



REGISTRATION INFORMATION

Registration Options & Prices	<u>Full Rate</u>
Alumnus Full Conference	\$305.00
First Timer Full Conference	\$305.00
Exhibitor Full Conference (Must be a RDH 2012 exhibitor)	\$125.00
Student Full Conference (Requires Student ID)	\$210.00
Single Day	\$200.00
Exhibition only – Visitor	\$100.00
Exhibition only – Spouse	\$ 50.00

Early Bird GIFT Cut-off Date: May 31, 2012

Cancellation Policy: All cancellations must be received in writing by June 29, 2012, for a refund minus a \$100 administrative charge. After June 29, 2012, refunds are not available. Substitutions may be made at any time by notifying the registration office in writing at registration@pennwell.com.

4 Ways to Register:

Email: registration@pennwell.com

Online: <http://www.rdhunderoneroof.com> (Online instructions below)

Fax: Fax completed form to (888) 299-8057 (U.S. only) or (918)831-9161

Mail: PennWell / RDH 2012
PO Box 973059
Dallas, TX 75397-3059

ONLINE INSTRUCTIONS

Step 1

Click on the **Attendees (delegate or visitor)** button- This will direct you to the login screen.

Step 2

Log-In to Register

First time Attendee to a PennWell event?

1. Enter your email address
2. Create a password of **at least 6 characters**

Previously Attended a PennWell event?*

1. Enter your Email or Badge ID
2. Enter your password**

Email not found?

1. Proceed as a **First Time Attendee**

***If you have been to a PennWell event** and you know your password, enter your password and then proceed to register. If you do not remember your password, click on **“Retrieve Password”** and you will receive an email in a few seconds containing your password to register. You will be able to proceed to the next step.

****If you have never registered for a Pennwell event**, you must create a new six digit password to go with your email address. **(The password can contain letters and numbers, but it must be at least six characters.)**

Step 3:

Attendee Details - If you have not previously registered for a PennWell event, this area will be blank. You will need to provide your contact details to establish a registration account. Otherwise, if your information is in the registration system, just verify that your contact details are current.

1. **Primary Email**** - Verify the email address on record is valid so that your registration email confirmation and receipt will be received.
2. **Additional Email** – A second email address can be provided and an additional confirmation and receipt will also be sent.

****Primary Email** must be unique in the registration system – the primary email address can only be used once. **Additional Email** is optional and can be used on multiple records.

Step 4:

Select Registration Type - Click on **EXPAND** for a full description of each registration type.

Step 5:

Additional Events/Miscellaneous Items

Step 6:

Registration Overview
Contact Information
Balance Due

Promotion Code - If you have received a Promotional Code, enter it and click the "Apply Promotional Code" button.

Payment

- Payment is due upon registration submission. No exception. If you need to pay by check or wire transfer, please print a hard copy of the registration form and follow the directions for submission.
- All registrations submitted online will be processed and credit cards charged immediately.
- Credit Cards accepted online
 - Visa
 - MasterCard
 - American Express
 - Discover
- Email confirmation of your registration will be sent immediately. Please review this information for accuracy and keep the email on file until after the event. This is your receipt of payment and onsite Fast Track confirmation.
- Your ***unique Email and Password*** will be used when registering for all future PennWell events.
- Anyone who qualifies for complimentary registration (Conference Speakers, Committee Members, etc) will not be able to use the Online Registration Form.

For questions, please contact the registration department at 888-299-8016 (U.S. Only) or +1-918-831-9160, 8:00 a.m. – 5:00 p.m. CST.

Fast Track Onsite Check-In: Available onsite to all pre-registered attendees and exhibitors by:

1. Presenting a copy of registration confirmation; or
2. Providing Confirmation No. or Email Address

Attendee Badge Policy

All registered attendees will be issued an Attendee Badge and badge holder, as well as the appropriate event tickets and electronic business card. Please wear your badge at all times when attending official RDH Under One Roof functions. Badges are a security measure to identify people who have a legitimate reason to be in the conference and exhibit areas. If you are not wearing your badge, you may be asked to show proof of your registration and picture ID.