

Associate/Supplier/Exhibitor Individual Registration General Conference Information

Special Instructions

Return all forms to:

NACDS

P.O. Box 34814

Alexandria, VA 22334-0814

• **Mail your forms via the U.S. Postal Service First Class or Priority Mail only. (Other overnight mail services such as FedEx, UPS, etc. cannot deliver to this address.)**

• Payment for the full amount must accompany your completed form(s) before your registration will be accepted. Registrations received without payment will not be accepted.

• Individual registration fees may be paid by check or credit card. Faxed registrations paid by credit card will be accepted.

• Booth registration fees may be paid by check or credit card.

• All checks should be payable to "NACDS."

• All registrants will be emailed a conference confirmation.

• Badges will be available onsite and are not provided in advance.

• Please read the "Rules and Regulations" in their entirety on the Marketplace website:

Go to www.NACDSMarketplace.org

Select "Register"

Select "Rules & Regulations" from the left hand menu

Need Help? Please call

• **Registration Call (703) 837-4300, ext. 2**

Individual registration, general information, changes and cancellations.

• **Booths/Exhibits (703) 837-4300, ext. 3**

Booth registration, general information and cancellations.

• **Housing (703) 837-4300, ext. 1**

Once you have submitted this conference registration form and NACDS has completed the registration process you will receive a confirmation e-mail containing a link to the NACDS Housing Bureau.

Please make your reservation as soon as possible as the hotel cut-off date is Tuesday, May 4, 2010. After this date NACDS cannot guarantee hotel room rates and availability.

Hotel reservation confirmations will be sent directly from the NACDS Housing Bureau upon completion of your booking.

If you have trouble accessing the hotel reservation link or have additional questions, please contact the NACDS Housing Office at (703) 827-4300 ext. 1.

• **Cancellations and Substitutions**

All individual cancellations and substitutions must be submitted in writing. These forms are available on the Marketplace website, www.NACDSMarketplace.org. Select "Register" and the Cancellation & Substitution forms are located near the bottom of the page. Completed forms should be faxed to (703) 683-5678.

If you prefer to have a form emailed or faxed directly to you, please call the Registration Department at (703) 837-4300, ext. 2.

Online registration is available at
www.NACDSMarketplace.org

Important Dates & Deadlines

Cancellations	February 19, 2010	Individual and Booth registration cancellation deadline.
Booth Assignments	March 2010	Emailed to Booth Logistics Coordinator and all registrants.
Exhibitor Kits Emailed	March 2010	Emailed to Booth Logistics Coordinator.
Hotel Reservations	May 4, 2010	After this date, reservation requests will be handled on a space and rate available basis.
Hotel Cancellation	May 7, 2010	Last day to cancel a room reservation without penalty.

Associate/Supplier/Exhibitor Individual Registration

Registration Instructions

Marketplace is an exhibit-based trade show. All Associate/Supplier participants must reserve a booth in order to attend. (Exceptions are Trade Press and Manufacturer's Representatives associated with a booth.)

Registration is not considered complete until all fees and completed registration information are received. Registrations received without either payment or complete information will not be accepted. Individual registration fees are not included in booth fees.

Online Registration

Online registration is available at www.NACDSMarketplace.org.

Select "Register"

Scroll down to "Ways to Register"

Click on the "Register Now" link.

Fax or Mail

If you wish to fax your registration and pay by credit card, or if you intend to mail your registration and pay by check or credit card, please complete this registration form. Please make all checks payable to NACDS. You may photocopy this form for additional registrants.

Fax form with the necessary credit card information to (703) 683-5678.

Mail forms to:

NACDS
P.O. Box 34814
Alexandria, VA 22334-0814

Mail your forms via the U.S. Postal Service First Class or Priority Mail. Other overnight delivery services (FedEx, UPS, etc.) cannot deliver to this address. Your registration fee includes all business and social activities. Social activities are included for your spouse/companion.

Spouses/Companions desiring to access the Exhibit Hall or assist in booths must purchase a full registration badge.

Registration Questions

Please contact the NACDS Registration Department at (703) 837-4300, ext. 2.

Registration Fee

Exhibitors (Member) \$975
Non-Member Exhibitors \$1,975

Cancellations for this meeting must be made in writing to NACDS. Registration cancellations received prior to February 19, 2010, will be refunded less a \$250 administrative fee per registrant. Registration fees for cancellations after February 19, 2010, are non-refundable.

Federal Tax ID#13-5582579

FOR NACDS USE ONLY	Date	Amount	Check #

Person Completing the Form

Name _____
Phone _____ Ext. _____
Fax _____
E-mail _____

Please provide the most current information below, as it will be published in all conference materials.

Registrant Information

Company Name _____
 Dr. Mr. Ms. Mrs. First Time Attending? Y N
Full Name _____
Nickname (for badge) _____
Title _____
Phone _____ Ext. _____
Fax _____
E-mail _____
Address 1 _____
Address 2 _____
City _____ State/Province _____
Zip/Mail Code _____ Country _____

Spouse/Companion Information

Spouse/Companion Name _____
Spouse/Companion Nickname (for badge) _____
Spouse/Companion E-mail _____

Registration Payment Information

Payment Method Credit Card Check

Credit Card Payment:    

Credit Card # _____ Exp. Date _____ CVV Number _____

Authorized Purchase Amount _____

Cardholder's Name _____

Cardholder's Signature _____

Please see the next page for hotel reservation and important website information.

Associate/Supplier/Exhibitor Hotel & Website Information

Hotel Reservations:

The NACDS Housing Bureau is no longer accepting new reservations. To secure a hotel room reservation, please contact the desired hotel directly.

Hilton San Diego Gaslamp Quarter: ltaylor@hiltongaslamp.com or 619-702-8275

Manchester Grand Hyatt San Diego: 877-827-1356 or 800-233-1234

San Diego Marriott and Marina: 800-228-9290

Hotel Cancellation Policy:

Hotel reservation refunds will only be available for cancellations and date changes made prior to May 7, 2010.

Questions:

If you have any questions regarding your hotel reservation, please call the NACDS Housing Department at (703) 837-4300, ext. 1

Website Information

Some parts of the Marketplace website will be password protected. This includes a list of participating companies and an advance registration list. Your log-in information will be activated shortly after your registration has been processed, typically the next business day. Your username and password are the same as your online membership account. If you do not know your password, or have not set up a password, you can use the "Forgot Password" function to reset it. If you have questions please call the NACDS Registration Department at (703) 837-4300, ext. 2.

Online registration is available at
www.NACDSMarketplace.org