



## 73<sup>rd</sup> ANNUAL FORUM AND PRODUCTS EXPOSITION Gaylord Opryland Resort Nashville, TN - August 19-22, 2018

**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 contracted hotel - The Gaylord Opryland Resort and Convention Center.**

### 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:

- Limited to two days. Registration fee includes all educational sessions and products expo events. Meal tickets can be purchased for other meal events.

**Local Attendees:** If you plan to commute daily and live within a 40-mile radius of the contracted hotels, we will waive the \$250 surcharge fee assessed to attendees making alternate hotel accommodations. To avoid the 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
- August 10, 2018 is the last day to receive advanced registrations. Registrations received after August 10, 2018 will be processed onsite in Gaylord Opryland Resort and Convention Center 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 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.8!

#### Internet

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

#### On site

- Registrations received after August 10, 2018, will be processed on site at the Gaylord Opryland Resort and 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 will be available for pickup at the NIGP Registration Desk at the Gaylord Opryland Resort and Convention Center. Your badge is required for entry to all events. Tickets will be required for entry to meal functions for conference only, daily, retired and student registrants with the exception of expo hall events. 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](mailto:forum@nigp.org). Cancellations received before July 15, 2018 will receive a full refund less a \$175 administrative fee. There will be no refunds for cancellations received after July 16, 2018. 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](mailto:forum@nigp.org). Visit our [web site](#) for complete Forum information.

**EARLY REGISTRATION FORM**

(valid through April 30, 2018)

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

\_\_\_\_\_

\_\_\_\_\_

<b>Full Conference Member</b> <i>(includes all meal functions)</i>	<b>Full Conference NonMember</b> <i>(includes all meal functions)</i>	<b>Conference Only Member</b> <i>(no meals except expo meal events)</i>	<b>Conference Only NonMember</b> <i>(no meals except expo meal events)</i>	<b>Daily Registration</b> <i>Available Sunday, Monday, Tuesday, Wednesday (limited to two days)</i>	<b>Retired *</b> <i>(Pay for all meals except expo meal events)</i>	<b>Student **</b> <i>(Pay for all meals except expo meal events)</i>	<b>Hotel</b>
<input type="checkbox"/> \$940	<input type="checkbox"/> \$1265	<input type="checkbox"/> \$820	<input type="checkbox"/> \$1140	<input type="checkbox"/> One Day \$365 <input type="checkbox"/> Two Days \$695	<input type="checkbox"/> \$0	<input type="checkbox"/> \$0	<b>Confirmation #</b>
							<b>OR</b>
							<input type="checkbox"/> <b>\$250 Hotel Surcharge Fee</b>
							<b>Registration Fee Total:</b>
							\$ _____



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**Payment Information:**

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 are limited to two days. Registration fee includes all educational sessions and products expo events. Meal tickets can be purchased for other meal events.**

**All events are included in the full conference registration package.**

**\* IMPORTANT \***

1. Early bird form valid through **April 30, 2018**. 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."**

**Attendee Product Category Interest**

Let us help you make the most of your time in the products expo! Select the product categories that you are most interested in seeing on the show floor so we can help you customize your visit.

- |   |   |
|---|---|
| <input type="checkbox"/> Airport Sales/Fleet Services           | <input type="checkbox"/> Office Supplies/Furniture/Equipment                |
| <input type="checkbox"/> Building Materials                     | <input type="checkbox"/> Parks & Recreation                                 |
| <input type="checkbox"/> Business & Consulting Services         | <input type="checkbox"/> Public Safety                                      |
| <input type="checkbox"/> Computer Hardware/Software             | <input type="checkbox"/> Sustainability                                     |
| <input type="checkbox"/> Construction/Public Works Equipment    | <input type="checkbox"/> Technology – Consulting Services                   |
| <input type="checkbox"/> Disaster Preparedness/Recovery         | <input type="checkbox"/> Technology – ERP Solutions                         |
| <input type="checkbox"/> Education/Training Programs            | <input type="checkbox"/> Technology – Function-specific Solutions and App's |
| <input type="checkbox"/> Environmental Engineering and Planning | <input type="checkbox"/> Technology – Hardware                              |
| <input type="checkbox"/> Financial Management and Insurance     | <input type="checkbox"/> Technology – Information and Contact Management    |
| <input type="checkbox"/> Homeland Security                      | <input type="checkbox"/> Telecommunications                                 |
| <input type="checkbox"/> Laboratory Supplies                    | <input type="checkbox"/> Textbook Publishers & Education Materials          |
| <input type="checkbox"/> Maintenance Service/Supplies           | <input type="checkbox"/> Transportation & Logistics                         |
| <input type="checkbox"/> Medical Supplies & Services            | <input type="checkbox"/> Utilities  |
| <input type="checkbox"/> Minority or Women Owned Business       |   |

**Participant Code of Conduct**

NIGP is dedicated to providing a safe, friendly, welcoming, and harassment-free environment for all conference attendees and participants regardless of gender, gender identity or expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity or religion. NIGP expects all participants, including attendees, speakers, contractors, exhibitors, sponsors, guests, and volunteers to behave in a professional manner at all NIGP sponsored events. Read the complete version of our [participant code of conduct](#) online.

**Photos**

NIGP plans to take photographs at the 2018 Forum and Products Exposition and reproduce them in NIGP educational, news or promotional material, whether in print, electronic or other media, including the NIGP website. By participating in the 2018 Forum, you grant NIGP the right to use your name, photograph and biography for such purposes. All posing become the property of NIGP. Posting may be displayed, distributed or used by NIGP for any purpose.