



70th ANNUAL FORUM AND PRODUCTS EXPOSITION

Kansas City Convention Center

Kansas City, Missouri - August 1-5, 2015

NIGP 70th ANNUAL FORUM REGISTRATION INFORMATION.

Staying at one of the NIGP endorsed hotels helps NIGP meet its contractual obligations, thus keeping registration fees down. Take advantage of the convenience, camaraderie and savings by staying at the one of the contracted hotels. The Marriott Kansas City Downtown (headquarters hotel) and Crowne Plaza Kansas City Downtown are the 2015 contracted hotels. Attendees choosing alternate accommodations will be assessed a \$250 surcharge on their registration fee.

Registration Fees

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 downtown contracted hotels, 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 downtown contracted hotels 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 20, 2015 will be processed onsite in Kansas City 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 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, 151 Spring Street, Herndon, VA 20170. **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 6, 2015!**

Internet

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

On site

- Registrations received after July 20, 2015, will be processed on site at the Kansas City Convention Center. On site registrations will be billed at the late registration rate. The NIGP registration center will be open Saturday, August 1 through Wednesday, August 5.



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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 and registration materials will be available at the NIGP Registration Desk at the Kansas City Convention Center. Please pick up your registration materials when you arrive in Kansas City. 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 20, 2015 will receive a full refund less a \$175 administrative fee. There will be no refunds for cancellations received after July 20, 2015. 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.

STANDARD DELEGATE REGISTRATION FORM

(valid through July 19, 2015)

☐ 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



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Full Conference Member <i>(includes all meal functions)</i> <input type="checkbox"/> \$965	Full Conference NonMember <i>(includes all meal functions)</i> <input type="checkbox"/> \$1265	Conference Only Member <i>(no meals except expo lunch)</i> <input type="checkbox"/> \$770	Conference Only NonMember <i>(no meals except expo lunch)</i> <input type="checkbox"/> \$1090	Daily Registration <i>Available Sunday, Monday, Tuesday, Wednesday (limited to two days)</i> <input type="checkbox"/> One Day \$315 <input type="checkbox"/> Two Days \$630	Retired * <i>(Pay for meals only)</i> <input type="checkbox"/> \$0	Student ** <i>(Pay for meals only)</i> <input type="checkbox"/> \$0	Marriott Hotel Confirmation # <hr/> Crowne Plaza Confirmation # <hr/> <p align="center">OR</p> <input type="checkbox"/> \$250 Hotel Surcharge Fee Registration Fee Total: \$ _____
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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) _____

Required Information:

I plan to attend the Meet and Greet Event on Saturday ☐ Yes ☐ No
 I plan to attend the Host Committee Social Event Monday ☐ Yes ☐ No
 I plan to attend the Awards Gala Dinner ☐ Yes ☐ No # of seats for dinner including you: _____

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 ***

- Standard form valid through July 19, 2015. Forms received after this date will be charged at **late registration** rates.
- 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."*