

**Manufacturer's Representative/Broker/Sales & Marketing Registration**

**Manufacturer Representative Registration:**

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: ..... \$2,900.00**

**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**

**Fax forms to:** (703) 683-5678

**Mail forms to:**

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

Electronic Funds should be sent to: Truist Bank

ABA# 053101121 Acct# 1000025891523

**Registration Questions**

Please contact [registration@nacds.org](mailto:registration@nacds.org).

**Cancellations and Substitutions**

Cancellations and Substitutions must be made in writing using the designated forms on the TSE Website at [tse.nacds.org](http://tse.nacds.org). Registration cancellations received prior to **Friday, April 12, 2024**, will be refunded less a \$350 administrative fee per registrant. Registration fees for cancellations after **Friday, April 12, 2024**, are non-refundable.

**Registration Policy**

NACDS reserves the right to alter, modify, and/or limit registrations based on restrictions set forth by federal, state, and local governments, as well as any recommendations made by public health officials concerning health & safety. Any such changes will be communicated to registered attendees.

**Individual Completing Form**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Registrant Information**

Company Name: \_\_\_\_\_

Dr.  Mr.  Ms.  Mrs. First Time Attending?  Y  N

Full Name: \_\_\_\_\_

Nickname (for badge): \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

*Mobile phone numbers will be used by NACDS for event information and emergency notifications only*

E-mail: \_\_\_\_\_

Address 1: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Mail Code: \_\_\_\_\_ Country: \_\_\_\_\_

**Spouse/Companion Information**

*Spouses/Companions will not be given access to the Exhibit Hall.*

Spouse/Companion Name: \_\_\_\_\_

Spouse/Companion Nickname (for badge): \_\_\_\_\_

Spouse/Companion E-mail: \_\_\_\_\_

Spouse/Companion Mobile Phone: \_\_\_\_\_

**Registration Payment Information**

**Full payment must accompany your registration.** Please make all checks payable to "NACDS" or complete the credit card section.

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:** \$ \_\_\_\_\_

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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 bureau for the NACDS Total Store Expo. Once NACDS has processed this registration form, the registrant will receive an Event Registration Confirmation email from [registration@nacds.org](mailto:registration@nacds.org) containing a custom link from the NACDS Housing Bureau to make a reservation at one of the official NACDS TSE hotels listed below. **Note: This custom link will secure housing for the registered attendee only and cannot be used to secure reservations for others.**

**Total Store Expo Official Hotels**

All NACDS events will be held at the Boston Convention & Exhibition Center, 415 Summer St., Boston, MA 02210, and the Omni Boston Hotel at the Waterfront, 450 Summer St., Boston, MA 02210. All official hotels listed below are within walking distance to NACDS events.

**Aloft Boston Seaport District**  
401-403 D Street  
Boston, MA 02210  
Rate: \$335 Single or Double Occupancy

**Omni Boston Hotel at the Seaport**  
450 Summer Street  
Boston, MA 02210  
Rate: \$401 Single or Double Occupancy

**Seaport Boston Hotel**  
1 Seaport Lane  
Boston, MA 02210  
Rate: \$349 Single or Double Occupancy

**Element Boston Seaport District**  
391-395 D Street  
Boston, MA 02210  
Rate: \$345 Single or Double Occupancy

**Renaissance Boston Waterfront Hotel**  
606 Congress Street  
Boston, MA 02210  
Rate: \$358 Single or Double Occupancy

**Westin Boston Seaport District**  
425 Summer Street  
Boston, MA 02210  
Rate: \$353 Single or Double Occupancy

**Hotel Confirmation**

Hotel confirmations will be sent from NACDS Housing Bureau upon completion of your booking and will include a confirmation number and website link to make any changes. After **Thursday, July 18, 2024**, you will need to contact your hotel directly in order to change your reservation.

**Hotel Reservation Changes**

Any changes to your hotel reservation must be made by **Thursday, July 18, 2024** using the link provided in your "Hotel Reservation Confirmation". After **Thursday, July 18, 2024**, all changes MUST be made directly with your hotel.

**PLEASE REMEMBER IT IS YOUR RESPONSIBILITY TO MAKE ALL HOTEL RESERVATION CHANGES. NACDS WILL NOT ACCEPT OR BE RESPONSIBLE FOR MAKING ANY CHANGES AFTER THURSDAY, JULY 18, 2024.**

**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 18, 2024**. No refunds will be available for changes or cancellations made after this date.

**Housing Questions**

Please contact NACDS Housing at (703) 837-4301.

**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.