

Region I VPPPA 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 (24 hours a day): 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 completed registration form with payment to VPPPA, Inc., PO Box 418174, Boston, MA 02241-8174. 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 May 25, 2012. Registration forms and payment must be received by this date to pre-register. After May 25, 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.

Group Discount: Five (5) or more registrants from the same site may receive a 10% discount. Each registrant must complete a separate registration form and all forms must be submitted together via mail or fax. Online registration is not available for the group discount.

Cancellation Policy: Cancellations must be received in writing by May 25, 2012, and a \$50.00 processing fee will be charged per registrant. Requests received after this date will be denied. Cancellations may be processed post-conference within 30 business days.

Substitution Policy: Substitutions must be received in writing along with a completed registration form for substitute attendees. No substitution fee will be charged prior to May 25. Substitutions made onsite will be charged a \$25.00 substitution fee.

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

No-Shows: Refunds are not granted for no shows.

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

Registration Type Definitions: The VPPPA Member registration type is available only to employees at sites that have applied for membership with the association. The site's membership must be current and dues must be paid for 2012. VPPPA membership and benefits cannot be shared with other sites. Corporate membership, as defined by the VPPPA Bylaws, is not an umbrella membership and only covers employees at the corporate site. Any registrant employed at a site that has not applied for VPPPA membership and/or whose membership is not in good standing should register at the Nonmember rate.

Member/Nonmember (Conference Only): Full conference registration (excluding pre-conference workshops).

Speaker: Confirmed speakers receive reduced rate for full conference registration (excluding pre-conference workshops).

OSHA/DOE: Federal employees at the U.S. Department of Labor and the U.S. Department of Energy, as well as state employees of like agencies.

Pre-conference Workshop: Workshops held prior to the conference (for an additional fee).

Location of Event:

Killington Resort

228 East Mountain Road
Killington, VT 05751

Hotel Reservations: To make hotel reservations, please call the Killington Resort Toll-free at (800) 282-9955 for the Government rate and room rates. Hotel reservations must be made before May 18, 2012, to take advantage of the conference rate group rate by referring to the **VPPPA 2012 Conference**.

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 I VPPPA Chapter Conference.

Conference Questions/Special Assistance: Contact Region I Chairperson Jack Popp at (413) 526-2491 or jpoppp@hasbro.com or Stephen "Steve" Gauthier at (781) 594-3118 or stephen.gauthier@ge.com.

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



Region I VPPPA Workshop & Conference

June 11 - 13, 2012

Killington Resort

Killington, VT



"The Best in the Northeast!"

Please complete the registration form including signature and payment information. Use one registration form per person. This form may be copied for additional registrations. Registrations will not be processed without full payment and registrant's full name. See Registration Policies and Procedures for more information. VPPPA Tax ID# 54-1598954. *Please write legibly.*

Check the appropriate Fee Category. Please refer to the Registration Policies and Procedures on the previous page for registration type definitions.

	Early By 4/16/12	Regular By 5/25/12	Late/Onsite After 5/25/12
	Member / Nonmember	Member / Nonmember	Member / Nonmember
Conference Registration Types			
<input type="checkbox"/> Member/Nonmember (Conference Only)	\$250.00 / \$300.00	\$300.00 / \$350.00	\$375.00 / \$425.00
<input type="checkbox"/> Speaker	\$200.00	\$250.00	\$325.00
<input type="checkbox"/> OSHA	\$250.00	\$300.00	\$425.00
Pre-conference Workshops			
<input type="checkbox"/> VPP Application Workshop® Monday, June 11 8am - Noon	\$150.00 / \$250.00	\$150.00 / \$250.00	\$200.00 / \$300.00
<input type="checkbox"/> Strengthening Star Quality Workshop Monday, June 11 1pm - 3pm	\$100.00 / \$150.00	\$150.00 / \$200.00	\$200.00 / \$250.00
<input type="checkbox"/> Inspection Techniques and Hazards Recognition Workshop Monday, June 11 1pm - 3pm	\$100.00 / \$150.00	\$150.00 / \$200.00	\$200.00 / \$250.00

***Indicates required fields.**

* YES, I am a VPPPA Member. 6-digit membership number* _____ NO, I am not a VPPPA Member.

Please indicate if your site participates in one of these programs: VPP SHARP

Attendee Contact Information

Prefix* Dr. Miss. Mr. Mrs. Ms. Rev. The Honorable

First Name* _____ Middle Initial _____

Last Name* _____ Suffix _____

Designation(s): (i.e. CSP, OHST) _____

Badge Nickname _____

Job Title* _____

Do you as an individual belong to any recognized bargaining units?*

Yes No If you would like them to appear on your badge, please list:

Method of Payment

Total Payment \$ _____

Check enclosed: Check # _____
(payable to VPPPA, Inc.)

Visa MC AMEX Discovery Diners Club

Card # _____

Exp Date _____

Cardholder's Name _____
(exactly as it appears on card)

Signature _____

Company/Org* _____
No acronyms, use proper name

Address* _____

City* _____ State* _____ Zip* _____

Phone* _____ Fax _____

Email* _____
Only registrants who provide an email address will receive confirmation of their registration.

Additional Email _____
If you would like a receipt to be sent to someone other than the attendee, provide an additional email

Liability Waiver: By submitting this registration form, the registrant releases any photographs or videos that may be incidentally taken of them by VPPPA during these events to be used for any purpose.

Please return your form with payment:

Check Payments: VPPPA, Inc., PO Box 418174, Boston, MA 02241-8174 (for express mail, use the street address below).

Credit Card Payments: VPPPA, Inc., 7600-E Leesburg Pike, Suite 100, Falls Church, VA 22043-2004; or fax: (703) 761-2194 or (703) 761-1148.