

# NAPSLO CONVENTION REGISTRATION FORM

2009 ANNUAL CONVENTION • ORLANDO • OCTOBER 7-10, 2009

## IMPORTANT NOTES & POLICIES ON COMPLETING THIS FORM:

*For faster processing, please register online. Please use this form only if you are unable to register online.*

1. Please return completed forms and appropriate fees to NAPSLO, mailed, faxed or email [vicky@napslo.org](mailto:vicky@napslo.org).
2. NAPSLO now accepts credit card payment for registration fees (American Express, Visa or MasterCard only). Please indicate your preferred method of payment on the registration form. **One form per credit card.**
3. **If paying for meeting registration by check, please make payable to NAPSLO. All check payments must be in U.S. funds drawn on a U.S. Bank.**
4. If branch offices are registering through the main office, please include City/State or Location ID number. To add a location, please complete a branch office form located at [www.napslo.org](http://www.napslo.org), members section.
5. Rooms are limited to one per registered delegate. Room reservations are made on a space available basis. **A link to process your hotel reservation will be included in your confirmation letter.** Submitting a request prior to or after the **Sept. 1** deadline does not guarantee a room at the convention hotels. The convention hotels are:
  - **Orlando World Center Marriott**
  - **Caribe Royale Orlando**
6. Please indicate your spouse/delegate activity tour choices on the Registration Form:  
**A - Wolfgang Puck Cafe's Cooking Demonstration**      **B -Discovery Cove**
7. Activity tours are open to registered delegates at the spouse rate. Activity tours must be reserved by the **Sept. 7** deadline. To register a delegate, include payment with registration fees and indicate delegate's name on note attached to registration form. Tours are subject to cancellation if minimums are not met.
8. If you have any questions about registration, or do not receive a confirmation within 7 business days, contact the NAPSLO Meetings Department at (816) 741-3910.
9. If you require space for meetings and/or receptions at the hotel, please download a Meeting Space Request Form via the NAPSLO Web site. There is a minimum of 10 registered attendees to obtain a meeting space.
10. Brokers' Club tables are available for a fee of \$1500 per 8 person table and \$2500 per semi-private room. To make a hotel reservation, a link will be provided on the confirmation letter to the hotel reservation site. Suite and Meeting Space forms will need to be downloaded separately.

**MAKE CHECKS PAYABLE TO NAPSLO**  
**200 NE 54th STREET, SUITE 200 • KANSAS CITY, MO 64118**  
**Phone: (816) 741-3910    [www.napslo.org](http://www.napslo.org)    [info@napslo.org](mailto:info@napslo.org)**  
**(for tax purposes, NAPSLO's TIN Number is: 11-2399515)**

## Refund Policy

All refund requests must be made in writing. Cancellation requests received prior to **Sept. 1** are subject to a \$50 administrative fee. Cancellations received between **Sept. 1 and Sept. 14** will be subject to a 50% cancellation charge. Cancellation requests after Sept. 14 will not receive a refund. No exceptions. Refunds are mailed within three weeks after the request. Name substitutions after Sept. 7 will be subject to a \$50 administrative fee. Tours are non-refundable after **Sept. 7**. No exceptions. After **Sept. 18** you must register on-site. See housing for hotel cancellation & minimum night stay details.

## Checklist

- ✓ Include completed registration form and indicate if you are paying by check or credit card. Please make checks payable to NAPSLO.
- ✓ Location ID number or City, State noted next to each delegate.
- ✓ Correspondence Contact and phone/e-mail noted on Registration Form.
- ✓ Signature required for credit card transactions. Form will not be processed without signature.

