coordinated with Connie Lawrence.

### DUPLICATION

If individual organization or company personnel have purchased or received a Full Registration (in advance or on site), they need not be counted against your quota of Exhibitor Booth Badges unless they will be using one to enter the exhibit hall for setup or before exhibit hours.