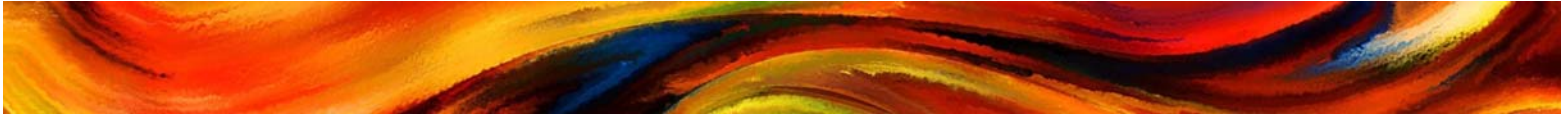




# **NIGP FORUM | AUGUST 19-22, 2018**

NASHVILLE, TENNESSEE | GAYLORD OPRYLAND

**CONNECTING PROCUREMENT COMMUNITIES**

[www.nigp.org](http://www.nigp.org) [Contact Us](#)[SIGN IN](#)

**Early Bird Registration Discounts until April 30, 2018.**

# Register to attend FORUM 2018

Reserve your room at a NIGP Forum 2018 hotel (Gaylord Opryland Resort and Convention Center) prior to registering to obtain a confirmation code to avoid the \$250 surcharge.

Staying at the contracted hotel helps NIGP meet its contractual obligations, thus keeping registration fees down. Attendees choosing alternate accommodations will be assessed a \$250 surcharge on their registration fee.

Copy or Print your hotel confirmation code. Please be sure to enter your confirmation number on the online registration form and click apply at final checkout to avoid the surcharge fee.

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## Two Ways to Register

**REGISTER NOW**



**ONLINE**

[Register Online](#)

**BOOK YOUR HOTEL**





## Print and Fax Form

### Print & Fax Form

After receipt and confirmation of your registration information, you will receive two e-mails: one that confirms your Forum registration and a second with a copy of your invoice.

Should you need assistance during your registration process, our Customer Care team is ready to answer your questions. 800-367-6447.

## Local Attendees:

If you plan to commute daily and live within a 50 mile radius of the contracted hotel, we will waive the \$250 surcharge fee assessed to attendees making alternate hotel accommodations. To avoid surcharge fee, you must register using our print/fax form and in lieu of hotel confirmation number, include mileage verification when registering.

## Cancellation & Refund Policy

Each attendee must register using their personal login information. If you are registering for more than one attendee, please use the Print & Fax form.

## Early - Through April 30, 2018

|                | Full<br>Conference<br>* | Conference<br>Only<br>** | Daily<br>One<br>Day<br>*** | Daily<br>Two<br>Day<br>*** |
|----------------|-------------------------|--------------------------|----------------------------|----------------------------|
| Member         | \$940                   | \$820                    | \$365                      | \$695                      |
| Non-<br>Member | \$1,265                 | \$1,140                  | \$365                      | \$695                      |

## May 1 - July 15, 2018

|        | Full<br>Conference<br>* | Conference<br>Only<br>** | Daily<br>One<br>Day<br>*** | Daily<br>Two<br>Day<br>*** |
|--------|-------------------------|--------------------------|----------------------------|----------------------------|
| Member | \$1,015                 | \$820                    | \$365                      | \$695                      |

Cancellations must be received in writing or via email to [forum@nigp.org](mailto:forum@nigp.org). Cancellations received before July 15, 2018 will receive a full refund less a \$175 administrative fee. There will be no refunds for cancellations received after July 15, 2018. Registrations are transferable at any time to another individual within your agency. There will be no refunds for no-shows or early departures from the event.

## Attendee Participation

Registering for the NIGP Forum indicates acknowledgement of participating in NIGP events and activities at the attendee's own free will and intentional act. Attendees should be aware that possible physical injury could occur as a result of participation in these events. Attendees acknowledge freely and knowingly and that they are able to participate in NIGP events and hereby assume responsibility for their own well-being. Attendees also agree not to allow any other individual to participate his/her place without written notification to NIGP.

NIGP plans to take photographs at the 2018 Forum and Products Exposition and reproduce them in NIGP educational, news

|            |         |         |       |       |
|------------|---------|---------|-------|-------|
| Non-Member | \$1,325 | \$1,140 | \$365 | \$695 |
|------------|---------|---------|-------|-------|

## Late - July 16 - Onsite

|            | Full<br>Conference<br>* | Conference<br>Only<br>** | Daily<br>One<br>Day<br>*** | Daily<br>Two<br>Day<br>*** |
|------------|-------------------------|--------------------------|----------------------------|----------------------------|
| Member     | \$1,065                 | \$820                    | \$365                      | \$695                      |
| Non-Member | \$1,365                 | \$1,140                  | \$365                      | \$695                      |

**\* Full Conference registration fee includes access to all educational sessions, plenary sessions, products expo and all meal events. Included Meals: two breakfasts, one lunches and one dinner**

**\*\* Conference Only registration fee includes access to all educational sessions, plenary sessions and products expo events. Meal tickets can be purchased for other meal events.**

**\*\*\* Daily registration fee - Limited to two days. Registration fee includes all**

or promotional material, whether in print, electronic or other media, including the NIGP website. By participating in the 2018 Forum, you grant NIGP the right to use your name, photograph and biography for such purposes. All postings become the property of NIGP. Postings may be displayed, distributed or used by NIGP for any purpose.

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## Student Members

Student members are eligible for complimentary Forum registration, which allows access to all Forum educational sessions and products expo events at no cost. Meal tickets can be purchased for other meal events. Advance purchase of tickets is encouraged as a limited number may be available on site. Student is defined as “Individuals enrolled part-time or full-time in an accredited community college, college or university and actively pursuing an undergraduate or postgraduate degree in business or public administration, public purchasing or materials management, or related field of study. Student members must be unemployed or employed on a part-time basis consisting of less than twenty-one hours per week.”

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## Retired Members

*educational sessions and products expo events. Meal tickets can be purchased for other meal events.*

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## Group Discounts

Multiple **Full Conference** registrations from the same chapter or agency are eligible for group discounts. All registrations must be submitted together at the same time with one form of payment. A print and fax form must be completed for each individual registering. Group registrations received with more than one form of payment will not be processed. **These discounts apply to FULL CONFERENCE packages only (conference only and daily packages are not eligible).**

3-9 Registrants = 10% off Group Total

10+ Registrants = 15% off Group Total

Retired NIGP members are eligible for complimentary Forum registration, which allows access to all Forum educational sessions and products expo events at no cost. Meal tickets can be purchased for other meal events. Advance purchase of tickets is encouraged as a limited number may be available on site. “Retired” shall be defined as “retired from a public purchasing organization with full retirement benefits and neither self-employed or employed in the public or private sector.”

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## Participant Code of Conduct

NIGP is dedicated to providing a safe, friendly, welcoming, and harassment-free environment for all conference attendees and participants regardless of gender, gender identity or expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity or religion. NIGP has adopted a code of conduct which outlines expectations for all attendees and participants, including member and non-member attendees, speakers, contractors, exhibitors, sponsors, guests and volunteers. Cooperation is expected from everyone and NIGP will actively enforce this code