

## Retailer Registration Form

**Registration Instructions**

The Regional Chain Conference is for retail companies operating 250 stores or less. You may photocopy this form for additional registrants. Registrations received without complete information will not be accepted.

**Online Registration**

Online registration is available at [regional.nacds.org](http://regional.nacds.org).

**Fax or Mail**

If you wish to fax or mail your registration, please complete this registration form. Fax form with the necessary information to (703) 683-5678.

**Mail forms to:**

NACDS  
P.O. Box 34814  
Alexandria, VA 22334-0814

Mail your forms via the U.S. Postal Service First Class or Priority Mail. Other overnight services cannot deliver to this address. Your complimentary registration includes all business and social activities. Social activities are included for your spouse/companion.

**Registration Questions**

Please contact the NACDS Registration Department at (703) 837-4300, ext. 2.

**Registration Fees**

NACDS Chain Members - Complimentary

**Cancellations & Substitutions**

Registration cancellations and substitutions for this meeting must be made in writing to NACDS. A Cancellation/Substitution form is available on the Regional Chain Conference website at [regional.nacds.org](http://regional.nacds.org).

The Hyatt Regency Coconut Point Resort and Spa requires a first and last night's deposit, which may be charged to the credit card provided as early as **Friday, January 3, 2020**. No refunds will be available for changes or cancellations made after this date.

**Important Website Information**

Selected areas of the conference website will be accessible to conference registrants only. Your login information will be activated once your registration confirmation is sent. Your username is your e-mail address. If you do not know your password, you can use the "Forgot Password" function to reset it.

Federal Tax ID# 13-5582579

**Individual Completing Form**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Registrant Information**

Company Name: \_\_\_\_\_

Dr.  Mr.  Ms.  Mrs. First Time?  Yes  No

Name: \_\_\_\_\_

Nickname (for Badge): \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Mail Code: \_\_\_\_\_ Country: \_\_\_\_\_

**Spouse/Companion Information**

Spouse/Companion Full Name: \_\_\_\_\_

Spouse/Companion Nickname (for Badge): \_\_\_\_\_

Spouse/Companion E-mail Address: \_\_\_\_\_

**Hotel Information**

The Hyatt Regency Coconut Point Resort and Spa  
5001 Coconut Road  
Bonita Springs, FL 34134  
(239) 444-1234

NACDS is the official housing bureau for the Regional Chain Conference and has secured a block of rooms at the special rate of \$329 per night. Once you have registered for the conference, you will receive an Event Registration Confirmation email containing a personalized hotel link that will enable you to make your room reservation.

Hotel reservation confirmations will be sent from NACDS housing upon completion of your booking and will include a confirmation number and link to make any changes. After **Friday, January 3, 2020**, you will need to contact The Hyatt Regency Coconut Point Resort and Spa directly in order to change your reservation. Reservations will be taken on a first-come, first-served basis. Please make your hotel reservation before **Friday, January 3, 2020**. After this date, the quoted hotel room rate and availability cannot be guaranteed.