Important Dates

**Convention and Trade Show Dates**
March 14-19, 2019

**Convention Early Registration Deadline**
Thursday, February 21

**Hotel Discount Accommodations Deadline**
Thursday, February 21

**Annual President-Elect’s Golf Tournament**
Friday, March 15

**Opening Ceremony and Keynote Presentation**
Saturday, March 16
1:30 PM

**Trade Show**
Saturday, March 16
3:15 PM - 7:15 PM
Sunday, March 17
8:45 AM - 12:00 PM

**Awards Luncheon**
Sunday, March 17
12:30 PM - 1:45 PM

**RCI Foundations’ Reception and Event**
Sunday, March 17
5:30 PM - 7:00 PM

**Annual Meeting of the Members**
Monday, March 18
12:00 PM - 2:00 PM

**President’s Reception and Annual Banquet**
Monday, March 18
6:30 PM - 11:00 PM

*Suggested Attire*

**Convention and Trade Show**
*Business casual*

**Awards Luncheon**
*Business casual*

**RCI Foundations’ Reception and Event**
*Casual*

**President’s Reception and Banquet**
*Casual*

*Note: Children are welcome at the trade show; however, please, no strollers.*

Cancellation Policy

Refund requests received on or before February 14, 2019 will be accepted and issued a 50% refund of the total registration fee. No refunds or credits will be issued for those canceling after February 14, 2019. Individual substitutions are subject to a $25 administrative fee. There is a $25 processing fee for all returned checks.
Description of Registration Types

Full Registration includes educational programs, region meetings, opening ceremony and keynote, trade show, awards luncheon, annual meeting luncheon, and president’s reception and annual banquet.

Spouse/Guest Registration includes educational programs, opening ceremony and keynote, trade show, awards luncheon, annual meeting, and president’s reception and annual banquet. Not intended for colleagues. Spouses and guests who register in advance will receive a gift bag.

Single-Day Registration includes the day’s educational programs, region meetings, opening ceremony and keynote, trade show, and annual meeting luncheon (if applicable). The awards luncheon, president’s reception, and annual banquet are not included.

Student Registration includes education programs, region meetings, opening ceremony and keynote, trade show, awards luncheon, annual meeting luncheon, and president’s reception and annual banquet. Must be a current full-time student of engineering, architecture, construction management or similar discipline and provide copy of student ID or proof of full-time student status.

Trade Show Only Registration includes admittance to trade show activities only, both days. Not for exhibitor staff.

Exhibitor Registration: Contact RCI or see your Exhibitor Service Manual for the proper forms.

1 Attendee Information

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Member ID Number</th>
<th>First RCI Convention</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td>Phone Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Company Address</td>
<td>City</td>
<td>State/Province</td>
<td>Postal Code</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2 Spouse/Guest Information

This address will be used to welcome and inform spouses/guests of special spouse/guest events and functions.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Phone Number</th>
<th>First RCI Convention</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>City</td>
<td>State/Province</td>
<td>Postal Code</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3 Payment Method

Payment Type

- [ ] Check (Payable to RCI in U.S. funds)
- [ ] Visa
- [ ] Discover
- [ ] MasterCard
- [ ] American Express

Name of Cardholder

Card Number

3- or 4-Digit Verification Code Expiration Date

Signature

Return forms with payment to:
Events Specialist Ashley Johnson
ajohnson@rci-online.org
RCI, Inc.
1500 Sunday Drive, Suite 204
Raleigh, NC 27607
800-828-1902
www.rci-online.org

Cancellation Policy:
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### Registration Information

#### Registration fees on or before February 21
- Full - Member: $495
- Full - Nonmember: $585
- Spouse/Guest: $115
- Student: $100
- Single Day - Member: $235
- Single Day - Nonmember: $285
- Trade Show Only: $75

#### Registration fees after February 21
- Full - Member: $580
- Full - Nonmember: $630
- Spouse/Guest: $115
- Student: $100
- Single Day - Member: $235
- Single Day - Nonmember: $285
- Trade Show Only: $75

### Attendee and Spouse/Guest Registration Form

#### Indicate Registration Type

<table>
<thead>
<tr>
<th>Registration fees on or before February 21</th>
<th>RSVP Below</th>
<th>Add Additional Programs Below</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full - Member ................................</td>
<td>$495</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full - Nonmember ................................</td>
<td>$585</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spouse/Guest ..................................</td>
<td>$115</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student .......................................</td>
<td>$100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Day - Member ..........................</td>
<td>$235</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Day - Nonmember ........................</td>
<td>$285</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade Show Only ................................</td>
<td>$75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Registration fees after February 21

| Full - Member ................................ | $580       |                               |         |
| Full - Nonmember ................................ | $630       |                               |         |
| Spouse/Guest .................................. | $115       |                               |         |
| Student ....................................... | $100       |                               |         |
| Single Day - Member .......................... | $235       |                               |         |
| Single Day - Nonmember ........................ | $285       |                               |         |
| Trade Show Only ................................ | $75        |                               |         |

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### Indicate if you will be attending any of these events.

- Regional Meetings (w/Box Lunch) – Saturday, 3/16
- Opening Ceremony & Keynote – Saturday, 3/16
- Trade Show Reception – Saturday, 3/16
- Awards Luncheon – Sunday, 3/17
- Trade Show Breakfast – Sunday, 3/17
- Annual Meeting Luncheon – Monday, 3/18
- Pres. Reception & Banquet – Monday, 3/18
- Awards Luncheon – Sunday, 3/17
- Spouse/Guest Outing – Friday, 3/15
- Winter Park Art Festival
- Spouse/Guest Outing – Monday, 3/18
- Everglades Adventure Air Boat
- Trade Show Reception – Saturday, 3/16
- Winter Park Art Festival
- Spouse/Guest Outing – Monday, 3/18
- Everglades Adventure Air Boat
- Trade Show Breakfast – Sunday, 3/17
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- Pres. Reception & Banquet – Monday, 3/18
- Awards Luncheon – Sunday, 3/17
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- Everglades Adventure Air Boat
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- Winter Park Art Festival
- Spouse/Guest Outing – Monday, 3/18
- Everglades Adventure Air Boat

### Register Online:

[https://rci-online.org/building-envelope-edu/convention-ts/registration-info/](https://rci-online.org/building-envelope-edu/convention-ts/registration-info/)

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### Single-Day Registration

**Complete this section only if you are a Single-Day Registrant.**

<table>
<thead>
<tr>
<th>Name</th>
<th>Day(s) of Attendance [indicate day(s) of registration]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ Saturday, 3/16 ☐ Sunday, 3/17 ☐ Monday, 3/18</td>
</tr>
<tr>
<td></td>
<td>☐ Saturday, 3/16 ☐ Sunday, 3/17 ☐ Monday, 3/18</td>
</tr>
</tbody>
</table>

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### Special Needs

**Please let us know by Feb. 21 of any special dietary, accessibility or other needs.**