

NAPSLO ANNUAL CONVENTION REGISTRATION FORM

2014 ANNUAL CONVENTION • ATLANTA • SEPTEMBER 15 - 17

ATLANTA MARRIOTT MARQUIS & HYATT REGENCY ATLANTA

IMPORTANT POLICIES AND PROCEDURES ON COMPLETING THIS FORM

- Please return completed forms and appropriate fees to NAPSLO either via post or e-mail to Vicky@napslo.org
- 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.
- If paying for registration by check, please make payable to NAPSLO. All checks must be in U.S. funds drawn from a U.S. bank.
- If branch officers are registering through the main office, please include location ID number. To add a location, please complete a branch office form located at www.napslo.org in the Members section.
- 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 deadline does not guarantee a room at the Convention hotels. The Convention hotels are:
 - Atlanta Marriott Marquis, Hyatt Regency Atlanta, Hilton Atlanta
- To register a delegate, include payment with registration fees and indicate delegate's name on the attached Registration Form.
- If you have any questions about registration, or do not receive a confirmation within seven business days, contact the NAPSLO Meetings Department at 816.741.3910.
- If you require space for meetings and/or receptions at the hotel, please download a NAPSLO Meeting Space Request Form via the NAPSLO website. There is a minimum of 10 registered attendees to obtain meeting space.
- Brokers' Club tables are available for a fee of \$1,750 per eight person table. Suite and Meeting Space Forms will need to be downloaded separately from the NAPSLO website.

MAKE CHECKS PAYABLE TO NAPSLO

4131 N. Mulberry Dr., Suite 200, Kansas City MO 64116
Phone: 816.741.3910 www.napslo.org info@napslo.org
For tax purposes, NAPSLO TIN Numbers is: 11-2399515.

REFUND POLICY

All requests must be made in writing, requests received by the NAPSLO office by August 22 will be subject to a \$50 administrative fee. Requests received between August 22 and September 1 will be subject to a 50% cancellation charge. There will be no refunds after September 1. After September 1 you must register on-site. Please e-mail cancels to Debbie@napslo.org. Refunds will be credited within three weeks after request. Name substitutions after August 15 will be subject to a \$50 administrative fee.

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 noted next to each delegate – this ID number will auto fill firm name on badges.
- ✓ Correspondence contact and phone/e-mail noted on the Registration Form.
- ✓ Signature required for credit card transactions. Form will not be processed without signature.

Please e-mail completed form to Vicky@napslo.org. Physical mailings should be directed to NAPSLO at 4131 N. Mulberry Dr., Suite 200, Kansas City MO 64116.

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MEMBER FIRM NAME

CONTACT NAME

E-MAIL

MAILING ADDRESS

CITY

STATE

ZIP

COUNTRY

LOCATION ID#

PHONE

NAPSLO USE ONLY

Entered

Revised

Check No.

*Please register under the correct firm or branch office, your badge information (firm name, city, state) is based on this information.
A link to process your hotel reservation will be included in your confirmation letter. Confirmations will be e-mailed to the address noted below.*

PERSONS ATTENDING – One form per credit card.

With your permission the information below regarding line of business/specialty and individual e-mail will be made available to all Convention attendees as part of the mobile app and will be included in the attendee lists made available on the NAPSLO Annual Convention webpage. Again, this information is not required so you may opt-out of providing that additional information by checking the box in the far right column.

Name	Title	Office ID	Delegate E-mail	Opt Out?	Guest Name	Line of Business and/or Specialty	Opt Out ?

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