



Check-In/Check-Out Policy

Updated Nov. 2022

Customers Staying On-Site

Check-In Policy

1. All customers MUST complete the Facility Registration and Agreement form prior to entering the *AET* facility. No entrance will be granted onto the facility until it has been completed. The Facility Registration and Agreement form can be found on the *AET* website. If an on-line Facility Registration and Agreement form has not been completed prior to arrival, the customer may complete a paper copy at the front desk during office hours.
2. Upon arrival at *AET*, all customers MUST check-in at the *AET* front office. Customers will be required to specify their check-out/departure date prior to receiving entrance into the *AET* facility.
3. When registration paperwork has been confirmed, customers will receive a gate code for entrance into the *AET* facility. They will also be given an access swipe card that will gain them access to their lodging room if they are staying on site and customer assigned garages.

Check-Out Policy

1. All customers MUST check-out with *AET* by stopping at the front office, calling the front office at 218-634-2041, or via the website at www.aettesting.com/check-out.
2. Access cards must be left at the front office, lodging room, or customers assigned garage.

Penalties

1. Non arriving customers that do not cancel their on-site lodging reservation will incur lodging charges as follows:
 - a. Failure to cancel reservation 24 hours prior to the arrival date will be charged for two nights (if reservation was for multiple nights).
 - b. Failure to cancel reservation 48 hours prior to the arrival will be charged for one night stay.
 - c. Cancellation 48hrs + in advance will not be charged.

Customers Staying Off-Site

Check-In Policy

1. All customers **MUST** complete the Facility Registration and Agreement form prior to entering the *AET* facility. No entrance will be granted onto the facility until it has been completed. The Facility Registration and Agreement form can be found on the *AET* website. If an on-line Facility Registration and Agreement form has not been completed prior to arrival, the customer may complete a paper copy at the front desk during office hours.
2. Upon arrival at *AET*, all customers **MUST** check-in at the front office. Customers will be required to specify their departure date prior to receiving entrance into the *AET* facility.
3. Once all registration paperwork has been confirmed customers will receive a gate code for entrance into the *AET* facility. They will also be given an access card that will gain them access to all buildings the customer has been assigned to.
4. On-Site Coordinators will be given stickers (color coded to each company on-site) that **MUST** be placed on the outside of each test vehicle's windshield, where the rearview mirror is attached. Stickers **MUST** be affixed to the vehicle, or the vehicle will not be allowed access to the test courses.
5. Please keep AET informed of any changes to personnel schedules. Thank you!