

COMMERCIAL REGISTRATION FORM

MACo Winter Conference | January 7-9, 2015 | Hyatt Regency Chesapeake Bay Hotel | [Hotel Reservations: 888.421.1442](http://www.hotelreservations.com)

*Please use this form if you are an employee of a commercial organization—PROFIT or NON-PROFIT.
County, Municipal, State, and Federal officials and employees should use different registration forms.*

Name: _____ First MI Last Badge Name: _____

Representing: _____

Job Title: _____

Mailing Address: _____ City: _____

State: _____ Zip: _____ Tele: _____ Fax: _____

Email: _____

Twitter Handle: _____ (Follow @MDCounties on Twitter and use #MACoCon for this event)

Only if purchasing a Spouse Registration: Spouse Name: _____ First MI Last Badge Name: _____

Check here to reserve a seat on the Thursday Lunch/Spouse Tour: Telephone Number: _____

Please check appropriate registration fee:

REGISTRATION RATES

	Through 12/19/2014	After 12/19/2014
Full Registration <i>(includes all conference sessions, meals, and breaks for 1 person)</i>	<input type="checkbox"/> \$305	<input type="checkbox"/> \$300
Spouse Registration <i>(Includes Wednesday & Thursday Banquets and Thursday Spouse Tour)</i>	<input type="checkbox"/> \$160	<input type="checkbox"/> \$195
Wednesday Sessions & Breaks only <i>(order meal tickets separately)</i>	<input type="checkbox"/> \$200	<input type="checkbox"/> \$250
Thursday Sessions & Breaks only <i>(order meal tickets separately)</i>	<input type="checkbox"/> \$200	<input type="checkbox"/> \$250
Friday Sessions & Breaks only <i>(order meal tickets separately)</i>	<input type="checkbox"/> \$200	<input type="checkbox"/> \$250

Please list number of additional meal tickets you need:

MEAL TICKETS

Wednesday Welcoming Banquet	___ \$70	___ \$75
Thursday Lunch	___ \$40	___ \$45
Thursday Inaugural Banquet	___ \$85	___ \$90
Friday Boxed Lunch	___ \$15	___ \$20

TOTAL DUE: \$ _____ \$ _____

PAYMENT METHOD: Check or Money Order payable to **MACo**. Your confirmation/receipt will be emailed to the email address on this form.

Please check appropriate box: Check VISA MasterCard *(sorry no AMEX)*

Credit Card Number: _____ Expiration Date: _____

REQUIRED -Billing Address: _____ City _____ State _____ Zip _____

Signature: _____ Print Cardholder Name: _____

MAIL or FAX completed registration form with payment to:
MACo - Attn: Allison Valliant, 169 Conduit Street, Annapolis, MD 21401 or FAX: 1.410.268.1775
Questions? avalliant@mdcounties.org PHONE: 410.269.0043

MACo USE ONLY:

Date Paid _____ Check or PO Number _____ Amount _____
Date Paid _____ Check or PO Number _____ Amount _____

REGISTRATION POLICIES & PROCEDURES

Registration

General Policies

- Registration DOES NOT include hotel reservations. Registrants must make their own hotel reservations. Discounted rates at the Hyatt have been arranged; please see page 13 of this brochure for additional information.
- Registration fees include meal tickets AS LISTED on the registration form. **Meal tickets are NOT included for one-day registrations.**
- Payment MUST accompany registration. Registrations received prior to payment will not be processed until payment is received. Amount due will be determined by postmark date on payment.

Spouse/Domestic Partner Registration

- Spouse registrations are intended for the spouses or domestic partners of registered attendees. Participants must be at least 18 years old—for activities involving alcohol, guests must be at least 21 years old. Business partners, coworkers, associates, clients, etc., do not qualify for this registration and must register separately. MACo reserves the right to refuse the spouse registration rate to any registrant if it is clear that this rate is being abused.

Cancellations/Changes and Refunds

- If a written request for cancellation or change resulting in a refund is received by December 5, 2014, fees will be refunded, less a \$75.00 processing fee. After that date, fees are non-refundable.
- Substitutions are accepted at no charge until January 5, 2015.
- On-site substitutions and registration transfers, except in cases of extreme emergencies, will result in an additional \$150 charge.

Special Events at the Conference

- Elected Officials Breakfast – Only County Elected Officials registered to attend the Conference are given tickets to this event.
- Welcoming Banquet, Lunches, and Inaugural Banquet/Awards Ceremony– These are ticketed events. **Tickets are included in full registrations.** Tickets may be purchased in addition to full registrations; one-day registrants may only purchase meal tickets for events occurring on the day of their registration. Tickets may not be purchased without a registration.
- Spouse registrations include Wednesday and Thursday Banquets and spouse tour ticket (tour includes lunch) – the Friday lunch session is not included with the spouse registration.

Press

Registration

- Members of the press are welcome to attend the MACo Winter Conference. Press registrations are complimentary, however meal tickets are not included. Meal tickets may be purchased separately if desired—press must be registered to attend the conference and to purchase meal tickets. Please fill out the press registration form available at www.mdcounties.org.

Videotaping

- Videotaping is permitted without permission needed in all of the common areas of the Hyatt Regency Chesapeake Bay Hotel; this does not include meeting rooms or ticketed meal events. We ask that you kindly notify us of your intention to videotape in any of the common areas so that we can be sure to find you a space that doesn't interfere with foot traffic. Videotaping is not permitted in any of our private meetings or ticketed meal events.
- Permission is needed to videotape an educational session. If members of the press wish to videotape a session, they must send a request to Virginia White at vwhite@mdcounties.org at least one week prior to the start of the conference. MACo must obtain waivers from all speakers involved before a session may be taped.

Requests for Interviews

- Members of the press desiring to interview MACo's leadership must send a scheduling request to Virginia White at vwhite@mdcounties.org.