Meeting the Supply Challenge

# **104th NPRA Annual Meeting: Registration Form & Instructions**

Grand America Hotel Salt Lake City, Utah March 19 – 21, 2006





#### 1. Conference Registration and Tickets

Log on to www.npra.org and select "Meetings", "Future Conferences", "2006 NPRA Annual Meeting" then "Register Now" or complete the enclosed registration form. Registration includes admission to the Welcome Reception, General Session, and Breakout Sessions. Order tickets for special events. Refer to the registration form for conference and ticket fees.

*Note:* Ticketed functions are open to registered attendees only. Be sure to register by January 31, 2006 to have your name included in the AM attendee list in the Program Book. March 3 is the cutoff date to be listed in the registration supplement. Plus, you'll save \$100 if you register by February 17!

# 2. Hotel Reservations

Reserve your hotel on-line when you register at www.npra.org and receive an immediate acknowledgement of your reservation. Or, fill in the appropriate space on the enclosed registration form. Hotel reservation requests will be processed in the order received by the NPRA. Get immediate acknowledgement on-line but allow 3 weeks if submitted to NPRA. The hotels require a deposit equal to one night room rental plus tax to guarantee your room. If no deposit information is provided within 30 days prior to arrival, your reservation will be cancelled. Cancellations must be made 72 hours prior to scheduled arrival in order to receive a refund of deposit.

# AM06 Hotel Options

February 14, 2006, is the cut-off date for making hotel reservations, cancellations or substitutions through NPRA or on-line. Beginning February 17, reservations, substitutions, or cancellations must be made through the hotel directly.

# 3. Spouse Registration

For just \$50.00, your spouse can join you at the Welcome Reception as well as the included business sessions. Please note that there is a separate fee for either Spouse Tour offered on Monday, March 20. A spouse must be registered to purchase a ticket to any of the special event functions.

#### 4. Payment

Pay by credit card, check or wire transfer. If you register on-line but wish to pay by check or wire please be sure to include your system ID# and name with payment.

### 5. Travel

AVIS is the official rental car agency for the AM. Call 800.331.1600 and refer to AWD#:B761399 to receive discounted rates.

#### 6. Suites and Meeting Rooms

Contact Merla Zollinger at 202.457.0480 or email at merlaz@npra.org.

#### 7. Confirmation

Your registration will be confirmed via e-mail if you provided us your email address. Otherwise, your confirmation will be sent via U.S. mail. **Cancellation Policy:** Registration substitution/cancellations may be faxed to 202.835.0467 or e-mailed to AM@npra.org. Substitute conference registrations may be made in advance or on arrival with no penalty. Cancellations may be made by February 17, 2006 with no penalty. Written cancellations postmarked, faxed, or emailed between February 18 and March 3, 2006 will receive a refund of fees, less a \$50 processing fee. No refunds after March 3, 2006. No telephone cancellations.

**Ticket Refund Policy:** Refunds will be made on tickets purchased if request is received in writing by March 3, 2006. No Refunds after March 3.

Ticketed functions are open to registered attendees only. All individuals using tickets purchased must be registered for the conference.

**Spouse / Guest Policy:** A guest is a spouse/significant other, friend or an adult child (18 years old or older) who is not in an industry-related occupation. A co-worker, an associate or spouse who works within the industry may not use the Spouse/Guest Registration category.

**Fee Policy:** Eligibility for member rates is based on membership information currently on file with NPRA. If your company is not currently a member, the non-member fees will be charged to your credit card.

**Registration Policy:** Those who are present at the site of an NPRA meeting and/or occupy a hotel room in the NPRA room block to conduct business with industry personnel gathered for that meeting are expected to register for that meeting and pay the registration fee, whether or not they attend a specific function.

AM06 Hotel Options			
Hotel	Room Type	Hotel Code	Rate
Grand America Hotel 555 South Main Street 801.258.6000	Executive Suite	GAX	\$ 239
Grand America Hotel	Premier Room	GAP	\$ 209
Little America Hotel 500 South Main Street 801.596.5700	Tower Room	LAT	\$ 169
Little America Hotel	Garden Room	LAR	\$ 145

#### Step 1: Attendee Profile

Please fill out completely. Badges will be printed from this information.

Name			
Title			
Company			
Address			
Address			
Address			
City	State	Zip	Country
Phone (Area/Country/City/Code)	Fax (Area/C	Country/City/Co	de)

E-mail

□ If this is not a permanent address change, check here.

Spouse/Guest Name (if attending)

Check here if you require special services.
 Please attach a description of your needs.

# Step 2: Meeting Registration

			E	By Feb. 17		Aft	er Feb.	17
	Member	\$	500		\$	600		
	Non-member	\$	995		\$1	,095		
	Spouse/Guest	\$	50		\$	50		
	Monday (select one bre	eak	fast a	and/or tour)				
	Crude & Refined							
	Prod Breakfast	\$	35		\$	35		
	Gov't Relations							
	Breakfast	\$	35		\$	35		
	Spouse Tour: Park City	\$	100		\$	100		
	Spouse Tour:							
	Tracing Your Roots	\$	50		\$	50		
	Tuesday							
	CEO Breakfast	\$	35		¢	35		
	Annual Luncheon	-						
	Closing Event:	ψ	50		ψ	50		
	An Evening at LaCaille	\$	150		\$	150		
		Ψ	150		Ψ	150		
	Total Amount Due							
Name of Member Company Not sure if your company is a member? Go to www.npra.org								

# **Step 3: Payment Information**

Payments to NPRA ar	e not deductible as charitable contribu-			
tions for federal incom	ne tax purposes. However, they may be			
deductible under othe	er provisions of the Internal Revenue Code			
Check Enclosed	(US Dollars only)			
Bank Transfer:	Sun Trust Banks, Inc., Washington, DC			
	Routing #061000104 • Acct #206887906			
SWIFT Code – SNTRUS3A				
	(Please include registrant's name.)			
Credit Card				
□ VISA □	MasterCard			
Credit Card Number				

Exp. Date

Name of person on card (Please print)

Signature (Required, authorizing charge & acknowledging cancellation/refund, fee, registration, & spouse policies)

### **Step 4: Hotel Reservation**

Housing requests must be accompanied by paid conference registration to be processed.

Arrival	Date

Departure Date

If no dates are indicated, we will assign arrival Sunday, March 19 and departure Wednesday, March 22.

Enter the three letter code from the hotel list for your preferred property and room type. (See chart on previous page for rates and room code.)

1st Choice	2nd Choice	_ 3rd Choice	
Room Type:	One Bed	🗆 Two Beds	
Number of People	in Room:		
Room Guarantee:	□ AMEX	□ VISA	
	□ MasterCard	□ Discover	□ Diners

Credit Card Number

Exp. Date

Signature

- Special Requests: 

  Smoking
  - Smoking
     Disability
     Other

Fax suite requests to Merla Zollinger at 202.835.0467. Register on-line to receive immediate acknowledgement of hotel. February 14 is the final cut-off date to reserve a room. Contact the hotel directly with changes/cancellations after February 17.

#### **Register by Fax:**

Fax your form with credit card information to 202.835.0467

Register by Mail: Mail your check to NPRA 1899 L Street, NW Suite 1000 Washington, DC 20036