



OFFICIAL CONFERENCE REGISTRATION FORM

DEADLINE TO REGISTER WITH ROOM INCLUDED IS JULY 15, 2022

**Room availability is on a first-come, first-served basis while our supply of reserved rooms lasts at
The Grand Hyatt Washington DC Hotel - RESERVE EARLY!**

Accommodations will not be held in lieu of payment or partial payment at any time.

TO REGISTER ONLINE:

Visit us at www.ncakey.org and click onto "NCA EVENTS". Scroll down to find the 2022 NCA Conference tab. You will be redirected 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.

TO REGISTER BY MAIL:

Send completed and signed registration form and check made payable to the National Concierge Association to the address listed below.

National Concierge Association
NCA Conference 2022
Attn: Joyce Fong
5415 North Sheridan Road, Suite 301
Chicago, IL 60640

QUESTIONS:

Please contact us at info@ncakey.org.

NCA CONFERENCE POLICIES

- **Please complete all information requested on this form.** No one (NCA member or non-NCA member attendee) 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.** 2022 “Guests” are defined as non-NCA (member) individual(s) who accompany a full-paying 2022 NCA conference attendee to all “Guests Invited” events and activities which are listed as such on the agenda. All guests must be a minimum of 21 years old and must be officially registered and paid for in advance no less than six (6) weeks prior to the start date of the conference. No guest fees or registrations will be accepted at the door of a conference event or activity. The full-paying registrant is ALWAYS responsible for the behavior of his or her guest(s). Any guest asked to leave a conference event for disorderly conduct will include dismissal of the full-paying attendee as well and neither will be re-admitted to any future conference event. In this instance, there will no refund of payment for either the guest or the full paying attendee.
- **REFUNDS.** If requested in writing before June 1, 2022, 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 a check made payable to the registrant. Requests for refunds received after June 1, 2022, will not be honored.
- **TRANSFER OF REGISTRATIONS.** The National Concierge Association (NCA) is not obligated at any time to transfer unused paid registrations toward the payment of future conferences. Paid registrations may be transferred to another attendee at any time prior to July 15, 2022. Written requests to transfer, as well as a completed new written registration (on behalf of transferee) must be submitted to the Chief Executive Officer to be considered officially transferred and registered.
- **HOTEL ROOM BLOCK RESERVATIONS.** 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 Grand Hyatt Hotel.
- **IN THE EVENT OF A SOLD-OUT ROOMS STATUS PRIOR TO JULY 15 DEADLINE.** The NCA will make every attempt to secure comparable accommodations at another hotel located as close to the host hotel as is possible. However, the NCA does not guarantee accommodations after the secured room block is sold out. If able to secure other accommodations, the attendee/registrant must pay any additional charges upon booking of rooms.
- **ONLY NCA-WASHINGTON, DC CHAPTER MEMBERS AND/OR AREA RESIDENTS MAY REGISTER FOR “EVENTS ONLY” ATTENDANCE.** Provided the registrant lives and works within 50 miles of the Washington, DC area, the attendee may register for “events only.” No room accommodations will be provided to “events only” attendees.
- **IF THE NCA/GRAND HYATT WASHINGTON, DC HOTEL CONTRACTUAL OBLIGATION HAS BEEN FULFILLED:** In this instance the NCA may extend the “events only” option to non-Washington, DC area attendees.
- **COVID RESTRICTIONS:** Unless otherwise announced in advance, upon arrival at the opening session all attendees are required to provide proof of vaccination, or a negative COVID-19 test. Unvaccinated attendees are requested to wear masks.

- **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.
- **CORRECT REGISTRATION INFORMATION.** If you complete a paper registration, please print legibly and fill out ALL information. Missing or incomplete information is not the responsibility of the Executive Board to verify or include. Corrections or changes will not be made by the Executive Board. Your information will be entered into the database, after which you will receive an automated electronic confirmation of the registration. You are responsible for verifying that the information is correct.

2022 NATIONAL CONCIERGE ASSOCIATION CONFERENCE REGISTRATION

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

NAME _____ TITLE _____

COMPANY _____

ADDRESS _____ STATE _____ PROVINCE _____ ZIP _____

ALTERNATE ADDRESS _____

PHONE _____ CELL _____

EMAIL _____

GUEST NAME _____

FOOD ALLERGIES/INTOLERANCES: Please note while we will do all we can to ensure your request is honored by NCA engaged catering companies and The Marquette Hotel, 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 print the name of the guest here _____.

____ Vegetarian ____ Gluten-free ____ Other, please explain below:

COVID RESTRICTIONS: ____ I am vaccinated. ____ I am not vaccinated but will be able to provide proof of a negative test (taken at minimum 72 hours prior to arrival at the first conference event attended).

FIELD OF CONCIERGE OR ASSOCIATE OR HOSPITALITY SERVICE:

____ Corporate ____ Hotel ____ Residential ____ Civic ____ Academic ____ Medical

____ Private Club ____ Privately owned Concierge Services ____ Conference Services ____ Church

____ Other, please explain _____

____ I am an NCA member since _____(year). Member of _____ Chapter

____ I am NCA Certified ____ I am an NCA Accredited Associate ____ I am an NCA Endorsed Partner

(If EP Gold or VIP, please note that here _____)

____ 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 ONLY
NCA LEADERS TEAM MEETING/WORKSHOP THURSDAY, AUGUST 25, 2022,**

_____ I will attend. My NCA Board Position is _____

_____ Regrets, I cannot attend. Reason _____

Sorry no guests are permitted to attend this event.

The cost for this event is \$25.00 per attendee and includes day workshop, transportation to and from workshop location, breakfast, lunch and complimentary Washington, DC tour of the memorials.

PLEASE NOTE: ROOM AVAILABILITY IS LIMITED – REGISTER EARLY!

The National Concierge Association (NCA) will endeavor to honor as many hotel-included registrations as possible. As we near the deadline date of July 15, registered and paid registrations will be refunded the rooms portion only of the paid registration fee if hotel accommodations cannot be honored by the NCA due to unavailability of rooms in The Grand Hyatt Washington, DC or an alternative hotel. Please allow until September 1, 2022 to receive refund check from the NCA.

Please check below all provisions for which you are paying. Total the amount due at the bottom of the page.

NCA MEMBERS

- ___ Single Registration \$ 695.00
Includes 3 night's accommodations at The Grand Hyatt Hotel (Aug.25,26,27, 2022) and all NCA hosted events, activities and meals (excluding Friday night).

- ___ #Extra room night(s) \$202.00

Extra date(s): _____ August 23 _____ August 24

- ___ Guest fee (with Paid registration) \$ 550.00
Includes Keynote Speaker Luncheon and Gala Awards dinner and all "Guest Invited" events listed on the agenda.

- ___ Gala Only Guest (Guest must be with a paid Attendee) \$ 135.00

- ___ Chapter Leaders Team Meeting \$ 25.00

NON-NCA MEMBER ATTENDEES

- ___ Single registration \$1,350.00
Includes 3 night's accommodations at The Grand Hyatt Hotel (Aug.25,26,27, 2022) and all NCA hosted events, activities and meals (excluding Friday night).

- ___ #Extra room night(s) \$202.00

Extra date(s): _____ August 23 _____ August 24

- ___ Guest fee \$ 750.00
Includes Keynote Speaker Luncheon and Gala Awards dinner and all "Guest Invited" events listed on the agenda.

- ___ Gala Only Guest (Guest must be with a paid Attendee) \$ 250.00

“Events Only” NCA-Washington, DC Metropolitan Area Chapter attendees only

Registrants must live and/or work within 50 miles of Washington, DC.

(If registering for hotel accommodations and events, please complete the NCA members registration.)

____ **Events only (for NCA-Washington, DC Chapter members only)** \$550.00

TOTAL DUE FOR 2022 NCA CONFERENCE \$ _____

REMEMBER, YOUR CONFERENCE REGISTRATION IS NOT CONFIRMED UNTIL PAYMENT IS RECEIVED