

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 (Upgrading is optional)	*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.

Exhibit-Only – \$0

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

This registration type includes access to:

- Exhibit Hall only
- Lunch in Exhibit Hall (Tuesday)

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

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 in Exhibit Hall (Tuesday)

★ [Link to form is below](#)

Exhibitor Upgraded Full Conference – \$550 Member | \$650 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](#)

Full Conference Registration – see registration form for rates

Exhibit booth personnel in excess of the allotted *Max. Total Exhibitor Registrations (see chart above), must register as a Full Conference Registration attendee.

To register for a Full Conference Registration, do not select the Upgrade session and do not use the CP001 promotional code.

★ [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 to be received **no later than September 20**. No refunds for registration fees will be processed for cancellation or downgrade requests postmarked after September 20.

BADGE NAME CHANGE DEADLINE: To ensure all changes are processed efficiently, badge name changes are **ONLY** accepted through **September 24**, by submitting the correct form below. After September 24, all change requests will only be accepted on-site 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: Tickets for Luncheons and the ATA Reception & Banquet with Entertainment are available for purchase on-site only.

Exhibit Booth related questions can be directed to (703) 838-1923 or jtaylor@trucking.org.

Conference Registration related questions can be directed to (866) 821-3468 or registrations@trucking.org.