

Manufacturer's Representative/Broker/ Sales & Marketing Registration General Conference Information



Special Instructions

Mail or Fax Completed Form to:
NACDS
P.O. Box 34814
Alexandria, VA 22334-0814
Fax: (703) 683-5678

- **Mail your forms via the U.S. Postal Service First Class, Priority Mail or Express 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 Total Store Expo website:

Go to tse.nacds.org and select:

- Exhibit
- Booth Information
- Rules & Regulations

Need Help? Please contact

- **Registration (703) 837-4300, ext. 2 or registration@nacds.org**
Individual registration, general information, changes and cancellations.
- **Booths/Exhibits (703) 837-4300, ext. 3 or exhibits@nacds.org**
Booth registration, general information and cancellations.
- **Housing (703) 837-4300, ext. 1**
Once NACDS has processed this registration form, the registrant will receive an Event Registration Confirmation email (from registration@nacds.org) containing a personalized link to NACDS Housing. **Note: This personalized link will secure housing for the registered attendee only and cannot be used to secure reservations for others.**

Please make your reservation as soon as possible as the hotel cut-off date is **Thursday, July 19, 2018**. After this date NACDS cannot guarantee hotel room rates and availability.

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

If you have trouble accessing the hotel reservation link or have questions, please contact NACDS Housing at (703) 837-4300, ext. 1.

- **Conference Cancellations and Substitutions**
All individual cancellations and substitutions must be submitted in writing using the TSE Registration Cancellation and Substitution forms available on the Total Store Expo website, tse.nacds.org. Select "Exhibit" then "Exhibitor Registration" on the top menu, and then "Substitutions and Cancellations" on the left menu. Completed forms should be faxed to (703) 683-5678.
- **Website Information**
Some parts of the Total Store Expo website will be password protected. This includes a list of participating companies and an advance registration list. Your log-in information will be activated once your registration has been processed and your registration confirmation has been sent. Your username is your email address. 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 contact the NACDS Registration Department at registration@nacds.org.

Online registration is available at
tse.nacds.org

Important Dates & Deadlines

Cancellations	April 20, 2018	Individual registration cancellation deadline.
Hotel Reservations	July 19, 2018	After this date, reservations must be made directly with the desired hotel. All quoted rates and availability are not guaranteed.
Hotel Cancellations	July 19, 2018	Last day to change or cancel room reservation without penalty.

Manufacturer's Representative/Broker/ Sales & Marketing Registration Individual Registration Form



Manufacturer Representative Registration Procedure:

While we would prefer that Manufacturer Representatives take full advantage of the event as an exhibitor, your company may elect to register by one of the following three methods:

1. PURCHASE a BOOTH: Exhibiting companies receive full show privileges, including Meet the Market. **Your company badges will reflect your company's name.**

2. NACDS MEMBER COMPANIES: If your company is a member of NACDS, you may register under your own company name without a booth. **Your company badges will reflect your company's name.** Meet the Market is not included.

Registration Fee

NACDS Members:..... \$2600.00

NOTE: Your registration includes all business and social activities.

3. NON-EXHIBITING: Register as an attendee under an exhibiting company you represent at the show **Your company badges will reflect the exhibiting company's name, not your own company's name. Meet the Market is not included.**

- If electing this method, contact the exhibiting company's booth coordinator and request their exhibitor registration password. **YOU MUST REGISTER AS A PAID REGISTRANT.** Use of the exhibiting company's "complimentary badge allotment" is not allowed.

Fax or Mail

Full payment must accompany your registration. Please make all checks payable to "NACDS." If paying by credit card, complete all credit card information.

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, Priority Mail or Express Mail only. Other overnight delivery services (FedEx, UPS, etc.) cannot deliver to this address.

Spouse/Companion Registration

Includes all business and social activities for your spouse/companion with the exception of the Exhibit Hall. Spouse/Companions will not be given access to the Exhibit Hall.

Registration Questions

Please contact the NACDS Registration Department at registration@nacds.org.

Registration Cancellation

Cancellations for this meeting must be made in writing to NACDS. Registration cancellations received prior to **April 20, 2018**, will be refunded less a \$350 administrative fee per registrant. Registration fees for cancellations after **April 20, 2018**, are non-refundable.

Federal Tax ID# 13-5582579

Individual Completing Form

Name: _____

Title: _____

Telephone: _____ Ext.: _____

Email Address: _____

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 #: _____

Expiration Date: _____

Card Identification Number (CVV2) : _____
(Visa, MasterCard and Discover: 3 digits on back - American Express: 4 digits on front)

Cardholder's Name: _____

Cardholder's Signature: _____

Total Authorized Purchase Amount: \$ _____

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

FOR NACDS
USE ONLY

Date	Amount	Check #
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Manufacturer's Representative/Broker/ Sales & Marketing Registration Emergency Contact, Hotel & Website Information



Name of Registrant: _____

Emergency Contact Name: _____

Emergency Contact Number: _____

Would you like to make your hotel reservation through NACDS Housing? (Please select one.) Yes No
If yes, please continue to read all hotel information below.

Hotel Information

NACDS is the official housing office for the Total Store Expo. Once NACDS has processed this registration form, the registrant will receive an Event Registration Confirmation email (from registration@nacds.org) containing a personalized link to NACDS Housing.

Note: This personalized link will secure housing for the registered attendee only and cannot be used to secure reservations for others.

Reservations will be taken on a first come-first served basis. Please make your hotel reservation as soon as possible. The hotel cut-off date is **Thursday, July 19, 2018**. After this date, NACDS cannot guarantee hotel room rates and availability.

2018 Total Store Expo Official Hotels

All 2018 Total Store Expo events will be held at the Colorado Convention Center and the Hyatt Regency at the Colorado Convention Center, and are within walking distance from the hotels listed below.

AC Hotel by Marriott Denver Downtown

750 15th Street, Denver, CO 80202
Single/Double Occupancy: \$269

Hilton Denver City Center

(Formerly Denver Marriott City Center)
1701 California Street, Denver, CO 80202
Single/Double Occupancy: \$284

Hyatt Place Denver/Downtown

440 14th Street, Denver, CO 80202
Single: \$259 / Double: \$269

Embassy Suites by Hilton Denver Downtown Convention Center

1420 Stout Street, Denver, CO 80202
Single: \$249 / Double: \$264

Hilton Garden Inn Denver Downtown

1400 Welton Street, Denver, CO 80202
Single/Double Occupancy: \$258

Le Meridien Denver Downtown

1475 California Street, Denver, CO 80202
Single/Double Occupancy: \$269

Four Seasons Hotel Denver

1111 14th Street, Denver, CO 80202
Single/Double Occupancy: \$295

Homewood Suites by Hilton Denver Downtown - Convention Center

550 15th Street, Denver, CO 80202
Single/Double Occupancy: \$249

Hampton Inn & Suites Denver Downtown - Convention Center

550 15th Street, Denver, CO 80202
Single/Double Occupancy: \$239

Hyatt House Denver/Downtown

440 14th Street, Denver, CO 80202
Single/Double Occupancy: \$259

All rates are exclusive of applicable state and local taxes.

Hotel Confirmation

Hotel confirmations will be sent from NACDS Housing upon completion of your booking and will include a confirmation number and website link to make any changes. After **Thursday, July 19, 2018**, you will need to contact your assigned hotel directly in order to change your reservation.

Hotel Cancellation Policy

The NACDS Total Store Expo hotels require a first and last night's deposit which may be charged to the credit card provided as early as **Thursday, July 19, 2018**. No refunds will be available for changes or cancellations made after this date.

Housing Questions

Please contact NACDS Housing at (703) 837-4300, ext. 1.

Website Information

Selected areas of the Total Store Expo website will be accessible to conference registrants only; this includes a list of participating companies and an advance registration list.

Your login information will be activated once your registration has been processed and your registration confirmation has been sent.

Your username is your email address. If you do not know your password, or have not set up a password, you can use the "Forgot Password" function to reset it.