

# 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](http://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](http://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 February 16, 2018 Registration forms and payment must be received by this date to pre-register. After February 16, 2018, 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 February 16, 2018, 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](mailto:rforeman@albancat.com)

## Location of Event:

### Omni Homestead

7696 Sam Snead Drive, Hot Springs, VA. 24445

**Hotel Reservations:** To make hotel reservations, visit this website:

**INSERT WEBSITE AND GROUP CODE....** Room rates are \$145 single/double per night plus taxes/fees, available until 2/17/18. 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](mailto:rforeman@albancat.com)

Vice Chair -Kenny Richardson at (434) 534 - 6005 or [kenneth.richardson@grupophoenix.com](mailto:kenneth.richardson@grupophoenix.com)

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

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

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

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

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