



Complete one form per registrant and return to registration@ncsha.org or fax to 202-624-5899.

Mail payment to:
NCSHA Annual Conference & Showplace
444 North Capitol Street NW, Suite 438, Washington, DC 20001
202-624-7710 Fax: 202-624-5899 www.ncsha.org

2019 Annual Conference & Showplace Registration Form

October 19-22, 2019 • Boston, MA

Payment Postmarked:	<i>by Sept 23</i>	<i>after Sept 23</i>
HFA Member/Associate Member (Saturday - Tuesday)	<input type="checkbox"/> \$515	<input type="checkbox"/> \$595
Affiliate Member (Monday - Tuesday)	<input type="checkbox"/> \$695	<input type="checkbox"/> \$785
Guest <i>*Guest fee is for the Sunday and Monday night receptions only. All guests, including children of attendees, must have a guest badge to be admitted. NCSHA members may not register as guests.</i>	<input type="checkbox"/> \$95	<input type="checkbox"/> \$95

Are you a conference Speaker or Discussion Leader? ☐ Yes ☐ No

Do you have any special needs or dietary requests? ☐ Yes (please explain) ☐ No

Name	Nickname for Badge
Position	
Agency or Company	
Address	
City, State, Zip	
Email	Cell Phone
Phone	Fax
Emergency Contact	
Name of Guest	

Substitution Policy

If you have registered and are no longer able to attend, you may substitute another individual from your organization at no extra charge. The payment made for the original registrant will be applied to the replacement's registration. Substitutions are allowed at any time and must be requested in writing.

Cancellation Policy

Cancellations must be received in writing. Confirmation of faxed cancellations may be required. No refunds will be given for cancellations received after **Tuesday, October 1** or for registrants who fail to attend the conference. "No shows" will be billed the full registration fee. A \$75 administrative fee will be deducted from all approved refunds.