



MCAA18 MARCH 25-29

MCAA 2018 Annual Convention

MARCH 25-29, 2018

SAN ANTONIO, TX

Attendee Information (please use one form per primary attendee from each company)

Primary Attendee _____ Badge Name _____
 Primary's Cell # _____ Primary's E-mail _____
 Spouse Name _____ Badge Name _____
 Spouse's Cell # _____ Spouse's E-mail _____
 Guest/Family _____ Age (if under 18) _____
 Guest/Family _____ Age (if under 18) _____
 Company _____ Job Title _____
 Address _____
 City _____ State _____ Zip _____
 Home Address _____
 City _____ State _____ Zip _____
 E-mail address to send registration confirmation _____

Primary Registration Type	Regular		Late		Additional Registrations & Options	Regular		Late	
	Registration Received by:	Feb. 25	After Feb. 25	Feb. 25		After Feb. 25	Feb. 25	After Feb. 25	
Contractor/Member Employee		\$2495	\$2695		Spouse	\$895	\$995		
Manufacturer/Supplier		\$2495	\$2695		Family/Guest (18 yrs. & over)	\$895	\$995		
Local Association Executive		\$2495	\$2695		Teen (age 13-17) *	\$500	\$500		
United Association		\$2495	\$2695		Youth (age 5-12) **	\$300	\$300		
Sponsored Non-Member <i>Please include the signature of the Local Association Executive</i>		\$2495	\$2695		Annual Golf Tournament Sunday, March 25 (limited to 240 players)	\$150	\$150		

Registrations cannot be processed without payment. **Total Amount: \$** _____

* Teen Registration includes: MCAA general sessions, the recreational activities, all social events and education sessions.
 ** Youth Registration includes: MCAA general sessions, the opening event, the recreational activities and dessert party. Please note children under 13 can attend a youth program during the Wednesday evening dinner and concert.

Hotel & Room Selection

Please review the **Hotel Reservation Information & Payment** section on page two.

Arrival Date _____ Departure Date _____ # of People in Room _____
 E-mail address for hotel confirmation _____ Marriott Rewards Number _____

♿ Please contact the MCAA Meetings Department at (301) 869-5800 if you require special accommodations to fully participate.

Do you have any special hotel requirements or food allergies? _____

JW MARRIOTT HILL COUNTRY IS SOLD OUT

MCAA has overflow hotels available.
Please contact eventregistration@mcaa.org for options.



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Convention Registration Payment

Credit card payments will be accepted for both your convention registration and your hotel reservation. Checks are also welcome, although **reservations are not processed until MCAA has received payment**. Reservations with faxed copies of checks are not processed.

Primary Attendee Name _____

AMEX MC VISA Check (made payable to MCAA)

Account Number _____ Expiration _____
 Cardholder Name _____ Billing ZIP Code _____
 Signature _____

MCAA Registration Cancellation & Refund Policy

If it becomes necessary to cancel your participation, please send written notification to MCAA. You will receive a full registration refund if you cancel by **March 9, 2018**. *Substitutions are always welcome.*

Hotel Reservation Information & Payment

All room reservations are on a first-come, first served basis. Room reservations received after **March 9, 2018** cannot be guaranteed.

- A deposit in the amount of **three nights'** stay is necessary to reserve your accommodation request.
- Room reservations will not be accepted without a guarantee by credit card or check.
- The balance of the hotel stay will be due to the hotel upon check out.
- Rates are subject to current local sales and occupancy taxes equaling 16.75%.
- **You will receive your Hotel Confirmation three weeks prior to arrival.**

If the cardholder is not present upon check-in, a credit card authorization form provided by the hotel must be completed.

If you would like to use a check or credit card **other than the one provided above** for your hotel deposit, please indicate it below:

Credit Card is Same as Above Check AMEX MC VISA

Account Number _____ Expiration _____
 Cardholder Name _____ Billing ZIP Code _____
 Signature _____

Please return this form by FAX to 1(240) 238-2699 or by mail to MCAA Meeting Dept., 1385 Piccard Dr., Rockville, MD 20850

- If you have any questions please contact MCAA Meetings Department at (301) 869-5800 or email eventregistration@mcaa.org.
- Our business hours are 9:00 a.m. – 5:00 p.m. Eastern Time, Monday through Friday.