



NCA
National Concierge Association

**Bet Your Success
on Service**

16th Annual Educational Conference
Downtown Grand Las Vegas Hotel & Casino

Las Vegas, NV
August 14-16, 2014

August 14-16, 2014

OFFICIAL CONFERENCE REGISTRATION FORM

DEADLINE TO REGISTER IS JULY 1, 2014

PLEASE NOTE: Room availability is on a first-come, first-served basis while our supply of reserved rooms last at the Downtown Grand Resort. Reserve early!

TO REGISTER ONLINE:

Visit us at www.ncakey.org and click onto "NCA EVENTS." Scroll down to find the NCA conference tab. You will be directed to complete an online registration form and pay via credit card. Please note there is an additional charge for using your credit card for payment. Registrations received without payment will not be considered officially registered and no accommodations will be held in lieu of payment at any time.

TO REGISTER BY MAIL:

Send completed and signed form + payment via check made payable to the National Concierge Association at the following address:

National Concierge Association

2920 Idaho Avenue North

Minneapolis, MN 55427

QUESTIONS:

Please contact us at 612-317-2932

Or via email at info@ncakey.org



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1000 South Las Vegas Boulevard
Downtown Grand Las Vegas Hotel & Casino
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OFFICIAL NCA CONFERENCE 2014 REGISTRATION FORM

NCA CONFERENCE POLICIES

- Please complete all information requested on this form. No person will be considered officially registered for the conference without payment received in full at the time this registration is submitted.
- You may register online or via mail. Please see address and contact information on page one of this form.
- **GUESTS.** 2014 "Guests" are defined as non-NCA (member) individual (s) who accompany a full-paying 2014 conference attendee to all "Guest Invited" events and activities which are listed as such on the agenda. All guests must be at minimum 21 years old and must be officially registered and paid for in advance no less than six weeks prior to the start date of the conference. No guest fees or registrations will be accepted at the door of a 2014 conference event or activity. The full paying registrant is responsible for the behavior of his or her guest (s) at all times.
- **REFUNDS.** If requested in writing before June 1, 2014 a one-half refund will be issued. Please allow 4-6 weeks from the date of the refund request to receive the amount due in the form of a check made payable to the registrant. Requests for refunds in writing and received after June 1, 2014 will not be honored.
- The National Concierge Association (NCA) is not obligated at any time to transfer unused paid registrations towards the payment of future conferences.
- Paid registrations may be transferred to another attendee in lieu of a transfer at any time prior to July 1, 2014.
- Written requests to transfer and a completed new written registration must be submitted to the Chief Executive Officer in order to be considered officially transferred and registered.
- Room registrations are on a first-come, first-served basis per the NCA reserved block of rooms for this conference. The NCA encourages attendees to register as early as is possible to ensure accommodations at the Downtown Grand Resort.
- In the event the host hotel is on a sell-out status during the registration period, the NCA will make every attempt to secure comparable accommodations at another hotel located closest to the host hotel. There may be however additional charges which will be discussed with the attendee who must then agree in writing to pay the NCA for any additional charges for either hotel and/or transportation.
- NCA-Nevada Chapter members may register for NCA 2014 Conference "events only" attendance provided the NCA member lives and works within 100 miles of Las Vegas, Nevada. NCA-Nevada Chapter member registrations must be completed by July 1, 2014.
- The "events only" registration price may be extended to out-of-state attendees provided the NCA/Downtown Grand Resort contract obligations have been fulfilled on or before July 1, 2014.
- **RETURNED CHECKS/NSF.** Any check returned to the NCA from your bank marked "NSF" or "Account Closed" will be assessed a \$50 penalty and must be paid immediately upon request via a certified check or money order. Any registration remaining unpaid for this reason after the start of the conference date will be subject to all legal remedies to redeem monies owed to the National Concierge Association including legal fees.



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Please type or print answers clearly. The information listed will appear on the official conference roster of attendees provided to all conference attendees. Thank you.

NAME: _____ TITLE _____

COMPANY: _____

ADDRESS: _____ STATE _____ PROVINCE _____ ZIP _____

ALTERNATIVE ADDRESS: _____

PHONE: _____ CELL: _____

EMAIL: _____

GUEST NAME: _____

=====

FOOD ALLERGIES/INTOLERANCES: Please note: while we will do everything we can to ensure your request is honored by NCA engaged catering companies, the National Concierge Association is not responsible for the consumption of, nor the consequences of any food or beverage consumed during the entire length of this conference. Please list here all that apply to you. If for a guest, please indicate the name of the person this should be applied to.

_____ Vegetarian _____ Gluten-free _____ Other, please explain:

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Please circle your field of service:

Corporate Hotel Residential Civic Academic Medical Privately-owned services

Other, please explain: _____

_____ I am an NCA member since _____ (year). Chapter member? _____ (Name of chapter)

_____ I am NCA Certified.

_____ I am an NCA Endorsed Partner

_____ I am not an NCA member. _____ I would like more information about becoming an NCA member.

FOR CHAPTER LEADERS, EXECUTIVE BOARD MEMBERS, NCA NATIONAL PARTNERS

NCA LEADERS TEAM MEETING/WORKSHOP

Thursday, August 14, 2014 Downtown Grand Las Vegas Hotel & Casino

_____ I will attend _____ My NCA Board position is _____

_____ Regrets, I cannot attend.

Sorry, no guests are permitted to attend this event. The cost per attendee is \$58 and includes all events and meals hosted by the NCA.

OFFICIAL NCA CONFERENCE 2014 PRICING

Please check below all provisions you are paying for at this time and at the bottom of the page the total amount you are submitting with this registration.

NCA MEMBERS

EARLY BIRD REGISTRATIONS TO JUNE 1, 2014

____ Single registration \$595.00
Includes 3 nights accommodations & all NCA hosted events, activities and meals.

____ #extra room nights Please check all you are paying for: \$95 per night

____ August 12th ____ August 13th ____ August 17th ____ August 18th

____ Guest fee (excludes keynote speaker luncheon) \$150.00

____ Guest fee - Key note speaker luncheon \$75.00

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NCA Members REGISTERING JUNE 2-30, 2014 Please note that reservations made after this date are not guaranteed rooms at the host hotel.

____ Single registration \$650.00
Includes 3 nights accommodations & all hosted events, activities and meals.

____ #extra room nights Please check all you are paying for: \$95.00 per night

____ August 12th ____ August 13th ____ August 14th ____ August 17th

____ Guest fee (excludes keynote speaker luncheon) \$150.00

____ Guest fee—Key note speaker luncheon \$75.00

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NON-NCA ATTENDEE REGISTRATIONS Please note early bird registration pricing is not available to non-NCA members.

Room availability is limited—register early.

____ Single registration \$665.00
Includes 3 nights accommodations at the Downtown Grand Las Vegas Hotel & Casino & all hosted events, activities and meals.

____ #extra room nights Please check all you are paying for: \$95 per night

____ August 12th ____ August 13th ____ August 14th ____ August 17th

NCA-NEVADA CHAPTER MEMBERS REGISTRATION ONLY— REGISTERING TO JULY 1, 2014

____ Single registration/Events only. \$299.00
Does not include room reservations. NCA-Nevada Chapter members who wish to also reserve rooms must do so via the NCA as a full conference registration (see above rate). Price includes all hosted events, activities and meals.

____ **CHAPTER LEADERS TEAM MEETING** \$58.00 per attendee

Please make your check payable to: NATIONAL CONCIERGE ASSOCIATION AMOUNT ENCLOSED: _____

Send check and completed registration form (please keep a copy) to:

National Concierge Association, 2920 Idaho Avenue North, Minneapolis, MN 55427