



# Conference Partner Webinar Registration Form

## TERMS & CONDITIONS

\_\_\_\_Yes, I would like to hold a webinar. I understand that my registration will not be processed nor reserved until full payment is received by AIRI; that only check payments are accepted; 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. I also agree to the terms and conditions above outlining what is included with this webinar option.

I understand this option is available as an “add-on” to any sponsorship or exhibit option of \$2500 or more. The fee is \$1000 by the early registration date of the current annual meeting; \$2000 after the early registration date of the current annual meeting; or by itself at \$2500. Additional information for this option include:

- AIRI will send two emails out to the membership promoting the webinar up to 30 days prior to the webinar including usage of the company’s logo.
- AIRI will promote the webinar with a promo on the home page linked to more information up to 30 days prior to the webinar including usage of the company’s logo.
- Vendor will be permitted to present on any topic.
- Vendor agrees to setup and manage all logistics for the webinar.
- Vendor agrees to cover all costs associated with the webinar, with the exception of AIRI’s two emails to the membership and the promo for AIRI online.
- AIRI’s distribution of member information policy is applied. AIRI does not provide member emails to vendors.
- This option may be used in conjunction with any annual meeting sponsorship option for the year the webinar is offered. If this is registered as an “add-on” to the meeting, but the meeting registration is cancelled by the vendor, the regular rate of \$2500 is applied.
- AIRI does not guarantee a minimum attendance.
- Full payment must be received at the time of registering for this option.
- Refunds cannot be honored once the promotion of the webinar has begun.

|  | <b>Register by Aug 1</b> | <b>After Aug 1</b> |                |
|--|--------------------------|--------------------|----------------|
| Option 1: Webinar Only   | \$ 2500                  | \$2500             | _____ \$ _____ |
| Option 2: Add-On Webinar to Annual Meeting Registration  | \$ 1000                  | \$2000             | _____ \$ _____ |
| <i>(If choosing Option 2, you must submit this signed agreement with your annual meeting registration)</i> |                          |                    |                |
|  | GRAND TOTAL DUE:         |                    | \$ _____       |

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

|                       |
|-----------------------|
| Company Name:         |
| Contact Name:         |
| Contact Title:        |
| Address:              |
| City, State, and Zip: |
| Phone:                |
| E-mail:               |

If you are registering for the annual meeting, submit this signed agreement with your annual meeting registration. 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](http://www.airi.org) or contact AIRI Headquarters at [hq@airi.org](mailto:hq@airi.org) or (410) 751-8900.