

Registration Information

The 81st Annual Conference registration fee covers attendance at the conference, all scheduled business and social events, the Town Center and Trade Show, entertainment and any program materials. There will be no prorated registration fees or refunds for registrants attending individual events. All spouses, guests and children must be registered or they will not be allowed to participate in any conference activities. Please note: Only (1) Spouse/Guest registration per full registration fee paid will be allowed.

To attend, complete and return the enclosed Annual Conference Registration Form via:

Mail: NABCA, 4401 Ford Avenue, Suite 700 Alexandria, VA 22302

Secure Fax: 703.824.3377
Online: www.nabca.org

No registration will be processed without an accompanying check made payable to NABCA or authorization to bill your VISA, Mastercard or American Express. **DO NOT SEND REGISTRATION FORM WITHOUT PAYMENT.** Early registration ends on **April 27, 2018. Online registration closes May 17, 2018.**

Due to Payment Card Industry (PCI) compliance guidelines all registrations with credit card information must be submitted via secure fax, mail or online. NABCA cannot accept emailed registrations that include credit card information.

CANCELLATION POLICY

All cancellations of Conference registrations must be submitted in writing to the NABCA office prior to the opening date of the Annual Conference. In all cases, a \$25.00 per registrant processing fee will be assessed.

Conference Policies

Please review the following prior to the Annual Conference. These policies have been developed over the years and approved by the NABCA Board of Directors and Industry Advisory Committee.

- Conference attendees must wear NABCA name badges. **No one will be admitted to any event without a badge. Badges are non-transferable.**
- Company business meetings may not be held during General or Business Sessions.
- **Hosting/entertaining of Control State Officials is not permitted during Annual Conference scheduled events.**
- Town Center/Trade Show participants must follow all policies applicable to those venues.
- No individual room, suite or outlet is to be operated as part of the Town Center.
- Only gifts of nominal value (i.e., key chains, pens, buttons, etc.) may be provided by companies to any conference attendee. No items of apparel of any value, no company lanyards and no alcohol beverages (other than on a per-drink basis) may be provided. **Mini (50 ml) bottles are strictly prohibited.**
- Promotional vehicles are not allowed on or around conference premises.
- Magazines and other periodicals must receive prior approval from NABCA before being distributed during the Annual Conference.
- NABCA reserves the right to restrict participants which, because of noise, method of operation, or for any reason, become objectionable, and also to prohibit or evict any participants which, in the opinion of the Association, may detract from the general character of the Annual Conference as a whole.

TOWN CENTER & TRADE SHOW

Both the Town Center and the Trade Show afford suppliers and vendors an opportunity to present their products and conduct business with the Control States. The Town Center will open officially on Monday, May 21st from 6:30 PM to 9:30 PM. It will again be open Tuesday, May 22nd from 6:30 PM to 9:30 PM. The Trade Show will be held on Tuesday, May 22nd and Wednesday, May 23rd from 11:30 AM to 2:00 PM.

POLICY FOR UNDERAGE ATTENDEES

With a national legal drinking age of 21, we must be sensitive to the social and regulatory issues surrounding underage consumption of alcohol. While we do not discourage children's attendance at the Annual Conference, we, perhaps more than any group, must abide by the law and set the highest standards of responsible alcohol beverage service. To that end, no one under 21 years of age is allowed in or in the vicinity of the town center outlets and/or trade show booths. If you register children, you are responsible for their adherence to this policy.

If you have any questions regarding the 81st Annual Conference, please contact the NABCA Meetings Department at 703.578.4200 or meetings@nabca.org.