

EXHIBITOR BOOTH PERSONNEL REGISTRATION OPTIONS

Register online at <http://mce.trucking.org>

All contracted booth space is allocated a total of (3) Complimentary Partial Registrations and (3) Exhibit-Only Registrations, per 100 square feet of exhibit space, up to a maximum of (18) registrations. Only Complimentary Partial Registrations may be upgraded to an Exhibitor Upgraded Full Conference Registration.

BADGE ALLOCATION CHART

Booth Square Feet	Max. Exhibit Only Badges	Max. Comp. Partial Badges	Max. Upgrades: Comp. Partial to Full Conference <i>(Upgrading is optional)</i>	*Max. Total Exhibitor Registrations
100	3	3	3	6
200	6	6	6	12
300	9	9	9	18
400	12	12	12	24
500	15	15	15	30
600	18	18	18	36
More than 600	18	18	18	36

*If you would like to register additional booth personnel beyond this number, the only registration option is a Full Conference Registration.

Complimentary Partial – \$0

*booths receive minimum of (3), maximum of (18) per chart above

Online registration promo code: CP001 (must enter code on the checkout page online). This registration type includes access to:

- Opening Reception
- Educational and Business Sessions
- Exhibit Hall
- Lunch on Exhibit Floor (Tuesday)

★ **Link to form is below**

Exhibitor Upgraded Full Conference – \$500 Member | \$600 Non-Member

*in lieu of your Complimentary Partial, not in addition to

Only Complimentary Partial Registrations may be upgraded to this registration type. Online registration promo code: CP001 (Must enter code on the checkout page online.) When registering online, select the “Exhibitor Upgrade to Full Conference Attendee” session. This registration type includes access to:

- Same access as Complimentary Partial (see list above)
- Sunday Luncheon
- Monday Luncheon
- Annual Reception & Banquet with Entertainment

★ **[Download Exhibitor Complimentary Partial & Upgraded Full Conference Registration Form](#)**

Exhibit-Only – \$0

*booths receive minimum of (3), maximum of (18) per chart above

This registration type includes access to:

- Exhibit Hall only
- Lunch on Exhibit Floor (Tuesday)

★ **[Download Exhibit-Only Registration Form](#)**

Full Conference Registration – see link to form below for rates

If a company would like to register additional booth personnel above the total allocated Complimentary Partial (inclusive of Exhibitor Upgraded Full Conference Registrations) and Exhibit-Only, permitted for their booth size (see chart at top of document), they must purchase a regular Full Conference Registration.

When registering for a Full Conference Registration, do not select the Upgrade option and do not use the CP001 promotional code. This registration type includes the same access as the Exhibitor Upgraded Full Conference Registration. Companies may register for as many Full Conference Registrations as they would like. However, each company is only permitted a certain number of discounted upgrades, called Upgraded Exhibitor Full Conference Registrations (see chart at top of document).

★ **[Download Full Conference Registration Form](#) once you have reached your allocated badge limit.**

REGISTRATION CANCELLATION/DOWNGRADE DEADLINE: If you need to cancel or downgrade your (Upgraded) Full Conference Registration to Complimentary Partial, you must send **written notification** to registrations@trucking.org on or before **August 23**. You will receive a refund **less a \$200.00 per person** administrative fee. No refunds will be processed for cancellations or downgrades after August 23.

BADGE NAME CHANGE DEADLINE: To ensure all changes are processed efficiently, badge name changes are **ONLY** accepted through **September 20**, by submitting the correct form below. **All change request after September 20**, should be made onsite and in-person at the ATA Registration Desk.

Exhibit-Only Registrants – use the Exhibit-Only Badge Name Change form
Complimentary Partial and Upgraded Full Conference Registrants – use the Exhibitor Complimentary Partial & Upgraded Full Conference Registration form

SPECIAL EVENT TICKETS: Ticket for Luncheons and the ATA Reception & Banquet with Entertainment are available a la carte onsite only.