Registration Information

This page contains general information on registering to attend Exchange 2014.
Questions? Contact GEAPS at (952) 928-4640 or info@geaps.com.

How to Register

There are two ways you can register for Exchange 2014—either by completing the form on page 15 and faxing/mailing it to GEAPS with your payment, or by registering online at www.geaps.com. (Credit card payment required for online option.)

Whichever way you choose, if your registration and payment are received by Jan. 24, you will qualify for substantial registration discounts.

You can customize the registration package that best fits your needs. Look over the options available below to ensure you will get the Exchange experience you are looking for.

All attendees who pre-register for the Exchange will receive a confirmation. In most cases, registration confirmations will be sent via email. If no email is provided, the confirmation will be sent by regular mail.

Who Needs to Register

All Exchange events are open only to individuals who are registered and wearing their official badges. This includes the Expo Hall and all à la carte and optional events. All exhibitor booth personnel need to register individually for the Exchange (see right).

Guests of registrants must also register and wear their badge to access any event. If they are only planning to share hotel accommodations, but not attend any Exchange events, they do not need to register.

What are the Early Discounts?

You will save 25% on the on-site price for all events if your form and payment are received by Jan. 24, 2014. This "early pre-registration" discount is your incentive to register now. If either your registration form or payment is received after Jan. 24 but before the pre-registration cut-off date of Feb. 17, 2014, you will qualify for the "pre-registration" discount, which is 15% on the on-site prices. Any registrations made after Feb. 17 or on-site will be charged the full price.

What if I Have to Cancel?

Registration cancellations received by GEAPS no later than Jan. 24, 2014, entitle the registrant to a full refund. Cancellations received after that date will be charged a 25% administrative fee. Refunds can be made only when the refund request is made in writing and received by Feb. 17, 2014. There are no refunds for cancellations made after Feb. 17 or on-site. All refunds will be processed after the conference.

Consult your hotel confirmation for instructions on canceling reservations.

Expo-Only Tickets

For those who only want to walk through the Expo Hall, One Day Expo-only tickets are $50/member, $75/non-member and can only be purchased on-site.

For Exchange Exhibitors

All exhibitors coming to the Exchange must register individually. Each person who plans to attend must send in a registration form (or register online).

Each exhibiting company receives two complimentary exhibitor registrations per each 10'x10' booth they reserved. Exhibitors may purchase guest, à la carte or optional tickets.

Any individuals beyond the two complimentary exhibitor registrations must purchase additional exhibitor registrations (at a special reduced rate). Exhibitors cannot register with Expo discount coupons or an Expo-only ticket.

Know Your Registration Options

What's included? Use this table to choose the registration that's right for you.

	Delegate	One-Day			Guest			
	Full	Sunday Only	Monday Only	Tuesday Only	Full	Base	Exhibitor	Expo Only *(onsite)*
Opening Workshop (Sun.)	●	●					●	
Educational Program (Sun. - Tue.)	●	●	●	●			●	
Exchange Expo (Sun. - Tue.)	●	●	●	●	●	●	●	●
Get-Acquainted Party (Sat.)	●				●			
Fun Run/Walk (Sun.)	*optional for all attendees*							
Expo Lunch (Sun. - Tue.)	●	●	●	●	●	●	●	●
Welcome Reception (Sun.)	●	●			●	●	●	
GEAPS Annual Meeting/Member Celebration (Tue.)	●			●	●	●	●	
President's Reception & Banquet (Tue.)	●				●			
Club GEAPS (Tue.)	●			●	●	●	●	
Guest Welcome Reception (Sun.)					●	●		
Guest "Durham Museum" (Sun.)					●			
Guest "Henry Doorly Zoo" (Mon.)					●			
Guest Breakfast (Tue.)					●	●		
Guest "Gallery at Prouty Place" (Tue.)					*optional for all guests*			
Guest "Cooking School" (Tue.)					*optional for all guests*			
Post-Con Tour "Air and Space Museum" (Wed.)	*optional for all attendees*							

EXCHANGE 2014 REGISTRATION FORM

Type or print all information; photocopy this form as needed for additional registrants. **Fax or mail** completed form (with payment) to GEAPS: **Fax** (00-1) 952-929-1318; **Mail** 4248 Park Glen Rd, Minneapolis MN 55416 USA, **or register online** at www.geaps.com.

PLEASE PRINT CLEARLY

1. **Are you a GEAPS member?**

☐ **Yes** (circle one) → Regular Associate Affiliate Student

Chapter _____

☐ **No**

2. **Delegate**

FIRST _____ INFORMAL FOR BADGE (IF DIFFERENT) _____

LAST _____

JOB TITLE _____

COMPANY _____

MAILING ADDRESS _____

CITY _____ STATE/PROV _____

ZIP/PC _____ COUNTRY _____

PHONE _____ FAX _____

EMAIL (UNIQUE EMAIL REQUIRED FOR EACH REGISTRANT) _____

3. **Guest** *(Guests are non-industry individuals—spouses or significant others—who will accompany the delegate above.)*

FIRST _____ INFORMAL FOR BADGE (IF DIFFERENT) _____

LAST _____

HOME MAILING ADDRESS _____

CITY _____ STATE/PROV _____ ZIP/PC _____

HOME PHONE _____ EMAIL _____

Will you or your guest need any special accommodations due to a disability or dietary needs? Check here ☐ to be contacted by a member of the GEAPS staff.

4. Is this your first time attending an Exchange?

☐ **Yes** ☐ **No**

5. Check this box ☐ if you do not want to receive pre-/post-conference information from Exchange Expo exhibitors about their products and services.

Is your company exhibiting? No Yes

EXHIBITOR REGISTRATION OPTIONS

Exhibiting companies receive two complimentary Exhibitor Registrations per 10'x10' booth. These include all expo hours and educational sessions from Sunday to Tuesday. Additonal Exhibitor Registrations can be purchased at a special rate. Guests, optional and à la carte events can be added below.

6. **Exhibitor Registration**	PRE-REGISTRATION RATES Before Jan. 24	Jan. 24 to Feb. 17
Complimentary	n/c ☐	n/c ☐
Additional	$285 ☐	$330 ☐

DELEGATE REGISTRATION OPTIONS

7. **Delegate Full Registration** *Includes all education and expo events and all of the à la carte events below*	PRE-REGISTRATION RATES Before Jan. 24	Jan. 24 to Feb. 17
Member	$745 ☐	$860 ☐
Non-Member	$1,070 ☐	$1,185 ☐

8. **One Day Registration** (Please specify which day)
Includes education and expo for one day only
Sunday ☐ Monday ☐ Tuesday ☐

Member	$280 ☐	$320 ☐
Non-Member	$420 ☐	$485 ☐

9. **Guests**		
Full Registration *Includes all of the à la carte events below*	$330 ☐	$380 ☐
Base Registration	$100 ☐	$115 ☐

10. **à la carte Events**		
Get-Acquainted Party (Sat.)	$75 ☐ x __	$85 ☐ x __
President's Reception & Banquet (Tues.)	$105 ☐ x __	$125 ☐ x __
Guests only: "Durham Museum" (Sun.)	$30 ☐	$35 ☐
Guests only: "Henry Doorly Zoo" (Mon.)	$50 ☐	$60 ☐

11. **Optional Activities** *(not included in "Full Registrations")*		
Fun Run (Sun.)	n/c ☐ x __	n/c ☐ x __
Guests only: "Gallery at Prouty Place" (Tue.)	$60 ☐	$65 ☐
Guests only: "Cooking Class" (Tue.)	$60 ☐	$65 ☐
Strategic Air and Space Museum (Wed.)	$50 ☐ x __	$60 ☐ x __

12. **Payment Enclosed** — ***U.S. funds only***
Indicate total payment and circle one; must be received with registration.

Total Payment: $ _____

Check or Master/Visa/AmEx

Account Number _____

Expiration Date ___/___ **Print Name** _____

Signature _____

DO NOT WRITE HERE	Date	Amt	Check	Reg	DO NOT WRITE HERE