

Region III Registration Policies and Procedures

How to Register

Please use the correct address for your site/plant/corporation /facility/office. Do not use your home address.

For credit cards: Utilize the online Registration Form which can be found @: www.vppparegion3.org or fax your registration form and credit card payment to (703) 761-2194 or (703) 761-1148. Mail your form with credit card payment to VPPPA, 7600-E Leesburg Pike, Suite 100, Falls Church, VA 22043-2004.

Register online at www.vpppa.org.

For checks: (payable to VPPPA, Inc.), mail your registration form and payment to VPPPA, Inc. All checks received must include registration forms. If you are using express mail services such as FedEx or UPS and require a street address for delivery, mail your form with payment to VPPPA, Inc., 7600-E Leesburg Pike, Suite 100, Falls Church, VA 22043-2004.

Registration Policy

The pre-registration deadline is April 30, 2017 Registration forms and payment must be received by this date to pre-register. After April 30, 2017, attendees are invited to register onsite. Only register one person per form. Registrations will not be processed without payment in full and full name of registrant.

Cancellation Policy: Refunds are not permitted; however, substitutions are encouraged.

Substitution Policy: Substitutions must be received in writing along with a completed registration form for substitute attendees. No substitution fee will be charged. After April 30, 2017, substitutions must be made onsite.

Confirmation Policy: Registrations will be processed and confirmations e-mailed within seven (7) business days of acceptance. Confirmations and proof of payment will only be provided if the registrant provides an e-mail address. The association does not sell its membership lists. As a VPPPA member, you will receive communication primarily via e-mail. E-mail addresses are shared with other VPPPA members to promote networking opportunities.

No Shows: Refunds will not be granted for no-shows.

Electronic Recording Policy: No audio or video recording is permitted.

Special Assistance: For special arrangements due to diet restriction or disability, contact Rich Foreman @ (410) 780-7291 or rforeman@albancat.com

Location of Event:

Kalahari Resort

250 Kalahari Blvd. Pocono Manor, PA

Hotel Reservations: To make hotel reservations, (877) 525-2427 and reference the group code of VPPPA-2017. Room rates are \$149 single/double per night plus taxes/fees, available until 4/16/17. After this date, reservations will be accepted on a space available basis only.

Indemnification: Conference attendees and guests, to the extent permitted by law, agree to indemnify VPPPA and its officers, directors, agents, and employees, of and from all claims, demands, or suits for personal injury or property damage, including costs and attorney fees, in any way arising out of or related to third party claims based on indemnifying party's negligent acts or omissions in connection with the Region III VPPPA Chapter Conference.

Conference Questions:

Contact:

Chair- Rich M. Foreman at (410) 780-7291 or rforeman@albancat.com

Vice Chair -Kenny Richardson at (434) 835-0068 or krichardson@favors.com

Treasurer- Jacque Creamer at (484) 280- 3224 or jcreamer@ugi.com

Vendor: contact Joe Morrell at (804) 652-6262 or jmorrell.richmond@fareva.com

Or Charles (Drew) Holland at (757) 396-7726 or charles.a.holland@navy.mil

Sponsorship: contact Mike Lapradd at (434) 476-3509 or mike.lapradd@huber.com

Registration Questions: contact VPPPA at (703) 761-1146 or e-mail Registration@vpppa.org.