



2024 Annual Forum and Products Exposition

Charlotte Convention Center

Charlotte, NC - August 25 - 28, 2024

Virtual Forum - August 25 - 28, 2024

Registration Form Instructions

- Print or type and complete all sections of the registration form.
- Retain a copy for your records.
- For in-person experience, August 9, 2024 is the last day to receive advanced registrations. Registrations received after August 9, 2024 will be processed on-site at the Charlotte Convention Center and billed at the late registration rate. Registration for virtual experience will be open until August 25, 2024.

Payment

- Acceptable forms of payment are credit card, check or purchase order. NIGP accepts Visa, MasterCard or American Express.
- When paying by credit card include your billing address and card security code on the form and fax OR mail to the address on the form.
- If paying by check, make checks payable to NIGP and mail to the address on the form.
- When paying by purchase order, a copy of the purchase order must accompany your registration to be processed.
- Purchase Orders are not recognized as payment and full payment must be made by one of the payment options listed above.
- All fees are charged in US Dollars.

Methods of Registration

Email

- Complete the registration form, include payment information and email it to forum@nigp.org.

Fax

- Complete the registration form, include payment information and fax it to 703-635-2326.

Mail

- Send completed registration form with payment to: NIGP, ATTN: Customer Care Department, 13800 Coppermine Road, 1st Floor, Herndon, VA 20171. DO NOT MAIL WITH CREDIT CARD INFORMATION IF ALREADY FAXED OR EMAILED TO NIGP! This will result in a double charge to your credit card!

Internet

- Register online using your Visa, MasterCard or American Express [here](#) and receive immediate confirmation of your registration.

On site

- Registrations received after August 9, 2024, will be processed on-site at the Charlotte Convention Center. On site registrations will be billed at the late registration rate.

Confirmation

All registrants will receive an email confirmation that includes payment and balance information upon receipt and processing of their registration.

Cancellations and Refunds

Cancellations must be received in writing via email to forum@nigp.org. Cancellations received on or before **July 26** will receive a full refund less a \$175 administrative fee. **There will be no refunds for cancellations received after July 26, 2024.** Registrations are transferable at any time to another individual within the registrant's entity. There are no refunds for no-shows or early departures from the event.

Questions?

Contact us at 800-367-6447, or email forum@nigp.org. Visit our [web site](#) for complete Forum information.



2024 Annual Forum and Products Exposition
Charlotte Convention Center
Charlotte, NC - August 25 - 28, 2024
Virtual Forum - August 25 - 28, 2024

EARLY REGISTRATION FORM

(valid through May 31, 2024)

☐ Check here if you are a first-time attendee

TYPE OR PRINT LEGIBLY

Full Name

BADGE NAME

Agency

Title

Business Address

City & State/Province (Include Zip/P.C.)

Tel. No. (Include Area Code)

Ext. #

Fax No. (Include Area Code)

Email Address



☐ Check here if you require special assistance to fully participate in the Forum (including dietary restrictions).

Describe: _____

Required Information

Name & Telephone of Emergency Contact during Forum

Registration Fees:

In-Person Experience:

Early Bird Member: \$925.00
Early Bird Non-Member: \$1,150.00
Retired/Lifetime Member: \$400.00

Daily - 1 day: \$465.00
Daily - 2 days: \$750.00

Virtual Experience:

☐ Early Member Virtual: \$299.00
☐ Non-Member Virtual: \$349.00

Choose: _____
Choose Day 1: _____ Choose Day 2: _____

Payment Information:

☐ MasterCard

☐ VISA

☐ American Express

Card # _____ Exp. Date _____ Card Security Code _____

Signature of Cardholder: _____

Credit Card Billing Address: Street _____ City _____ State _____ Zip _____

Cardholder's name if different from registrant: (please print) _____

*** IMPORTANT ***

1. Early bird form valid through **May 31, 2024**. Forms received after this date will be charged at standard registration rates.
2. Please note cancellation policy on instruction page.

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 expects all participants, including attendees, speakers, contractors, exhibitors, sponsors, guests, and volunteers to behave in a professional manner at all NIGP sponsored events. By submitting your registration you agree to abide by participant code of conduct.

Photos

NIGP plans to take photographs at the NIGP Forum and reproduce them in NIGP educational, news or promotional material, whether in print, electronic or other media, including the NIGP website. By participating in the 2024 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.