



Public Procurement Professional Development Programs

Course Registration Form – Type or Print Legibly

Completion of entire form is required.

Course Registration

**Legal Aspects of Public Purchasing
March 7-9, 2018**

**City of Naperville Municipal Center
400 S. Eagle St.
Naperville, IL 60540
Naperville Municipal Center / NEU Training Room**

**= standard registration fee*

Registration Fee Rules & Instructions:

- Print or type and complete all sections of the registration form. Retain a copy for your records.
- All payments must be made in US funds.
- **Review information below on U.S. Communities and Chapter subsidies for this class**

Payment

- NIGP accepts Visa, MasterCard or American Express. Please include your billing address and card security code on the form when paying by credit card.
- If paying by check, make checks payable to NIGP and mail to the address on the registration form.
- If paying by purchase order a copy of the PO must be submitted with your registration form.

Methods of Registration

Fax: Complete the registration form, include payment information and fax it to **703-635-2326** Attn: Event Registration
Form of payment must accompany registration form for order to be processed

Mail: Send completed registration form with payment to: NIGP, ATTN: Course Registrar, 2411 Dulles Corner Park, Suite 350, Herndon, VA 20171.

ONSITE REGISTRATION IS NOT AVAILABLE. PLEASE ENSURE THAT YOU PRE-REGISTER FOR THE COURSE.

Confirmation

All registrants will receive an email confirmation of their registration.

Cancellations and Refunds

Registration and payment must be received 30 days prior to the seminar start date. After this time, registrations will be based on space availability. A full refund, less a \$75 administrative fee will be given for cancellations made in writing 31+ days prior to the seminar date by emailing RegistrationInfo@nigp.org. No refunds are given for cancellations received within 30 days of the seminar start date. There are no refunds for no-shows. If the seminar is cancelled for any reason, NIGP's liability is limited to the registration fee only.

Attendee substitutions within the same agency may be done at any time with email notification to NIGP. If attending via scholarship, please provide documentation verifying the scholarship issuer's name and contact information in lieu of payment information.

Registration Fees are determined by the NIGP Board of Directors and can be adjusted at any time. Fees indicated are the NIGP's standard rates and may differ according to hosting Chapter. If attending via scholarship, please provide documentation verifying the scholarship issuers name and contact information in lieu of payment information.

Questions?

Please contact the NIGP Registration team at registrationinfo@nigp.org or call 800-FOR-NIGP should you have any questions regarding the event. For local information, please contact the local seminar coordinator listed on the event page on the NIGP website.

Class Subsidy Information:

U.S. Communities is offering a \$310.00 subsidy for this class. It is open to **20 attendees but no more than two attendees** from any one organization. The Midwest Association of Public Procurement Chapter of NIGP is also offering a \$50.00 subsidy to Chapter members. Agencies sending **more than two persons** will receive the Chapter subsidy for Chapter members only. A U.S. Communities representative will attend the event to give a short presentation.

NIGP Institute Member - \$715 - U.S. Communities Subsidy (310.00) Chapter Subsidy (50.00) – Member Fee **\$355.00**
***NIGP Institute Member -Registration fee for 3rd /4th registrants \$715.00 Chapter Subsidy (50.00) Member Fee - \$665.00**

Non Institute Member - \$915 - U.S. Communities Subsidy (310.00) Chapter Subsidy (50.00) – Non-Member Fee **\$555.00**
***NIGP Non- Member -Registration fee for 3rd /4th registrants \$915.00 Chapter Subsidy (50.00) Member Fee - \$865.00**



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Full Name

Tel. No. (Include Area Code) Ext. #

Agency

Fax No. (Include Area Code)

Title

Email Address (REQUIRED FOR SEMINAR CERTIFICATE)

Business Address



Check here if you require special assistance to fully participate in the seminar. Describe:

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

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NIGP Registration Fees listed

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Three Day Seminar:

NIGP National Member - \$715 - U.S. Communities Subsidy (310.00) Chapter Subsidy (50.00) – Member Fee \$355.00

Non-Member - \$915 - U.S. Communities Subsidy (310.00) Chapter Subsidy (50.00) – Non-Member Fee \$555.00

*Addition member / non-member cost for over 2 registrants (see information above)

PAYMENT INFORMATION

Fee Total

NOTE: If paying by purchase order a copy of the PO must be submitted with your registration form.

Payments must be in U.S. Funds

Enclosed is a Check/Purchase Order for \$ Check/PO number: Make checks payable to: NIGP

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)

SUBMIT INFORMATION TO

Fax Registrations and Payment Information to 703-635-2326 Attn: Events Registration or

If paying by check, mail completed registration form and payment to:

NIGP, ATTN: Course Registrar, 2411 Dulles Corner Park, Suite 350, Herndon, VA 20171.

Registration and payment information must be received by the above deadlines in order to qualify for discounts and/or avoid late fees.

Registration and payment must be received 30 days prior to the seminar start date. After this time, registrations will be based on space availability. A full refund, less a \$75 administrative fee will be given for cancellations made in writing 31+ days prior to the seminar date by emailing RegistrationInfo@nigp.org. No refunds are given for cancellations received within 30 days of the seminar start date. There are no refunds for no-shows. If the seminar is cancelled for any reason, NIGP's liability is limited to the registration fee only.