



National Concierge Association

19th Annual Conference

August 17-19, 2017 Houston, Texas

## Official Conference Registration Form

**DEADLINE TO REGISTER IS JULY 15, 2017**

**Room availability is on a first-come, first-served basis while our supply of reserved rooms lasts at the Hotel Derek - Houston Galleria. RESERVE EARLY!**

**Accommodations will not be held in lieu of payment or partial payment at any time.**

### **TO REGISTER ONLINE:**

Visit us at [www.ncakey.org](http://www.ncakey.org) and click onto "NCA EVENTS". Scroll down to find the NCA Conference tab. You will be redirected to complete an online registration form and pay via credit card. Please note there is an additional charge for using your credit card for payment. Registrations received without payment will not be considered officially registered.

### **TO REGISTER BY MAIL:**

Send completed and signed form + payment via check made payable to the National Concierge Association to the following address:

NCA Conference 2017  
2920 Idaho Avenue North  
Minneapolis, MN. 55427

### **QUESTIONS:**

Please contact us at 612-834-7295

Or via email at [info@ncakey.org](mailto:info@ncakey.org)

## NCA Conference Policies

- **Please complete all information requested on this form.** No one (NCA member or non-NCA attendee) will be considered officially registered for the conference without payment received in full at the time this registration is submitted.
- **You may register online or via mail.** Please see address and contact information on page one of this form.
- **GUESTS.** 2017 “Guests” are defined as non-NCA (member) individual(s) who accompany a full-paying 2017 NCA conference attendee to all “Guests Invited” events and activities which are listed as such on the agenda. All guests must be a minimum of 21 years old and must be officially registered and paid for in advance no less than six (6) weeks prior to the start date of the conference. No guest fees or registrations will be accepted at the door of a conference event or activity. The full-paying registrant is responsible for the behavior of his or her guest(s) at all times. Any guest asked to leave a conference event for disorderly conduct will include dismissal of the full-paying attendee as well and neither will be readmitted to any future conference event. In this instance, there will no refund of payment for either the guest or the full paying attendee.
- **REFUNDS.** If requested in writing before May 1, 2017, a one-half refund will be issued. Please allow 4-6 weeks from the date of the refund request to receive the amount due in the form a check made payable to the registrant. Requests for refunds received after May 1, 2017, will not be honored.
- **TRANSFER OF REGISTRATIONS.** The National Concierge Association (NCA) is not obligated at any time to transfer unused paid registrations toward the payment of future conferences. Paid registrations may be transferred to another attendee at any time prior to July 15, 2017. Written requests to transfer, as well as a completed new written registration (on behalf of transferee) must be submitted to the Chief Executive Officer to be considered officially transferred and registered.
- **HOTEL ROOM BLOCK RESERVATIONS.** Room registrations are on a first-come, first-served basis per the NCA reserved block of rooms for this conference. The NCA encourages attendees to register as early as is possible to ensure accommodations at the Hotel Derek - Houston Galleria.
- **IN THE EVENT OF A SOLD-OUT STATUS PRIOR TO JUNE 1<sup>ST</sup> EARLY BIRD DEADLINE.** The NCA will make every attempt to secure comparable accommodations at another hotel located as close to the host hotel as is possible. However, the NCA does not guarantee accommodations after the secured room block is sold out. If able to secure other accommodations, the attendee/registrant must to pay any additional charges upon booking of rooms.
- **ONLY HOUSTON AREA RESIDENTS MAY REGISTER FOR “EVENTS ONLY” ATTENDANCE.** Provided the registrant lives and works within 55 miles of Houston, Texas the attendee may register for “events only.” No room accommodations will be provided to “events only” attendees.

- **IF THE NCA/HOTEL DEREK CONTRACTUAL OBLIGATION HAS BEEN FULFILLED:** In this instance the NCA may extend the “events only” option to non-Houston attendees.
- **RETURNED CHECKS/NSF.** Any check returned to the NCA from your bank marked “NSF” or “Account Closed” will be assessed a \$50 penalty and must be paid immediately upon request via a certified check or money order. Any registration remaining unpaid for this reason after the start of the conference date will be subject to all legal remedies to redeem monies owed to the National Concierge Association, including legal fees.

**PLEASE PROCEED TO 2017 REGISTRATION FORM**

# OFFICIAL 2017 NCA CONFERENCE REGISTRATION FORM

Please type or print answers clearly. The information listed on this form will appear on the official conference roster of attendees provided to all conference attendees. Thank you.

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_ STATE \_\_\_\_\_ PROVINCE \_\_\_\_\_ ZIP \_\_\_\_\_

ALTERNATE ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_

EMAIL \_\_\_\_\_

GUEST NAME \_\_\_\_\_

=====

**FOOD ALLERGIES/INTOLERANCES:** Please note: while we will do everything we can to ensure your request is honored by NCA engaged catering companies and the Hotel Derek, the National Concierge Association is not responsible for the consumption of, nor the consequences of any food or beverage consumed during the entire length of this conference. Please list here all that apply to you. If for a guest, please print the name of the guest here \_\_\_\_\_.

**Vegetarian**                       **Gluten-free**                       **Other, please explain:**  
\_\_\_\_\_.

=====

**PLEASE CHECK YOUR FIELD OF SERVICE:**

**Corporate**     **Hotel**     **Residential**     **Civic**     **Academic**     **Medical**  
 **Private Club**     **Privately owned Concierge Services**     **Conference**  
 **Other, please explain** \_\_\_\_\_

I am an NCA member since \_\_\_\_\_ (year). Member of \_\_\_\_\_ Chapter

I am NCA Certified

I am an NCA Endorsed Partner

I am not an NCA member     I would like more information about becoming an NCA member.

**FOR CHAPTER LEADERS, EXECUTIVE BOARD MEMBERS, NCA NATIONAL PARTNERS ONLY**

## **NCA LEADERS TEAM MEETING/WORKSHOP THURSDAY, AUGUST 17, 2017**

\_\_\_\_\_ I will attend. My NCA Board Position is \_\_\_\_\_

\_\_\_\_\_ Regrets, I cannot attend. Reason \_\_\_\_\_

Sorry no guests are permitted to attend this event. The cost per attendee for this event is \$45 and includes day workshop, breakfast and lunch.

## OFFICIAL NCA CONFERENCE 2017 PRICING

Please check below all provisions you are paying for at this time.  
Please tally the amount due for everything you are purchasing at the bottom of the page.



### NCA MEMBERS REGISTERING BY JUNE 1, 2017

- |   |                 |
|---|-----------------|
| <input type="checkbox"/> <b>Single registration</b>   | <b>\$825.00</b> |
| Includes 3 night's accommodations at the Hotel Derek - Houston Galleria (Aug. 17-19, 2017) and all NCA hosted events, activities and meals. |                 |
  
- |  |                 |
|--|-----------------|
| <input type="checkbox"/> <b>Events only (for Houston residents only)</b> | <b>\$250.00</b> |
|--|-----------------|
  
- |   |                           |
|---|---------------------------|
| <input type="checkbox"/> <b>#Extra room night(s)</b>  | <b>\$158.00 per night</b> |
| Extra date(s): <input type="checkbox"/> <b>August 15th</b> <input type="checkbox"/> <b>August 16<sup>th</sup></b> |                           |
  
- |   |                 |
|---|-----------------|
| <input type="checkbox"/> <b>Guest fee</b>   | <b>\$250.00</b> |
| (includes Keynote Speaker Luncheon and Gala Awards dinner and all "Guest Invited" events listed on the agenda.) |                 |
  
- |   |                        |
|---|------------------------|
| <input type="checkbox"/> <b>Gratuity (required)</b>                 | <b>\$10/per person</b> |
| (for transportation services & wait staff for Friday evening event) |                        |
  
- |   |                   |
|---|-------------------|
| <input type="checkbox"/> <b>Table of 10 Keynote Speaker Luncheon only</b> | <b>\$2,500.00</b> |
|---|-------------------|
  
- |  |             |
|--|-------------|
| <input type="checkbox"/> <b>Chapter Leaders Team Meeting</b> | <b>\$45</b> |
|--|-------------|

### NON-NCA ATTENDEES REGISTERING BY JUNE 1, 2017

- |   |                  |
|---|------------------|
| <input type="checkbox"/> <b>Single registration</b>   | <b>\$ 875.00</b> |
| Includes 3 night's accommodations at the Hotel Derek - Houston Galleria (Aug. 17-19, 2017) and all NCA hosted events, activities and meals. |                  |
  
- |   |                           |
|---|---------------------------|
| <input type="checkbox"/> <b>#Extra room night(s)</b>  | <b>\$158.00 per night</b> |
| Extra date(s): <input type="checkbox"/> <b>August 15<sup>th</sup></b> <input type="checkbox"/> <b>August 16</b> |                           |
  
- |   |                 |
|---|-----------------|
| <input type="checkbox"/> <b>Guest fee</b>   | <b>\$275.00</b> |
| (includes Keynote Speaker Luncheon and Gala Awards dinner and all "Guest Invited" events listed on the agenda.) |                 |

**TOTAL DUE FOR 2017 NCA CONFERENCE** **\$ \_\_\_\_\_**

**PLEASE NOTE: ROOM AVAILABILITY IS LIMLITED – REGISTER EARLY!**  
The National Concierge Association (NCA) will endeavor to honor as many hotel-included registrations as is possible. As we near the deadline date of June 1<sup>st</sup>, registered and paid registrations will be refunded the rooms portion only of the paid registration fee if hotel accommodations cannot be honored by the NCA due to unavailability of rooms in the Hotel Derek - Houston Galleria or an alternative hotel. Please allow to September 1, 2017 to receive refund check from the NCA.