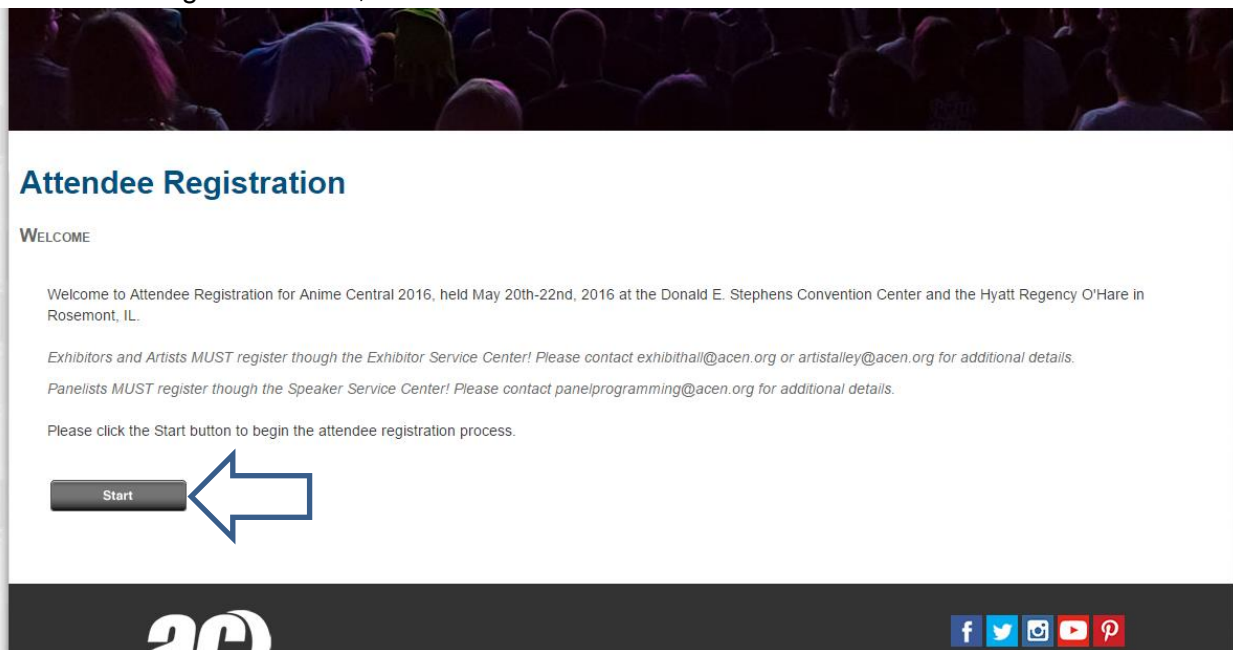




Attendee Registration Process

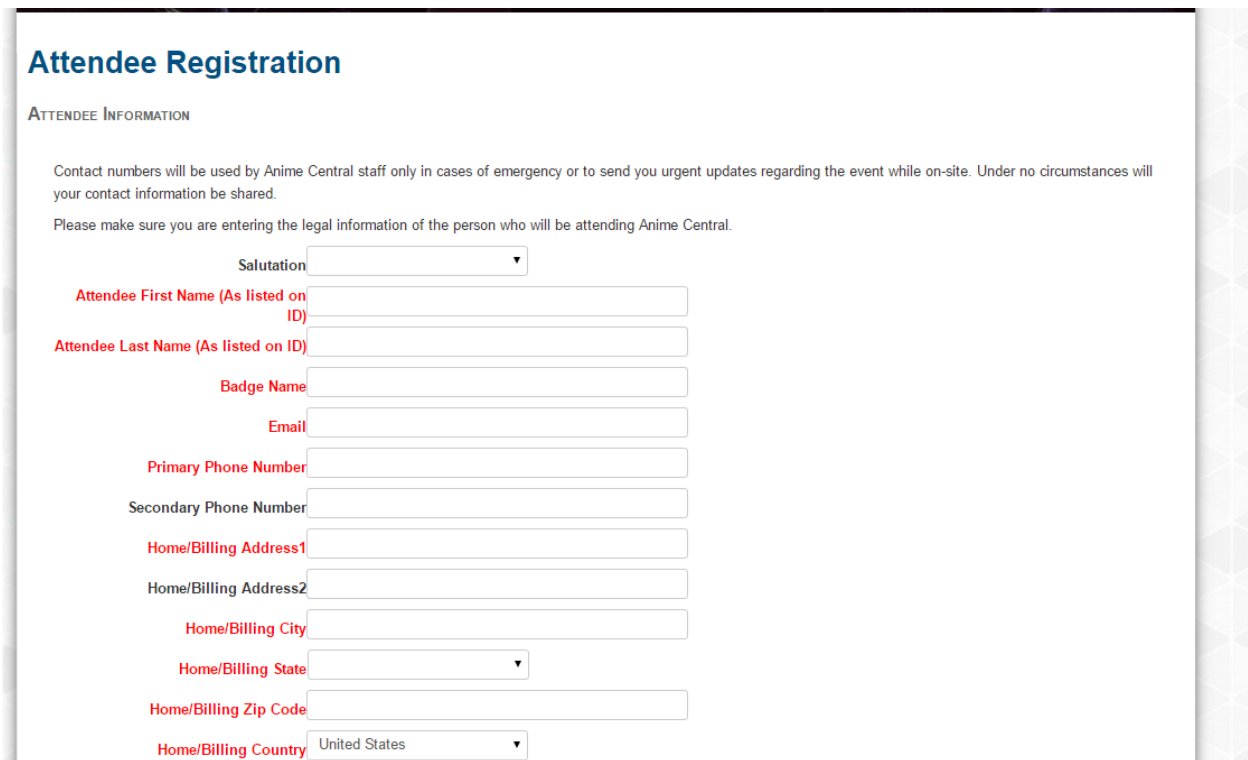
To register, go to <http://www.acen.org/registrations/> and click on “Attendee Registration” or go straight to <https://s6.goeshow.com/maps/acen/2016/Index.cfm>. If you are registering a group, you will need the information for everyone in your group prior to registering.

Once at the registration hub, click on the “Start” button.



Enter information about the attendee as asked.

- Attendee First Name and Attendee Last Name
 - Make sure this is the attendee's information as listed on their ID
- Badge Name
 - This can be a nickname, character name, etc. This needs to be family friendly. Any badge names that are not deemed as family friendly will be changed without notice.

A screenshot of a web form titled "Attendee Registration". Below the title is a section header "ATTENDEE INFORMATION". A paragraph of text states: "Contact numbers will be used by Anime Central staff only in cases of emergency or to send you urgent updates regarding the event while on-site. Under no circumstances will your contact information be shared." Another paragraph says: "Please make sure you are entering the legal information of the person who will be attending Anime Central." The form contains several input fields with red labels: "Salutation" (a dropdown menu), "Attendee First Name (As listed on ID)" (a text box), "Attendee Last Name (As listed on ID)" (a text box), "Badge Name" (a text box), "Email" (a text box), "Primary Phone Number" (a text box), "Secondary Phone Number" (a text box), "Home/Billing Address1" (a text box), "Home/Billing Address2" (a text box), "Home/Billing City" (a text box), "Home/Billing State" (a dropdown menu), "Home/Billing Zip Code" (a text box), and "Home/Billing Country" (a dropdown menu showing "United States").

Attendee Registration

ATTENDEE INFORMATION

Contact numbers will be used by Anime Central staff only in cases of emergency or to send you urgent updates regarding the event while on-site. Under no circumstances will your contact information be shared.

Please make sure you are entering the legal information of the person who will be attending Anime Central.

Salutation

Attendee First Name (As listed on ID)

Attendee Last Name (As listed on ID)

Badge Name

Email

Primary Phone Number

Secondary Phone Number

Home/Billing Address1

Home/Billing Address2

Home/Billing City

Home/Billing State

Home/Billing Zip Code

Home/Billing Country

If you would like your badge mailed to a different address, check the box next to “Check here to enter a mailing address different than above”. Enter the desired mailing address into the fields provided.

Check here to enter a mailing address different than above ☒

Address1

Address2

City

State

Zip Code

Country

Continue entering the information as required.

Emergency Contact **(REQUIRED)**

Name

Telephone Number

What is your Age group? **(REQUIRED)**

- ☐ 0-5
- ☐ 6-12
- ☐ 13-18
- ☐ 18+

Date of Birth **(REQUIRED)**



Gender **(REQUIRED)**

This is for demographics/planning purposes only.

- ☐ Male
- ☐ Female
- ☐ Gender Fluid
- ☐ Prefer not to Identify

Are you planning on staying at any of the following Hotels? **(REQUIRED)**

This is for demographics/planning purposes only. This will not guarantee that you will be able to reserve a room at the indicated hotel.

- | | |
|------------------------------------------------------|------------------------------------------------------------|
| <input type="radio"/> Hyatt Regency O'Hare | <input type="radio"/> Courtyard by Marriott Chicago O'Hare |
| <input type="radio"/> Embassy Suites Rosemont O'Hare | <input type="radio"/> Chicago Marriott O'Hare |
| <input type="radio"/> DoubleTree Rosemont | <input type="radio"/> Sheraton Chicago O'Hare |
| <input type="radio"/> Crowne Plaza Rosemont | <input type="radio"/> Comfort Inn O'Hare |
| <input type="radio"/> Westin O'Hare | <input type="radio"/> Hilton Rosemont |
| <input type="radio"/> aLoft Rosemont | <input type="radio"/> Other <input type="text"/> |

How do you travel to Anime Central? **(REQUIRED)**

This is for demographics/planning purposes only.

- ☐ Automobile
- ☐ Amtrak
- ☐ Metra
- ☐ Airplane
- ☐ Bus
- ☐ Prefer Not to Answer

Forum Handle

Twitter Handle

Instagram Name

Read the Anime Central Convention Rules and MAPS Membership Policies and check the boxes to acknowledge you have read and agree to them. Click the “Continue” button when complete.

Anime Central Convention Rules **REQUIRED**

[Anime Central Convention Rules](#)

☐ I acknowledge that I have read and agree to the Anime Central Convention Rules

MAPS Membership Policies **REQUIRED**

Convention policies, times, dates, etc. are always subject to change.

MAPS memberships and passes, as well as additional membership options, are non-transferable and non-refundable; use of a MAPS membership badge or pass by any person other than the original holder is not allowed and will result in membership badge or pass confiscation. Membership badges and passes may not be duplicated in any fashion. The holder of a membership badge or pass shall agree to surrender the badge to any MAPS officer or representative on request. When you purchase a badge or pass for ACen, you purchase a membership for MAPS for the current convention year.

There will be no recompense if you are found with a counterfeit badge. If you purchase a badge from someone other than Anime Central, you will not have a valid membership to our event. Scalping badges only hurts our event. If you find people scalping badges, please report them to Registration immediately at registration@ACen.org.

All membership badge and pass names are subject to staff approval. We are a family friendly convention and names deemed inappropriate by staff will be changed.

Anime Central does not accept responsibility for any lost mail and/or payments. So please do not send cash through the mail.

MAPS reserves the right to use the membership holder's image or likeness for any current or future promotional consideration.

If your check bounces, you will be charged a \$25 fee before you may complete the payment of your MAPS membership.

☐ I acknowledge that I have read and agree to the MAPS membership policies

Go Back

Continue

Check the boxes to purchase your membership (required) and then to choose other options such as badge mailing and a formal dance ticket. Click continue when you have selected your options.

Attendee Registration

CONFERENCE REGISTRATION FEES

Please select your registration fee and any additional items below. Register early and save!

CLEAR

✓ Registration Fees	Before November 1st	Before January 1st	Before April 1st	Before May 5th	Onsite Registration
<input type="checkbox"/> Full Weekend Adult (age 18+ at time of convention)	\$43.00	\$48.00	\$53.00	\$58.00	\$70.00

✓ Membership badge mailing

	Price
<input type="checkbox"/> Membership badge mailing Membership badges can be shipped for an additional \$2 each. Membership must be purchased and payment received by April 1st to be eligible for shipping. All other membership badges will be available for pickup with a photo ID at a will call station at the convention. We will announce in the Registration section of the forum along with our newsletter and social media when membership badge mailing will begin.	\$2.00

✓ Dance Ticket

	Price
<input type="checkbox"/> Formal Dance Ticket Did you miss your prom in high school or skip your prom to come to ACEN this year? Join us at the Formal Dance for some music and dancing! More information can be found at http://www.acen.org/programming/dances/formal-dance/ .	\$10.00
<input type="checkbox"/> Formal Dance Ticket Mailing The cost for mailing your Formal Dance ticket is separate from the badge mailing price. Your Formal Dance ticket will be mailed separately from your badge.	\$2.00

CLEAR

Go Back

Continue


Review the information to confirm your registration is correct. If you are purchasing for a group, click the button to add on more attendees and repeat the registration form process. If you are purchasing for a group, make sure you have mailing selected for everyone. Once you have reviewed the information, and verified that it is correct click the “Continue” button.

Attendee Registration

REVIEW

Review the information below to confirm your registration is correct. Then, click Continue to submit your payment and complete the registration process. If you are purchasing for an additional person, please follow the information below.

Make sure if you are purchasing as a group and having the badges mailed that everyone has mailing selected! Group badges will be mailed to the mailing address of the first contact.

Qty	Description	Amount
 Registration Example		
1	Full Weekend Adult (age 18+ at time of convention)	\$43.00
1	Membership badge mailing	\$2.00
Balance Due		\$45.00

Enter your discount code in the box provided below. Then, select the Apply Discount button.

Apply Discount



Select the button to the left to add an additional attendee.

Go Back

Continue

Select your desired payment method. If you would like to pay via money order, select “Check”.

Attendee Registration

PAYMENT

Please enter your payment information below.

Read and check the required boxes below before submitting your registration.

Amount Due : \$45.00

Payment Method

If paying via credit/debit card, enter the information in the required fields.

Attendee Registration

PAYMENT

Please enter your payment information below.

Read and check the required boxes below before submitting your registration.

Amount Due : \$45.00

Payment Method

Credit Card Number

Expiration Date

Name on Card

CVV Code ?

Accepted Credit Cards



Please enter your Billing Address below if different from your registration information.

Country

Address

Address2

City

State/Province

Zip/Postal Code

If paying via check or money order, follow the instructions as indicated.

Attendee Registration

PAYMENT

Please enter your payment information below.

Read and check the required boxes below before submitting your registration.

Amount Due : \$45.00

Payment Method

Please make your check (or money order) out to "Midwest Animation Promotion Society" and include a copy of your confirmation email.

Mail your check payment to:

Midwest Animation Promotion Society
c/o Registration
65 E. Palatine Rd, Suite 301
Prospect Heights, IL 60070

Once the payment information has been provided, review the email address for your confirmation email. Check the required boxes and click "Complete Registration".

EMAIL ADDRESS FOR CONFIRMATION EMAIL

registration@acen.org

ADDITIONAL EMAIL ADDRESS FOR CONFIRMATION EMAIL

☐ Please click here to confirm your email address above is correct.

☐ By submitting your registration, you are confirming you have read and agree to Show Policies regarding this registration, refunds and cancellations, and your attendance at Anime Central 2016.

You must scroll down to click the accept button in order to complete your registration.

Note: Only click the Complete Your Registration button **ONCE**. Clicking the button twice may result in double payment and duplicate records. To update your registration in any way, click the Go Back button below.

Go Back

Complete Registration

Your registration will then be processed and you will receive a confirmation email or a balance due email (if paying via check or money order) that have further information.

Attendee Registration

CONFIRMATION

Thank you for registering for Anime Central 2016 at the Hyatt Regency O'Hare and the Donald E. Stephens Convention Center. A confirmation will be emailed to you shortly. You can also print a copy of your confirmation by clicking on "Print Confirmation" button.

Hotel Reservations

To make your hotel reservations for the event visit our website www.acen.org to view open room blocks. Make your reservation early to ensure you stay right in the heart of all the fun!

Registration Materials

If you registered and paid before April 1st and you selected mailing, your membership badge **will be mailed to you** a few weeks prior to the convention. **Please bring it with you to ACen 2016.**

Once you arrive at the event, pick up your convention bag and schedule in the Hall A of the Donald E. Stephens Convention Center.

Registration Hours:

Subject to change. Please check acen.org

Thursday, May 19th: 4:00 p.m. – 10:00 p.m.

Friday, May 20th: 8:00 a.m. – 8:00 p.m.

Saturday, May 21st: 8:00 a.m. – 7:00 p.m.

Sunday, May 22nd: 8:00 a.m. – 2:00 p.m.

Additional Convention Information

Visit our website www.acen.org for all your convention needs.

Questions? For questions regarding your registration or if you need to make changes, please email our Registrar at registration@acen.org.

We look forward to seeing you at ACen!

