



August 4-5-6, 2016

OFFICIAL CONFERENCE REGISTRATION FORM

DEADLINE TO REGISTER IS June 30, 2016

PLEASE NOTE: Room availability is on a first-come, first-served basis while our supply of reserved rooms lasts at the Whitehall Hotel Chicago. Reserve early!

**ACCOMODATIONS CANNOT BE HELD IN LIEU OF PAYMENT
OR PARTIAL PAYMENT AT ANY TIME.**

TO REGISTER ONLINE:

Visit us at www.ncakey.org and click on "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.

TO REGISTER BY MAIL:

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

OFFICIAL NCA CONFERENCE 2015 REGISTRATION FORM

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.** 2016 “Guests” are defined as non-NCA (member) individual(s) who accompany a full-paying 2016 conference attendee to all “Guest Invited” events and activities which are listed as such on the agenda. All guests must be a 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 2016 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, 2016, 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 and received after June 1, 2016 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 at any time prior to June 30, 2016.
- Written requests to transfer, as well as a completed new written registration (on behalf of the transferee), 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 Whitehall Hotel.
- In the event the host hotel is on a sold-out status prior to the June 30th deadline, the NCA will make every attempt to secure comparable accommodations at another hotel located as close to the host hotel as possible. However the NCA does not guarantee attendee accommodations after the secured room block is sold out. If able to secure other accommodations, the attendee/registrant must agree to pay any additional charges upon booking of rooms.
- NCA-Chicago chapter members only may register for NCA 2016 Conference “events only” attendance provided the NCA member lives and works within 50 miles of Chicago, Illinois. NCA-Chicago Chapter member registration must be completed by June 30, 2016 in order to receive discounted rate.
- The “events only” registration price may be extended to out-of-state attendees provided the NCA/The Whitehall Hotel contractual obligations have been fulfilled on or before June 30, 2016.
- **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.

OFFICIAL NCA CONFERENCE 2016 REGISTRATION FORM

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 _____

ALTERNATE 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:

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 4, 2016 The Chicago History Museum

_____ 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 \$55 and includes all events and meals hosted by the NCA. Price includes day workshop and lunch.

OFFICIAL NCA CONFERENCE 2016 PRICING

Please check below all provisions you are paying for at this time.

Please tally the amount due for everything you are purchasing on the next page.

NCA MEMBERS REGISTRATION BY JUNE 30, 2016

___ Single registration		\$ 815.00
Includes 3 nights accommodations at The Whitehall Hotel Chicago (Aug. 4-6, 2016)) and all NCA hosted events, activities and meals.		
___ # extra room nights	Please check all you are paying for:	\$189 per night
	___ August 2nd ___ August 3rd ___ August 7th ___ August 8th	
___ Guest fee (includes Key Note Speaker Luncheon)		\$195.00

CHAPTER LEADERS TEAM MEETING (NCA Chapter leaders only)	\$55.00 per attendee
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NCA-CHICAGO CHAPTER MEMBERS REGISTRATION BY JUNE 30, 2016

___ Single registration/Events only		\$295.00
Does not include room reservations. NCA-Chicago 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.		

NON-NCA ATTENDEE REGISTRATIONS BY JUNE 30, 2016

___ Single registration		\$895.00
Includes 3 nights accommodations (August 4-6, 2016) at The Whitehall Hotel Chicago & all hosted events, activities and meals.		
___ # extra room nights	Please check all you are paying for:	\$189.00 per night
	___ August 2nd ___ August 3rd ___ August 7th ___ August 8th	
___ Guest fee (includes Keynote Speaker Luncheon)		\$215.00

Please note: room availability is limited—register early!

The National Concierge Association (NCA) will endeavor to honor as many hotel-included registrations as is possible. As we near the deadline date of June 30th, registered and paid registration will be refunded the rooms portion only of the paid registration fee (via check to the individual who has registered) if hotel accommodations cannot be honored by the NCA due to unavailability of rooms at the Whitehall Hotel Chicago or an alternative hotel. Please allow to September 1, 2016 to receive refund check from the National Concierge Association.

PLEASE COMPLETE FOR ALL PURCHASES

_____ # REGISTRATION (NCA MEMBER)	AMOUNT DUE: _____
_____ # REGISTRATION (NON-NCA MEMBER)	AMOUNT DUE: _____
_____ # GUESTS	AMOUNT DUE: _____
_____ #EXTRA HOTEL NIGHTS	AMOUNT DUE: _____
_____ #CHAPTER LEADERS TEAM WORKSHOP	AMOUNT DUE: _____
_____ NCA-CHICAGO CHAPTER MEMBER	AMOUNT DUE: _____

Grand total to National Concierge Association: \$ _____

Please see front page for address if mailing this form and payment and/or instructions for credit card payment.