

# Associate/Supplier/Exhibitor Individual Registration General Conference Information

**NACDS**  
**marketplace 2012**  
Where retailers shop

June 23 – 26, 2012 | Colorado Convention Center | Denver, Colorado

## 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 or Priority 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 Marketplace website:

Go to [www.NACDSMarketplace.org](http://www.NACDSMarketplace.org)

Select "Register"

Select "Exhibit Information"

Select "Rules & Regulations" at the bottom of the page.

## Need Help? Please email your question to:

- **Registration: [registration@nacds.org](mailto:registration@nacds.org)**  
Individual registration, general information, changes and cancellations.
- **Booths/Exhibits: [exhibits@nacds.org](mailto:exhibits@nacds.org)**  
Booth registration, general information and cancellations.
- **Housing: [housing@nacds.org](mailto:housing@nacds.org)**  
Once you have submitted this conference registration form and NACDS has processed your registration, you will receive an Event Registration Confirmation email, from [registration@nacds.org](mailto:registration@nacds.org), containing your personalized link to the NACDS Housing Bureau. Click on this personalized link to secure housing **for yourself only**.  
  
Please make your reservation as soon as possible as the hotel cut-off date is Wednesday, May 23, 2012. After this date NACDS cannot guarantee hotel room rates and availability.  
  
Hotel reservation confirmations will be sent directly from the NACDS Housing Bureau upon completion of your booking.  
  
If you have trouble accessing the hotel reservation link or have additional questions, please contact the NACDS Housing Office at (703) 837-4301.
- **Conference Cancellations and Substitutions**  
All individual cancellations and substitutions must be submitted in writing. These forms are available on the Marketplace website, [www.NACDSMarketplace.org](http://www.NACDSMarketplace.org). Select "Register" and the Cancellation & Substitution forms are located near the bottom of the page. Completed forms should be faxed to (703) 683-5678.  
  
If you prefer to have a form emailed or faxed directly to you, please call the Registration Department at (703) 837-4300, ext. 2.
- **Website Information**  
Some parts of the Marketplace 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](mailto:Registration@NACDS.org)

Online registration is available at  
[www.NACDSMarketplace.org](http://www.NACDSMarketplace.org)

## Important Dates & Deadlines

Cancellations	February 17, 2012	Individual registration cancellation deadline.
Booth Assignments	Early February, 2012	Emailed to Booth Logistics Coordinator.
Exhibitor Kits Emailed	March 2012	Emailed to Booth Logistics Coordinator.
Hotel Reservations	May 23, 2012	After this date, reservation requests will be handled on a space and rate available basis.
Hotel Cancellation	May 23, 2012	Last day to cancel a room reservation without penalty.

# Associate/Supplier/Exhibitor Individual Registration

## Registration Instructions

Marketplace is an exhibit-based trade show. All Associate/Supplier participants must reserve a booth in order to attend. (Exceptions are Trade Press and Manufacturer's Representatives associated with a booth.)

Registration is not considered complete until all fees and completed registration information are received. Registrations received without either payment or complete information will not be accepted. Individual registration fees are not included in booth fees.

## Online Registration

Online registration is available at [www.NACDSMarketplace.org](http://www.NACDSMarketplace.org).

Select "Register"

Scroll down to "Ways to Register"

Click on the "Register Online" link.

## Fax or Mail

If you wish to fax your registration and pay by credit card, or if you intend to mail your registration and pay by check or credit card, please complete this registration form. Please make all checks payable to NACDS. You may photocopy this form for additional registrants.

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

Your registration fee includes all business and social activities. Social activities are included for your spouse/companion.

Spouses/Companions desiring to access the Exhibit Hall or assist in booths must purchase a full registration badge.

## Registration Questions

Please contact the NACDS Registration Department at [registration@nacds.org](mailto:registration@nacds.org).

## Registration Fee

Exhibitors (Member) \$1,075  
 Non-Member Exhibitors \$2,050

Cancellations for this meeting must be made in writing to NACDS. Registration cancellations received prior to February 17, 2012, will be refunded less a \$250 administrative fee per registrant. Registration fees for cancellations after February 17, 2012, are non-refundable.

Federal Tax ID# 13-5582579

## Person Completing the Form

Name \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_

Ext. \_\_\_\_\_

Fax \_\_\_\_\_

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

Please provide the most current information below, as it will be published in all conference materials.

## 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 # \_\_\_\_\_

Exp. Date \_\_\_\_\_

Card Security Code (CVV2): (Visa, MasterCard and Discover: 3 digits on back - American Express: 4 digits on front) \_\_\_\_\_

Authorized Purchase Amount/Registration Fee \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

**Please see the next page for hotel reservation and important website information.**

FOR NACDS USE ONLY	Date	Amount	Check #

# Associate/Supplier/Exhibitor Hotel & Website Information

Name of Registrant \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_

## Hotel Information

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

NACDS is the official housing bureau for the Marketplace Conference. Once NACDS has processed your registration, you will receive an Event Registration Confirmation email, from [registration@nacds.org](mailto:registration@nacds.org), containing your personalized link to the NACDS Housing Bureau. Click on this personalized link to secure housing **for yourself only**.

Reservations will be taken on a first come-first served basis. Please make your hotel reservation as soon as possible as the hotel cut-off date is **Wednesday, May 23, 2012**. After this date, NACDS cannot guarantee hotel room rates and availability.

Please note all hotels are within walking distance of the Colorado Convention Center.

<b>Embassy Suites Denver – Downtown Convention Center</b>	\$209.00* Single Occupancy/\$224.00* Double Occupancy
<b>Hilton Garden Inn – Denver Downtown</b>	\$224.00* Single or Double Occupancy
<b>Hyatt Regency Denver</b>	\$244.00* Single or Double Occupancy

*\*Rates are exclusive of applicable state and local taxes.*

Hotel confirmations will be sent from the NACDS Housing Bureau upon completion of your booking and will include a confirmation number and website link to make any changes. After **Wednesday, May 23, 2012**, you will need to contact your assigned hotel directly in order to change your reservation.

## Hotel Cancellation Policy

All NACDS Marketplace Conference hotels require a first and last night's deposit which may be charged to the credit card provided as early as **Wednesday, May 23, 2012**. No refunds will be available for changes or cancellations made after this date.

## Housing Questions

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

## Website Information

Selected areas of the 2012 Marketplace 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.

Online registration is available at  
[www.NACDSMarketplace.org](http://www.NACDSMarketplace.org)