



71st ANNUAL FORUM AND PRODUCTS EXPOSITION
Gaylord National Convention Center
National Harbor, Maryland - August 21-24, 2016

NIGP 71st ANNUAL FORUM REGISTRATION INFORMATION.

Staying at the NIGP endorsed hotel helps NIGP meet its contractual obligations, thus keeping registration fees down. Take advantage of the convenience, camaraderie and savings by staying at the Gaylord National Hotel and Convention Center, National Harbor, Maryland which is the 2016 event and host hotel. Attendees choosing alternate accommodations will be assessed a \$250 surcharge on their registration fee.

Registration Packages

Full Conference Registration Package includes:

- Access to all educational sessions, plenary sessions, products expo and all meal events.

Conference Only Registration includes:

- Access to all educational sessions, plenary sessions and products expo events. Meal tickets can be purchased for other meal events.

Daily Registration includes:

- Access to all sessions and events taking place before 5PM. Tickets must be purchased separately for evening events at an additional cost. Limited to two days.

Local Attendees: If you plan to commute daily and live within a 60 mile radius of the contracted hotel, we will waive the \$250 surcharge fee assessed to attendees making alternate hotel accommodations. To avoid surcharge fee, you must register using our print/fax form and in lieu of hotel confirmation number, include mileage verification when registering.

Room Sharing: Attendees sharing a room at the contracted hotel are exempt from the surcharge fee, however must provide a confirmation number and list all names on reservation for verification.

Registration Form Instructions

- Print or type and complete all sections of the registration form.
- Retain a copy for your records
- Forms received after July 19, 2016 will be processed onsite in Gaylord National and billed at the late registration rate.

Group Registrations:

Multiple **Full Conference** registrations from the same chapter or agency are eligible for group discounts. All registrations must be submitted together at the same time with one form of payment. **A print/fax form must be completed for each individual registering.** Group registrations received with more than one form of payment will not be processed. **These discounts apply to FULL CONFERENCE packages only (conference only, local planning committee and daily packages are not eligible).**

- 3-9 Registrants = 10% off Group Total
- 10+ Registrants = 15% off Group Total

Payment

- Acceptable forms of payment are credit card, check or purchase order. NIGP accepts Visa, MasterCard or American Express.
- When paying by credit card include your billing address and card security code on the form and fax OR mail to the address on the form.
- If paying by check, make checks payable to NIGP and mail to the address on the form.
- When paying by purchase order, a copy of the purchase order must accompany your registration in order to be processed.
- Purchase Orders are not recognized as payment and full payment must be made by one of the payment options listed above.
- All fees are charged in US Dollars.

Methods of Registration

Fax

- Complete the registration form, include payment information and fax it to 703-635-2326.

Mail

- Send completed registration form with payment to: NIGP, ATTN: Customer Care Department, 2411 Dulles Corner Park, Suite 350, Herndon, VA 20171. **DO NOT MAIL WITH CREDIT CARD INFORMATION IF ALREADY FAXED TO NIGP!** This will result in a double charge to your credit card.
- **DO NOT MAIL AFTER July 19, 2016!**

Internet

- Register online using your Visa, MasterCard or American Express [here](#) and receive immediate confirmation of your registration.

On site

- Registrations received after July 18, 2016, will be processed on site at the Gaylord National Convention Center. On site registrations will be billed at the late registration rate.

Confirmation

All registrants will receive an email confirmation that includes payment and balance information upon receipt and processing of their registration.



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Badges

For those attendees who are pre-registered, your badge and registration materials will be available at the NIGP Registration Desk at the Gaylord National Convention Center. Please pick up your registration materials when you arrive at Gaylord National. Your badge is required for entry to all events. Tickets will be required for entry to meal functions for conference only, retired and student registrants. For your safety, badges should be removed when leaving Forum events.

Cancellations and Refunds

Cancellations must be received in writing or via email to forum@nigp.org. Cancellations received before July 18, 2016 will receive a full refund less a \$175 administrative fee. There will be no refunds for cancellations received after July 18, 2016. Registrations are transferable at any time to another individual within your agency. There will be no refunds for no-shows or early departures from the event.

Questions?

Contact us at 800-367-6447 x0, or email forum@nigp.org. Visit our [web site](#) for complete Forum information.

EARLY REGISTRATION FORM

(valid through April 30, 2016)

☐ Check here if you are a first time attendee

TYPE OR PRINT LEGIBLY

Full Name

BADGE NAME

Agency

Title

Business Address

City & State/Province (Include Zip/P.C.)

Tel. No. (Include Area Code) Ext. #

Fax No. (Include Area Code)

Email Address



☐ Check here if you require special assistance to fully participate in the Forum (including dietary restrictions).

Describe: _____

Required Information

Name & Telephone of Emergency Contact during Forum

Full Conference Member <i>(includes all meal functions)</i> <input type="checkbox"/> \$905	Full Conference NonMember <i>(includes all meal functions)</i> <input type="checkbox"/> \$1230	Conference Only Member <i>(no meals except expo lunch)</i> <input type="checkbox"/> \$785	Conference Only NonMember <i>(no meals except expo lunch)</i> <input type="checkbox"/> \$1105	Daily Registration <i>Available Sunday, Monday, Tuesday, Wednesday (limited to two days)</i> <input type="checkbox"/> One Day \$330 <input type="checkbox"/> Two Days \$660	Retired * <i>(Pay for meals only)</i> <input type="checkbox"/> \$0	Student ** <i>(Pay for meals only)</i> <input type="checkbox"/> \$0	Gaylord National Hotel Confirmation # <hr/> <hr/> <p align="center">OR</p> <p><input type="checkbox"/> \$250 Hotel Surcharge Fee</p> <p>Registration Fee Total:</p> <p>\$ _____</p>
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☐ MasterCard

☐ VISA

☐ American Express

Card # _____ Exp. Date _____ Card Security Code _____

Signature of Cardholder: _____

Credit Card Billing Address: Street _____ City _____ State _____ Zip _____

Cardholder's name if different from registrant: (please print) _____

Pre-purchase event tickets using the Individual Ticket Form if you are a conference only, retired or student registrant; or for additional tickets for your guests. Daily registrants must pre-purchase tickets for events held after 5PM. All events are included in the full conference registration package.

*** IMPORTANT ***

1. Early bird form valid through April 30, 2016. Forms received after this date will be charged at standard registration rates.
2. Please note cancellation policy on instruction page.

**"Retired" shall be defined as "retired from a public purchasing organization with full retirement benefits and neither self-employed or employed in the public or private sector."*

***Student is defined as" individuals enrolled part-time or full-time in an accredited community college, college or university and actively pursuing an undergraduate or postgraduate degree in business or public administration, public purchasing or materials management, or related field of study. Student members must be unemployed or employed on a part-time basis consisting of less than twenty-one hours per week."*