

## Registration Instructions

- Use one registration form per person. Copies are acceptable.
- Payment must accompany this form. Do not mail without payment.
- Faxed registrations are accepted only if paying by credit card.
- If you fax your registration form, do not send the original through the mail.
- Only those individuals who register and present badges may attend CEDIA EXPO 2009 events.
- Badges will NOT be mailed. You must pick up your badge onsite during registration hours.
- Registration is not open to the public.
- **You must be 18 years or older to register and attend. No strollers on the floor!**
- Attendees will not be permitted to bring cameras or videotaping equipment onto the show floor.

Pre-registration will close on Friday, September 4 at 5:00 p.m. (Pacific). If you are unable to register by September 4, you must register onsite starting on Tuesday, September 8, 2009.

## Pre-Registration Policy

Register online at [www.cedia.org/expo](http://www.cedia.org/expo) –  
It is easier, faster, and gives you more options!

When you register at [www.cedia.org/expo](http://www.cedia.org/expo), you will immediately receive:

- (1) emailed confirmation that we received your registration
- (2) real-time lock-in of your classes and special event choices
- (3) the ability to make changes to your registration
- (4) placement on a waiting list for any sold-out classes
- (5) a special registration confirmation number that will allow you to use the "express" check-in at one of our special offsite satellite registration stations as well as the Georgia World Congress Center

## CEDIA EXPO Press Credentials Policy

### Alumni Press

Alumni press attendees are automatically pre-approved for press credentials. Members of the press who attended CEDIA EXPO in 2007 and/or 2008 are considered alumni. These alumni press attendees will be able to register online starting June 1, 2009 at [www.cedia.org/expo](http://www.cedia.org/expo).

### New Press

#### Print Media

Full-time writers must provide two bylined articles written by the applicant which are relevant to the technology industry and published within the past three months. If published online, send URLs to stories; if published in print, send tear sheets via PDF. Before being provided a badge onsite, writer will need to present a company business card with editorial title and picture ID.

#### Online Media

Writer must be of a web site with a readership of more than 1,000 monthly and a paid reporting staff posting original tech industry-related news at least weekly. Writer must provide a live link to his/her publication's home page and a bylined industry-related article of no older than one month written by the applicant. If applicant is a blogger, he/she must provide a live link to the blog. Blog must reflect current, tech industry-related news, with new posts created on a weekly basis or greater frequency by a paid staff.

#### Broadcast Media

Broadcast reporters and producers from news organizations may pre-register, but onsite must provide a business card and proof of assignment. Camera/sound crews must provide broadcast station ID and proof of assignment.

#### Freelance Writers

Freelancers requesting credentials must provide a letter of assignment from the assigning editor at a recognized news outlet and two tech-relevant, bylined articles written by the applicant and published within the past six months. If published online, send URLs to stories; if published in print, send tear sheets via PDF.

## Industry Analysts

Writers from nationally or internationally recognized market research institutions who consistently write for regularly published newsletters and/or reports may pre-register, but onsite must provide both a business card with an editorial title and a sample of an industry-related report published within the past six months.

## Financial Analysts

Writers from nationally or internationally recognized financial institutions who consistently write for regularly published newsletters and/or reports may pre-register, but onsite must provide both a business card with an editorial title and a sample of an industry-related report published within the past six months.

Materials should be submitted to CEDIA via fax (317-735-4067), emailed to [press@cedia.org](mailto:press@cedia.org), or mailed to CEDIA Headquarters at 7150 Winton Dr. Ste. 300, Indianapolis, IN 46268. **Questions? Contact CEDIA at [press@cedia.org](mailto:press@cedia.org).**

## Cancellation Policies

- **Cancellations after September 4 will not be refunded. There will be no onsite cancellations or refunds allowed. (See EXPO Education Refund Policy on this page)**
- Cancellations before September 4, for mailed or faxed registrations, must be made in writing to CEDIA. They will be processed beginning October 1, 2009.
- Online registrants may cancel via the online system at [www.cedia.org/expo](http://www.cedia.org/expo).
- Cancellations submitted via the online system will be processed within 7 days.
- All full cancellations are subject to a \$25 processing fee.
- All full cancellations postmarked (or processed online) after August 7 will incur a 50% registration fee penalty along with a \$25 processing fee.
- No refunds will be issued due to conflicts with manufacturer product training or non-CEDIA sponsored events.

## Lost Badges

There is a \$25 charge for all lost badges. New badges will be issued at the CEDIA registration counters onsite.

## Tradeshow Floor Policy

**You must be 18 years or older to enter the show floor.**

## EXPO Education Refund Policy

Course schedules are subject to change. If a change in the course schedule results in your inability to participate in a selected class, your fee for that course will be refunded in full following EXPO. You will need to complete the appropriate form onsite notifying CEDIA of the conflict and a request that the course fee be refunded. The form must be submitted to the Education Help Desk prior to the closing of EXPO. Refunds will be sent by mail within 60 days following CEDIA EXPO 2009.

## Certification Exam Refund Policy

Certification Exam fees are not refundable for no-shows. Requests for exam fee refunds must be made in writing prior to August 14, 2009.

## Satellite Registration Stations

Satellite registration stations are available 24 hours a day beginning Tuesday, September 8 at 6:00 p.m. until Saturday, September 12 at 12:00 p.m.

Satellite Registration Locations:

- Atlanta Hilton, Days Inn, Embassy Suites, Holiday Inn, Marriott Marquis, Omni, Renaissance downtown, Sheraton Atlanta, Westin Peachtree Plaza, and Wyndham/Baymont

## Onsite Tradeshow Express Registration

You can now register with your credit card for a "tradeshow only access" pass at designated self-serve kiosks. Avoid the registration delays on Thursday, September 10, by utilizing this easy and convenient system.

## Attention Education Registrants

If you have registered for any educational classes, please stop by the "My EXPO Itinerary" Station to print off your class schedule. All registered classes will be encoded into your badge. Badges will need to be scanned at this station in order to receive your schedule.

### Thursday Morning Courses

For all Thursday morning courses, it is highly recommended to use a self-serve registration kiosk prior to Thursday due to high volume at the registration counters, which may preclude you from getting to class on time. No refunds will be given for those who are delayed at registration. Please plan accordingly.

### Transferring Classes within your Company

If you wish to take a class in place of another registrant from your company, bring your badge and proof of employment (such as a business card) to any of the onsite EXPO registration counters prior to the start of the class. No person will be admitted into a class without proper registration.

### Luggage Check

Luggage storage will be available in Building B on Level 4 in the registration hall and in Building C on Level 1 in room C103 – C104 in the Convention Center from Thursday, September 10, to Sunday, September 13, ONLY.

### Special Needs

CEDIA has researched local vendors to assist attendees with special accommodations relating to hearing, eyesight, and mobility. Please contact vendors directly to secure services.

### STANDARD/ELECTRIC WHEELCHAIRS AND ELECTRIC SCOOTERS

#### Scootaround Inc.

(888) 441-7575  
[www.scootaround.com](http://www.scootaround.com)

#### Wheelchair Getaways of Georgia

Telephone: (800) 554-6893  
[www.wheelchairgetaways.com/franchise/georgia\\_atlanta/home.htm](http://www.wheelchairgetaways.com/franchise/georgia_atlanta/home.htm)

#### Atlanta Scooter Rentals

Atlanta, GA 30095  
Telephone: (770) 309-3699  
[www.atlantascooterrentals.net](http://www.atlantascooterrentals.net)

### SERVICES FOR HEARING IMPAIRED

#### Sign Language Interpreting Specialists, Inc.

PMB 114 130-C John Morrow Parkway  
Telephone: (770) 531-0700  
[www.slisinc.com](http://www.slisinc.com)

#### WordZXpressed, Inc.

Telephone: (800) 872-6079  
[www.wordzx.com](http://www.wordzx.com)

#### Georgia Interpreting Services Network

Telephone: (800) 228-4992  
[www.gisn.org](http://www.gisn.org)

#### Georgia Council for the Hearing Impaired (GACHI)

Telephone: (404) 292-5312  
[www.gachi.org](http://www.gachi.org)

### HOTEL RESERVATIONS

For your convenience, CEDIA has blocked rooms at 47 hotels in Atlanta. Reservations must be made via CEDIA's easy-to-use online system at [www.cedia.org/expo](http://www.cedia.org/expo).

CEDIA members will receive priority if they make reservations by June 4, 2009, when all attendees will be able to make reservations via the online system. Questions may be directed to CEDIA EXPO Housing at (877) 307-0325 or (317) 472-3939.

### SERVICES FOR VISION IMPAIRED

#### Center for the Visually Impaired

Telephone: (404) 875-9011  
[www.cviga.org](http://www.cviga.org)

#### Foreign Language Support and Translation Services Professional Linguistics, Inc.

Telephone: (770) 973-0377  
[www.prolinguistics.com](http://www.prolinguistics.com)

#### Blind and Low Vision Services of North Georgia

Telephone: (770) 432-7280  
[www.blvsgeorgia.org](http://www.blvsgeorgia.org)

#### A Universe Language Solutions

Telephone: (888) 731-7609  
[www.universelanguage.com](http://www.universelanguage.com)



In an effort to be more environmentally conscious, CEDIA is providing you the opportunity to offset your travel emissions. See page 6 for details. 100% of the funds collected will go to Carbonfund.org.

### TRANSPORTATION

Expertise Travel Services (ETS) International has been designated the official travel management company for CEDIA EXPO 2009 in Atlanta, GA September 9 - 13, 2009. ETS International prides itself on offering expert skills in handling all of your travel requests combined with personalized attention. All of ETS International's travel consultants have a minimum of 10 years experience and can assist with any travel needs that you may request.

ETS International has negotiated airline contracts with most major airlines that entitle all EXPO attendees to receive discounts on any of their published fares. Many airlines offer additional discounts when itineraries are confirmed and ticketed more than 60 days prior to your departure date!

ETS also has discounts rates with Avis, Budget, Alamo, National, and Hertz rental car companies for this event.

You may reach ETS International at:

Phone: (847) 493-8900, Fax: (847) 493-8901,  
Email: [expo@etsintl.com](mailto:expo@etsintl.com)

Please initial here \_\_\_\_\_ to indicate that you accept the policies detailed the previous pages.

**Please remember to bring your registration confirmation with you to EXPO.**

**PLEASE PRINT OR TYPE ALL INFORMATION.**

Complete one registration per person. Duplicate this form to register additional attendees. You must be 18 years or older to register.

To register as press, please see page previous page for details.

*By submitting this registration, applicants consent to receive all correspondence from CEDIA, its agents, and authorized licensees, via telemarketing, electronic media, and/or fax.*

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

\*Email (Required) \_\_\_\_\_

*\*Registration confirmation and EXPO communications will be sent to the above email address.*

**PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS (REQUIRED):**

- CEDIA Member  Non-Member  1st Time Attendee

**Indicate your buying influence (select one):**

- Final Recommendation/Approval
- Make Recommendation
- Research New Products
- Not Applicable

**What percent of your current business involves custom installation?**

- 76-100%  11-25%
- 51-75%  0-10%
- 26-50%

**Are you disabled?**  Yes  No

I require these special services for my disability: (If not applicable, leave blank.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Which term best describes your position?**

- President/CEO/Owner
- Purchasing Agent
- General Manager
- Sales/Marketing Manager
- Sales Representative
- Designer
- Installer
- Analyst/Consultant/PR
- Importer/Exporter
- Other

**Yes!** I would like to receive exhibitor information:

- By email
- Any other contact (i.e. phone, fax, mail)
- No!** I do not wish to receive information from exhibitors

**Type of registrant:**

- Electronic Systems Contractor
- Sales Representative
- Non-Exhibiting Manufacturer
- Distributor
- Professional Services
- Press\*
- Check here if you an Alumni Press  (Alumni Press are individuals who attended EXPO as Press in 2007 or 2008)

**Industry-Related Professional (please select one of the following)**

- Architect
- Association
- Builder
- Interior Designer
- Other \_\_\_\_\_

**How did you first learn about CEDIA EXPO?**

- Mail
- Email
- CEDIA Website
- Phone Call
- Magazine Article
- Employer
- Supplier
- Business Associate
- Advertisement
- From a Past Attendee
- Other

**REGISTRATION OPENS:**

**June 1, 2009**

**FAX** this registration:

**(317) 735-4067**

*\*to download a fax friendly registration form visit [www.cedia.org/expo](http://www.cedia.org/expo)*

**REGISTER ONLINE:**

**[www.cedia.org/expo](http://www.cedia.org/expo)**

**MAIL** this registration:

**CEDIA EXPO 2009**  
7150 Winton Drive  
Suite 300  
Indianapolis, IN 46268

**QUESTIONS**

**(877) 765-5559**

**EMAIL:**

**[registrar@cedia.org](mailto:registrar@cedia.org)**

NAME: \_\_\_\_\_

PAGE 2 OF 2 – ACTIVITY ORDER FORM

**EDUCATIONAL COURSE CHOICES**

Refer to the course listings on pages 18-43 and the master schedule on pages 44-48 for course codes, descriptions, and pricing.

Catalog #	Day	Time	Fee
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

**MANUFACTURER PRODUCT TRAINING**

Manufacturer product training courses are free of charge, but you must register. See pages 49-52 for course codes and descriptions.

Catalog #	Day	Time	Fee
_____	_____	_____	FREE
_____	_____	_____	FREE
_____	_____	_____	FREE
_____	_____	_____	FREE
_____	_____	_____	FREE
_____	_____	_____	FREE
_____	_____	_____	FREE
_____	_____	_____	FREE
_____	_____	_____	FREE
_____	_____	_____	FREE
_____	_____	_____	FREE
_____	_____	_____	FREE

**OTHER ACTIVITIES**

Check boxes to register.	Until July 15	After July 15	Onsite
<input type="checkbox"/> Tradeshow Only (CEDIA member).....	FREE!	\$ 30.00	\$ 60.00
<input type="checkbox"/> Tradeshow Only (non-member).....	\$ 30.00	\$ 50.00	\$ 75.00
<input type="checkbox"/> Golf Outing (See below for registration details for this event).....	\$ 90.00	\$ 100.00	\$ 100.00
<input type="checkbox"/> Awards Banquet Ticket*.....	\$ 75.00	\$ 85.00	\$ 95.00

\* All tickets must be picked up at the awards banquet ticket counter. Please note that purchasing multiple tickets does NOT guarantee a reserved table at the banquet. If your company would like to sponsor a table of 10, please contact Tom Bewsey at (800) 669-5329 x176.

**Golf Outing Registration Form**

Check only one of the options below:

- Single Participant** (you will be teamed up with other individuals)  
Handicap: \_\_\_\_\_ (necessary to be eligible for prizes)
- Foursome** (this is the only way to guarantee who you are teamed with; only one Golf Outing registration per team)  
Name of Individuals and Handicaps (necessary to be eligible for prizes): (Required)  
1. \_\_\_\_\_ Handicap: \_\_\_\_\_  
2. \_\_\_\_\_ Handicap: \_\_\_\_\_  
3. \_\_\_\_\_ Handicap: \_\_\_\_\_  
4. \_\_\_\_\_ Handicap: \_\_\_\_\_

- I will attend the Annual Meeting & Membership Breakfast\***  
Friday, September 11 from 8:00 a.m. - 10:15 a.m. (Space is limited to the first 600 registrants.\*\*)  
\*Please arrive 10 minutes early or your seat will be given to another attendee on the wait list.  
\*\*Only open to CEDIA members.

**PAYMENT INFORMATION**

Payment must accompany this registration and will not be processed without it.

**Total Education Course Fees:** \$ \_\_\_\_\_  
**+ Total Other Activities Fees:** \$ \_\_\_\_\_  
**= TOTAL DUE:** \$ \_\_\_\_\_

- Visa  MasterCard  AmEx  Check (Make checks payable to CEDIA EXPO)


\_\_\_\_\_ Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

\_\_\_\_\_ Billing Zip Code \_\_\_\_\_

\_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_ Print name as it appears on card \_\_\_\_\_

**Check here if you would like a FREE subscription to Residential Systems. To verify your request for a free subscription, please indicate the city in which you were born.** \_\_\_\_\_



(Free subscription does not apply outside of U.S.)

**CERTIFICATION EXAMS**

See page 17 for the certification exam schedule.

- Option 1:** Register now to take an exam in the CEDIA Certification Online Testing Center.

Exam: \_\_\_\_\_

Course Code: \_\_\_\_\_

Day: \_\_\_\_\_

Time: \_\_\_\_\_

- Option 2:** Register now for a written exam:

Exam: \_\_\_\_\_

Course Code: \_\_\_\_\_

Day: \_\_\_\_\_


Time: \_\_\_\_\_

**Exam Fees:**

Member: \$250 Non-member: \$350

**HTDS Certification Practicum:**

Member: \$500 Non-member: \$700



Do you want to offset your travel emissions to CEDIA EXPO? All payments will be donated directly to Carbonfund.org, which will use them to offset carbon dioxide emissions sufficient to your travel.

- Donate \$5 to Carbonfund.org (Domestic flights)
- Donate \$12 to Carbonfund.org (International flights)
- No donation