Staying at an 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 our contracted hotel – Hyatt Regency Chicago.

Registration Packages

Full Package Registration includes:
- Access to all educational sessions, plenary sessions, products expo and all meal events.

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

Day Pass 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.

Registration Form Instructions

- Print or type and complete all sections of the registration form.
- Retain a copy for your records.
- August 14, 2020 is the last day to receive advanced registrations. Registrations received after August 14, 2020 will be processed onsite at the Hyatt Regency Chicago or Navy Pier and billed at the late registration rate.

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

Email
- Complete the registration form, include payment information and email it to forum@nigp.org.

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!

Internet
- Register online using your Visa, MasterCard or American Express here and receive immediate confirmation of your registration.

On site
- Registrations received after August 14, 2020, will be processed on site at the Hyatt Regency Chicago or Navy Pier. 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.

Badges

For those attendees who are pre-registered, your badge will be available for pickup at the NIGP Registration Desk at the Hyatt Regency Chicago or Navy Pier. Your badge is required for entry to all events. Tickets will be required for entry to meal functions for Forum Lite, Day Pass, 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. Cancellations received before July 15, 2020 will receive a full refund less a $175 administrative fee. There will be no refunds for cancellations received after July 16, 2020. 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, 2020)

☐ 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 Package
Member
(includes all meal functions)
☐ $850

Full Package
Non-Member
(includes all meal functions)
☐ $1315

Forum Lite
Member
(no meals except expo meal events)
☐ $795

Forum Lite
Non-Member
(no meals except expo meal events)
☐ $1190

Day Passes
Available Sunday, Monday, Tuesday, Wednesday (limited to two days)
☐ One Day $415
☐ Two Days $745

Retired *
(Pay for all meals except expo meal events)
☐ $0

Student**
(Pay for all meals except expo meal events)
☐ $0

Hotel
Confirmation #

____________

OR
☐ $250 Hotel Surcharge Fee

Registration Fee Total:

$____________

75th Annual Awards Gala & Anniversary Afterglow Celebration Attendance (Answers Required)

Do you plan to attend the 75th Annual Awards Gala (Monday Night – included in Full Package Registration)?  ☐ Yes  ☐ No

How many additional tickets do you plan to purchase for non-registered guests to attend the gala? Cost TBD. ____________

Do you plan to attend the Afterglow Celebration (Wednesday Night – included in Full Package Registration)?  ☐ Yes  ☐ No

How many additional tickets do you plan to purchase for non-registered guests to attend the celebration? Cost TBD. ____________

01/16/20
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 Forum Lite, retired or student registrant, or for additional tickets for your guests.

Day Pass registrants are limited to two days. Registration fee includes all educational sessions, daytime meals, and products expo events. Meal tickets can be purchased for evening meal events (75th Annual Awards Gala & 75th Anniversary Afterglow Celebration).

All events are included in the full package registration.

● IMPORTANT ●
1. Early bird form valid through April 30, 2020. 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.”

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 2020 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 2020 Forum, you grant NIGP the right to use your name, photograph and biography for such purposes. All postings become the property of NIGP. Postings may be displayed, distributed or used by NIGP for any purpose.