

## Registration

**Adult (20+)** – Registration includes meetings, seminars, and Exhibit Hall admission.

**Child/Youth (3–19)** – Registration includes meetings, off-site activities (ages 7-19), and Exhibit Hall admission.

**Infants/Toddlers (0–2)** – Registration is free of charge. Childcare is provided during meetings and seminars.

## Registration Rates (Meals are not included.)

<b>ASI Members:</b>	<b>Advanced</b>	<b>On-site</b>
Adult	\$130	\$140
Child/Youth (3–19)	\$85	\$95
<b>Non-Members:</b>	<b>Advanced</b>	<b>On-site</b>
Adult	\$165	\$175
Child/Youth (3–19)	\$100	\$110

## General Information

### Meals

A meal packet includes 7 vegetarian/vegan meals (breakfast and supper on Thursday and Friday; and breakfast, lunch, and supper on Sabbath). Meal packets and individual meals may be purchased with registration or on-site at the convention.

### Changes or Substitutions

Pre-convention registration changes or substitutions must be made by July 15, 2014. Changes or substitutions after July 15 must be made on-site at the convention starting August 6, 2014.

### Cancellation Policy

A 90% refund of paid registration fees will be given ONLY IF the request is made by e-mail to [asi@nad.adventist.org](mailto:asi@nad.adventist.org) or by fax to 301-622-5017, AND the request is auto-dated (by fax or e-mail) before midnight, Aug. 5, 2014. Cancellation refunds will be issued no later than 30 days after the convention.

### Member Rates

To register at ASI member rates, the attendee or organization's ASI membership must have been approved before April 15, 2014, and membership dues must be current including 2014.

## Local Guests

Attendees, exhibitors, and exhibitor assistants must wear ASI-issued identification badges while attending general sessions, seminars, exhibit hall and youth programs. Identification badges are provided to registered attendees, exhibitors, and exhibitor assistants at the convention registration desk. Local guests may attend evening and Sabbath meetings without registering.

## Visa Letters of Invitation

Registered attendees who require a visa to enter the United States may request a Letter of Invitation online at [www.ASIministries.org](http://www.ASIministries.org). Letters of Invitation for the 2014 ASI International Convention cannot be issued after June 2, 2014. A copy of denial letter or other proof of visa denial from the U.S. Embassy or Consulate must be submitted with any request for a cancellation refund.

## Accommodations



**\$124.00**

### Amway Grand Plaza Hotel

187 Monroe Avenue  
Grand Rapids, MI 49503  
616-774-2000



**\$124.00**

### Courtyard Grand Rapids

11 Monroe Avenue NW  
Grand Rapids, MI 49503  
616-242-6000



**\$134.00**

### JW Marriott Grand Rapids

235 Louis Campau NW  
Grand Rapids, MI 49503  
616-242-1500

*Attendees and Exhibitors must arrange their own accommodations. Registration fees do not include lodging. If making reservations by phone, ask for the ASI rate, available through July 14. If problems occur with your reservation, call George Adams at 240-529-3436 or Barb Schumacher at 507-226-2900. Cancel up to 24 hours before arrival date for full refund. Visit [www.ASIministries.org](http://www.ASIministries.org) for additional information.*

# Attendee Registration

www.ASIministries.org

Anyone who plans to attend ANY OR ALL of the convention sessions or seminars or to visit the Exhibit Hall MUST REGISTER. Please type or print clearly, as this information will appear on your identification badge. For Registration Rates see the Attendee Information page at far left. (Use additional pages as necessary.)

Paper registration must be received in the ASI office no later than July 15 (do not mail paper registration after July 12). Online registration will continue through midnight August 5, 2014. Registration changes or substitutions after July 15 must be made on-site at the convention in Grand Rapids.

	ASI Member?	Exhibitor Assistant?	Child/ Youth?	Ages 0-2? (Free)	Age of Child Youth or Infant	Registration Fees
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____
Attendee Name						
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____
Attendee Name						
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____
Attendee Name						
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____
Attendee Name						
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____
Attendee Name						
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____
Attendee Name						

\_\_\_\_\_

Contact Person (responsible for registration)

\_\_\_\_\_

Organization (if applicable)

\_\_\_\_\_

Street/PO Box

\_\_\_\_\_

City

State/Province

Zip/Postal Code

Country

\_\_\_\_\_

Home Phone

On-site Cell Phone

E-mail of Contact Person

☐ I have read and agree to the ASI Cancellation Policy. \_\_\_\_\_

(signed)

MEAL TOTAL \$ \_\_\_\_\_

TOTAL DUE \$ \_\_\_\_\_

## INFANTS OR TODDLERS?

Free childcare is provided in the nursery for infants and toddlers (ages 0-2) during seminars, evening meetings, and Sabbath from 9 a.m. – 11 a.m. and 4 p.m. – 6 p.m. Please include names above.

## Payment

☐ Check # \_\_\_\_\_  
(payable to ASI)

☐ Money Order

☐ Credit Card: # \_\_\_\_\_

Charge Amount: \$ \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security Code (3 or 4 digits) \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Billing Address: ☐ Same as above

\_\_\_\_\_

\_\_\_\_\_



12501 Old Columbia Pike, Silver Spring, MD 20904

Phone: 301-680-6450 | Fax: 301-622-5017

E-mail: ASI@nad.adventist.org

www.ASIministries.org

## MEAL OPTIONS

### CHILD (3-12)

### ADULT/YOUTH (13+)



**Meal Packet (7 Meals)** Qty: \_\_\_\_\_ x \$110 = \_\_\_\_\_ Qty: \_\_\_\_\_ x \$175 = \_\_\_\_\_

Thursday Breakfast Qty: \_\_\_\_\_ x \$13 = \_\_\_\_\_ Qty: \_\_\_\_\_ x \$22 = \_\_\_\_\_

Thursday Supper Qty: \_\_\_\_\_ x \$18 = \_\_\_\_\_ Qty: \_\_\_\_\_ x \$30 = \_\_\_\_\_

Friday Breakfast Qty: \_\_\_\_\_ x \$13 = \_\_\_\_\_ Qty: \_\_\_\_\_ x \$22 = \_\_\_\_\_

Friday Supper Qty: \_\_\_\_\_ x \$18 = \_\_\_\_\_ Qty: \_\_\_\_\_ x \$30 = \_\_\_\_\_

Sabbath Breakfast Qty: \_\_\_\_\_ x \$13 = \_\_\_\_\_ Qty: \_\_\_\_\_ x \$22 = \_\_\_\_\_

Sabbath Lunch Qty: \_\_\_\_\_ x \$18 = \_\_\_\_\_ Qty: \_\_\_\_\_ x \$30 = \_\_\_\_\_

Sabbath Supper Qty: \_\_\_\_\_ x \$18 = \_\_\_\_\_ Qty: \_\_\_\_\_ x \$30 = \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

## Registration

The first exhibitor space registration includes:

**One Primary Exhibitor Registration** (all meetings)

**One Meal Packet** (7 vegetarian/vegan meals)

**One Assistant Registration** (meals not included)

## Space Options

Three exhibit space options are offered:

**Quad Space:** A separate four-space island at the front of each row and throughout the middle aisle of the exhibit hall (12 four-space quads available).

**End Cap Space:** A double space at the end of each row (14 double space end caps available).

**Regular Space:** Exhibit spaces beyond quads and end caps.

*Each exhibiting organization must register separately for booth space. An organization MAY NOT register for more than one space and share that space with other non-registered organizations. Non-registered exhibitors WILL NOT be permitted in the Exhibit Hall.*

*Visit [www.ASIministries.org](http://www.ASIministries.org) to view the Exhibit Hall Floor Plan.*

## Registration Rates\*

<b>ASI Members:</b>	<b>Advanced</b>	<b>On-site</b>
Quad Space	\$2,585	\$2,845
End Cap Space	\$1,340	\$1,475
Primary Space	\$770	\$845
Additional Space	\$465	\$510
<b>Non-Members:</b>	<b>Advanced</b>	<b>On-site</b>
Quad Space	\$3,060	\$3,365
End Cap Space	\$1,590	\$1,750
Primary Space	\$915	\$1,005
Additional Space	\$575	\$635

*\*A registration and/or exhibit space reservation is not complete until fees have been PAID IN FULL. ASI reserves the right to deny an exhibitor's application or to withdraw approval of an exhibit at any time.*

## Exhibitor Assistants

All exhibitor assistants must register.

## Convention Guide Exhibitor List

Exhibiting organizations that register by July 1, 2014, will be included in the Convention Guide.

## Exhibitor Packet

After completing registration, access the Exhibitor Packet at [www.ASIministries.org](http://www.ASIministries.org). If electricity is needed for the exhibit, it must be ordered from Exhibit Services Inc. using the forms and links contained in the Exhibitor Packet.

## Exhibit Set-up & Take-down

Exhibitors must set up exhibit spaces between 8 a.m. and 5 p.m. (EST), Aug. 6, 2014. Exhibitors must dismantle and remove exhibits between 10:30 p.m. and midnight (EST) on Saturday, Aug. 9, 2014. Call Mike Clark at 479-233-1775 concerning any Exhibit Hall logistics issues.

## Exhibit Insurance

Exhibitors must obtain their own insurance and bear any expenses due to damage or theft. ASI is not responsible for loss of exhibit equipment or personal belongings.

## Exhibit Hall Hours

Exhibits must remain active and open to the public during the following hours:

<b>Wednesday</b>	9:00–10:30 pm
<b>Thursday</b>	11:00 am–5:00 pm 9:00 pm–10:30 pm
<b>Friday</b>	11:00 am–5:00 pm 9:00–10:30 pm (noncommercial only)
<b>Saturday</b>	2:00–4:00 pm (noncommercial only) 9:00–10:30 pm

*Noncommercial booths may open during scheduled Sabbath hours, but commercial booths must remain closed, with items for sale covered or placed out of sight. Commercial exhibits will close at 5:00 p.m. Friday and reopen at 9:00 p.m. Saturday.*

## Exhibit Specifications

Each exhibit space includes:

- 8' x 10' space (exhibit hall is not carpeted)
- Draped sides (3' high) and draped back (8' high)
- One 8' skirted table
- Two folding chairs and one wastebasket
- One 7"x 44" single line identification sign
- One electrical outlet\*

*\*Electricity must be ordered using the Exhibitor Packet available at [www.ASIministries.org](http://www.ASIministries.org). A bill will be delivered to your booth on Saturday night, if electricity has been used, whether or not electricity was ordered.*

# Exhibitor Registration

www.ASIministries.org

Please type or print clearly, as this information will appear on your identification badge.

Exhibiting Organization (as it should appear in the convention program)

Contact Person (as it should appear in the convention program)

Street/P.O. Box

City State/Province Zip/Postal Code Country

Business Phone On-site Cell Phone E-mail of Contact Person

Complimentary Assistants (one per 8' x 10' exhibit space, free registration, meals not included)

Additional Assistants (attendee rates, meals not included, add additional pages if necessary)

Paper registration must be received in the ASI office no later than July 15 (do not mail paper registration after July 12). Online registration will continue through August 5, 2014. Registration changes or substitutions after July 15 must be made on-site at the convention in Grand Rapids.

## REGISTRATION TOTAL

Registration Fees (from left): \$ \_\_\_\_\_

Meal Total (from left): \$ \_\_\_\_\_

**TOTAL DUE: \$ \_\_\_\_\_**

## PAYMENT INFORMATION

☐ Check # \_\_\_\_\_  
(payable to ASI)

☐ Money Order

☐ Credit Card: # \_\_\_\_\_

Charge Amount: \$ \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security Code (3 or 4 digits) \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Billing Address: ☐ Same as above

☐ YES, I will distribute food or drink items as samples. (Approval is required to serve food or drink samples. Please register online.)

☐ NO, I will not distribute food or drink items as samples.

## Meeting & Event Reservations

To request reservations for board meetings, luncheons, or other special events, visit [www.ASIministries.org](http://www.ASIministries.org).

**Registered and willing to volunteer?**  
Visit [www.ASIministries.org](http://www.ASIministries.org).



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Phone: 301-680-6450 | Fax: 301-622-5017  
E-mail: [ASI@nad.adventist.org](mailto:ASI@nad.adventist.org)  
[www.ASIministries.org](http://www.ASIministries.org)

## REGISTRATION FEES

**ASI MEMBER**  
Advanced On-site

**NON-MEMBER**  
Advanced On-site

Quad Space	\$2,585 <input type="checkbox"/> \$2,845 <input type="checkbox"/>	\$3,060 <input type="checkbox"/> \$3,365 <input type="checkbox"/> = _____
End Cap Space	\$1,340 <input type="checkbox"/> \$1,475 <input type="checkbox"/>	\$1,590 <input type="checkbox"/> \$1,750 <input type="checkbox"/> = _____
Primary Space	\$770 <input type="checkbox"/> \$845 <input type="checkbox"/>	\$915 <input type="checkbox"/> \$1,005 <input type="checkbox"/> = _____
Additional Space Qty: _____ x	\$465 <input type="checkbox"/> \$510 <input type="checkbox"/>	\$575 <input type="checkbox"/> \$635 <input type="checkbox"/> = _____
		<b>TOTAL \$ _____</b>

\*Includes one Meal Packet and one assistant registration (meals not included).

## MEAL OPTIONS

**CHILD (3-12)**

**ADULT/YOUTH (13+)**

Best Value

<b>Meal Packet (7 Meals)</b>	Qty: _____ x \$110 = _____	Qty: _____ x \$175 = _____
Thursday Breakfast	Qty: _____ x \$13 = _____	Qty: _____ x \$22 = _____
Thursday Supper	Qty: _____ x \$18 = _____	Qty: _____ x \$30 = _____
Friday Breakfast	Qty: _____ x \$13 = _____	Qty: _____ x \$22 = _____
Friday Supper	Qty: _____ x \$18 = _____	Qty: _____ x \$30 = _____
Sabbath Breakfast	Qty: _____ x \$13 = _____	Qty: _____ x \$22 = _____
Sabbath Lunch	Qty: _____ x \$18 = _____	Qty: _____ x \$30 = _____
Sabbath Supper	Qty: _____ x \$18 = _____	Qty: _____ x \$30 = _____
<b>TOTAL \$ _____</b>		<b>TOTAL \$ _____</b>

- 1 We understand that leased booth spaces are for our use only and not to be sublet or shared with another person or entity.
- 2 We agree not to engage in commercial or secular activities during Sabbath hours.
- 3 We will promote a positive and supportive position toward ASI and the SDA Church.
- 4 We understand that solicitation of financial donations is limited to the Exhibit Hall.
- 5 We understand that distribution of any promotional material is limited to the Exhibit Hall.
- 6 We understand that ASI approval of our exhibit application is not an endorsement of our product(s) or service(s).
- 7 We understand that ASI is not responsible for damage or loss to our exhibit or belongings.
- 8 We have read all exhibitor information, requirements, and commitments in this registration form and agree to comply.
- 9 We have read and agree to the ASI Cancellation Policy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_