

2009 International Conference On The Valuation of Plant Machinery And Equipment Registration Form

Please read instructions on next page before completing this form.

1. For Conference Registrant: member and nonmember (duplicate the form for additional registrants)

Mr. Ms. Mrs. First name _____ M.I. _____ Last name _____
Circle one

Nickname (as it should appear on badge) _____ Designations _____

Company _____

Company street address _____

City _____ State/province _____ ZIP _____ Country _____

Phone _____ E-mail _____

2. Is this the first ICPME you have attended? Yes No

3. Check if you plan to attend the Gala Black Tie Dinner Cruise on Wednesday evening

(dinner cruise included in registration fee; guests/companions additional fee \$160 USD per person; see number 7 to sign up)

Registrant Yes No Guest/Companion Yes No

4. Please provide the following information for badge purposes if you plan to bring a guest/companion

Mr. Ms. Mrs. First name _____ Last name _____
Circle one

City _____ State/province _____ Country _____

5. Conference Registrant Fees (\$1,450 USD per person)

# of Persons	Fee	Total Amount
_____	X \$1,450 USD	= \$ _____

6. Optional Wine Tasting Event: Monday, Oct. 5

(for conference registrant, guest/companion; \$60 USD per person)
 Sign up early. Space is limited.

# of Persons	Fee	Total Amount
_____	X \$60 USD	= \$ _____

7. Guest/Companion Optional Gala Dinner Cruise: Wednesday, Oct. 7

(dinner cruise included in registration fee; additional fee of \$160 USD for each guest/companion)
 Sign up early. Space is limited.

# of Persons	Fee	Total Amount
_____	X \$160 USD	= \$ _____

- Total Conference Registrant \$ _____
- Total Wine Tasting Event \$ _____
- Total Guest/Companion Dinner Cruise \$ _____

TOTAL FEES:

8. Payment (all fees must be paid in U.S. funds drawn from U.S. banks)

Check enclosed VISA MasterCard American Express

Print cardholder name (as it appears on card) _____

Credit card # _____ Expiration date _____

Signature (required) _____

SPECIAL NEEDS (ADA COMPLIANCE): Contact Stephanie Paratore at stephanie@appraisers.org for special accommodations to fully participate.

Please mail to:
 ASA
 Attn: Lynn Cunningham
 555 Herndon Pkwy.
 Suite 125
 Herndon, VA 20170
 or fax to:
 (703) 742-8471
 (credit card registration only)

ASA Official Use Only

Member/Customer # _____

Debit _____

Credit _____

Message _____

Registration Policy and Procedures

Advance Registration Deadline: Sept. 21, 2009

Registrations received after Sept. 21, 2009, will be considered on-site registrations.

Return form and payment to: Lynn Cunningham; 555 Herndon Pkwy., Suite 125; Herndon, VA 20170
or fax to: (703) 742-8471 (credit card registration only).

Important Notes on Completing this Form

- Follow and complete steps 1 through 8. Duplicate the form for additional registrants.
- List name and address as you wish them to appear on your badge and in the registration list.
- If your guest/companion is attending, please list the name and city/province/country as you wish them to appear on the badge and in the registration list.
- Indicate if you are a first-time attendee.
- Indicate if you and/or your guest/companion are attending the Wine Tasting Event (additional fee; number 6 on the registration form).
- Indicate if you and your guest/companion plan to attend the Gala Black Tie Dinner Cruise (registrant is included in the registration fee; companion/guest is an additional fee).
- If your guest/companion plans on attending the Gala Black Tie Dinner Cruise, please pay the additional fee (number 7 on the registration form).
- Complete the separate registration form if you are planning to attend the USPAP 15-hour course (additional fee).
- Complete the separate registration form if you are planning to attend the Expert Witness program (additional fee).
- Substitutions for individuals will **not** be accepted.
- To make changes on your registration form, call (800) 272-8258 or (703) 478-2228, Monday–Friday, 9 a.m.–5 p.m. Eastern, or fax to (703) 742-8471, or send e-mail to lcunningham@appraisers.org. Changes will not be accepted after Sept. 21.
- All registrations received after Sept. 21, will be considered on-site registrations.
- You must be registered by Sept. 21 to be included in the advance registration list.
- Refund of registration fee(s), Wine Tasting Event and guest/companion Gala Black Tie Dinner Cruise (minus a \$100 USD administrative fee) will be made upon receipt of a written notice, e-mail or fax of cancellation no later than Sept. 21.
- No refunds will be made for cancellations after Sept. 21; however, personal emergencies will be addressed on a case-by-case basis for registration fee(s) only.
- Wine Tasting Event and guest/companion Gala Black Tie Dinner Cruise are additional costs. No refunds after Sept. 21.
- No refunds for no-shows.
- Registrations will not be processed until payment is received. Registrations with faxed photocopies of checks will not be processed.

CONFERENCE REGISTRANT FEE (ALL INCLUSIVE)

\$1,450 USD per person

The Conference Registrant Fee includes all educational sessions, daily good morning continental breakfasts/refreshment breaks, three luncheons, Get-Acquainted Welcome Reception (open to all registrants, guest/companions), the Gala Black Tie Dinner Cruise and a resource manual containing all educational handouts. The optional Wine Tasting Event and the Gala Black Tie Dinner Cruise for guests and companions are not included; for participation, you must pay the appropriate additional fee.

Note: Only those who pay the Conference Registrant Fee may attend the continental breakfasts, luncheons, refreshment breaks and educational sessions. If your companion wishes to attend any of these functions, he or she must pay the Conference Registrant Fee.

OPTIONAL SPECIAL EVENTS (Sign up early. First come, first served. Space is limited.)

(Ticket required for both events with or without an additional fee)

- Wine Tasting Event for Registrant, Guest/Companion: \$60.00 USD per person
- Gala Black Tie Dinner Cruise for Guest/Companion: \$160.00 USD per person

All tickets must be purchased in advance to guarantee a reservation before Sept. 21.

There will be no refunds after Sept. 21 (unless the event is canceled).

PAYMENT

Return the completed registration form with a check made payable to ASA or, if you prefer, charge to your VISA or MasterCard or American Express. **ASA cannot bill you.** All fees must accompany the registration form. Registrations with faxed photocopies of checks will not be processed.

REGISTRATION CANCELLATION REFUND POLICY AND PROCEDURE

To receive a refund, you must notify ASA International Headquarters by calling (800) 272-8258 or (703) 478-2228, Monday–Friday, 9 a.m.–5 p.m. Eastern or send an e-mail to lcunningham@appraisers.org. Refund of registration fee(s) and optional event(s) minus a \$100 USD administrative fee will be made upon receipt of a written notice, e-mail or fax, of cancellation no later than Sept. 21. No refunds will be made for cancellations after Sept. 21; however, personal emergencies will be addressed on a case-by-case basis for registration fee(s) only. No refunds for optional event(s) will be considered after Sept. 21. No refunds will be made for no-shows. Refunds will be issued after the conference.