

# 2012 CORPORATE MEMBER EXHIBITOR REGISTRATION FORM



## BOOTH SIZE SELECTION

8' x 10' — \$1,000     8' x 20' — \$1,500

## REGISTRATION INFORMATION

### First Booth Staffer

Organization Name \_\_\_\_\_  
First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Title \_\_\_\_\_  
Preferred Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail Address \_\_\_\_\_

### Second Booth Staffer

Organization Name \_\_\_\_\_  
First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Title \_\_\_\_\_  
Preferred Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail Address \_\_\_\_\_

## PRIMARY CONTACT FOR BOOTH

This individual will receive all information regarding your exhibit booth.

First Booth Staffer     Other (Name): \_\_\_\_\_  
 Second Booth Staffer    Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

## INDEMNIFICATION AND HOLD HARMLESS

The exhibitor indemnifies and agrees to hold harmless NCPERS and Hilton New York Hotel, and their officers, directors, employees, and agents, from any and all actions, claims, damages, losses, and expenses, including attorney's fees, arising from any and all damages or losses to properties of or bodily injuries to the exhibitor or his/her agents, representatives, employees, or invitees by reason of the exhibitor's occupancy or use of the exhibition facilities.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 2012 By: \_\_\_\_\_ For (Organization): \_\_\_\_\_

## PAYMENT

\$ \_\_\_\_\_ **Exhibitor Registration**  
**GRAND TOTAL DUE \$** \_\_\_\_\_

### Check

Send registration form(s) and check, made payable to "NCPERS," to:

P.O. Box 79819  
Baltimore, MD 21279-0819

### Credit Card

American Express      Visa      MasterCard 

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CC Verification Code: \_\_\_\_\_

Name (as it appears on the card): \_\_\_\_\_

CC Billing Address: \_\_\_\_\_

Authorized Amount to Charge: \$ \_\_\_\_\_

*By submitting this form, I certify I have read and understand the terms of this registration. If paying by credit card, I authorize NCPERS to charge my card for the total amount indicated.*

Signature: \_\_\_\_\_



## REGISTRATION POLICIES

NCPERS Annual Conference is a members-only conference. **Your organization must be a current member of NCPERS before you can attend.** To verify your organization's membership status, please e-mail your inquiry to [membership@ncpers.org](mailto:membership@ncpers.org).

Please be sure you correctly calculated the grand total of your registration fees. Your registration will not be confirmed until full payment has been received and processed.

Registration forms must be submitted on or before April 10 to qualify for the early-bird registration fees. Registrations received or postdated after April 10 will be automatically charged the higher registration fees.

### General Attendee

A maximum of four (4) representatives from your company may register as a GENERAL ATTENDEE of the conference. This number does not include exhibitors or speakers.

### Exhibitor

A maximum of two (2) representatives from your company may register as booth staffers at the conference. **Exhibitors do not need to register as general attendees, as your conference registration is included in the booth fee.** Booth staffer substitutions are not allowed.

If there are changes to who is attending on behalf of your company, please submit these changes to NCPERS in writing. Fax changes to 202-624-1439 or [amanda@ncpers.org](mailto:amanda@ncpers.org). The original registrant must acknowledge that he or she is no longer attending the conference before a new registrant can fill that slot.

Registration fees include access to all education sessions, conference materials, and meal functions, including the welcoming reception and closing dinner and show.

Registration fees do not include hotel accommodations, airfare, or ground transportation.

## CANCELLATION POLICY

All registration cancellations must be received in writing by April 10 to receive a refund and will be subject to a \$100 processing fee for general attendee, speaker, and exhibitor registrations and \$50 for spouse/guest registrations. No refunds will be given after April 10 or to no-shows. All refunds will be processed post-conference. Please fax your cancellation request to 202-624-1439.

## EXHIBIT BOOTH INFORMATION

\*\*The exhibitor registration fee includes:

- Registration for two (2) booth staffers
- Booth space with draped back wall and side rails
- One (1) six-foot table and two (2) chairs with a small waste basket
- Company listing in the Exhibitor Directory
- Access to NCPERS educational sessions and events at the conference

*\*\*All shipping fees and additional materials ordered through the service contractor will be at the exhibiting company's expense.*

## EXHIBITION SCHEDULE

### Exhibitor Setup

Saturday, May 5	3:00 pm – 5:00 pm
Sunday, May 6	9:00 am – 3:00 pm

### Exhibit Hours

Sunday, May 6	4:00 pm – 7:00 pm Grand Opening & Welcoming Reception
Monday, May 7	9:00 am – 2:00 pm
Tuesday, May 8	9:00 am – 2:00 pm

### Exhibitor Move-Out

Tuesday, May 8	2:00 pm - 6:00 pm
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## EXHIBITOR DIRECTORY

The final date to be included in the Exhibitor Directory is Monday, April 2. After this date you may still register to exhibit, if space is available, but you will not be included in the Directory. **Please e-mail the following information to [conferences@ncpers.org](mailto:conferences@ncpers.org) by April 2:**

- Company contact information
- A brief description of your company/organization (half a page)
- Your company logo in a high-resolution .jpg format

## HOTEL

To book your room at the Hilton New York hotel, please call reservations at 1-800-HILTONS (1-800-445-8667) or direct at 212-586-7000. You must identify yourself as an NCPERS conference attendee to receive the group rate. This rate will be available until April 10 or until the group block is sold out, whichever comes first.

## ATTENDEE LISTS

**Registered** attendees will receive the preliminary attendee list the week of April 16. The final attendee list will be available on-site beginning Sunday, May 6.

Attendee lists are the property of NCPERS. NCPERS members are granted a limited license to use them for their own internal purposes. The lists may not be sold, leased, distributed, or in any way shared with third parties, including other NCPERS corporate or fund members.

## SPONSORSHIP

For information on sponsorship opportunities at the Annual Conference, please see the Sponsorship Opportunities Form or contact Cassandra Smoot at 202-624-1469 or [cassandra@ncpers.org](mailto:cassandra@ncpers.org).

## CORPORATE MEMBER EVENTS

Corporate members should not schedule client events during any NCPERS activities (e.g., Sunday welcoming reception). If you would like your event to be advertised in the conference program book, please e-mail the details of your event to [cassandra@ncpers.org](mailto:cassandra@ncpers.org) by April 2.

## NCPERS CHARITABLE FOUNDATION



In addition to implementing its core mission of educating public pension trustees, NCPERS has established a charity component at the Annual Conference. This

socially responsible program is focused on "Public Servants Giving Back" to the community in which the Annual Conference is hosted.

This year, NCPERS is supporting the **Albert Shanker College Scholarship Fund** of the United Federation of Teachers (UFT), a scholarship fund established by the UFT to provide undergraduate and graduate scholarships to academically excellent and financially eligible students from New York City public schools.

For more information on making a contribution to this charitable endeavor, visit [www.ncpers.org/charity](http://www.ncpers.org/charity) or call 202-624-1456. All contributions will be tax deductible for 2012.

## REGISTRATION METHODS



Submit your registration electronically at [www.NCPERS.org/annconf](http://www.NCPERS.org/annconf).



Complete the registration form, include payment by check or credit card and mail to:

**NCPERS**  
P.O. Box 79819  
Baltimore, MD 21279-0819

### Overnight to:

**NCPERS**  
444 N. Capitol Street, NW  
Suite 630  
Washington, DC 20001



Complete the registration, indicate your method of payment and fax to 202-624-1439.