

## Info to Know Before you Register! Please read this first.

**IPPE** –NPFDA Members who register BEFORE 12/31/2018, will get free passes to attend the International Production and Processing Exposition (**IPPE** –Once called IPE or Southeastern). **Please make sure we receive individual email addresses for all attendees.** Do not use one email for more than one person - you will only get one pass per email address. Registrant(s) will not receive the free passes if they use an email address that has already been used. **Passes will be emailed from US Poultry & Egg Association/IPPE** therefore be sure to let everyone know to check their Inbox and Junk/Spam folders.

**Non-Members sponsored by a Member** – Sometimes our members want to pay for and bring a customer to the convention. We appreciate this gesture and will allow member companies to sponsor up to 5 people only. If a member chooses to list non-members on their room/registration list and not claim them as a sponsored guest, the guest will be listed on the attendee list and the name badges as an employee of the NPFDA member company.

**Overflow rooms and limits at the Hyatt** - The Hyatt has limited rooms available and will sell out quickly! Member companies may book **up to 25 (ONLY) rooms** at the Hyatt. Should your company need more rooms than 25, we will need to place those additional people in one of our overflow hotels. **Put people on the reservation form in order of importance to stay at the Hyatt.** We suggest that you consider putting operations/grow-out employees at the overflow hotels so your sales people can stay at the hotel with the NPFDA member buyers.

**Hotels will fill in this order:**

- 1- Hyatt Regency Atlanta
- 2- Hyatt Place Downtown

- 3- Hampton Inn
- 4- Homewood Suites Midtown

**Room Reservation Deadline:** Room reservations and individual names for blocks must be made by **December 15, 2018**. **All rooms will be charged a one night's deposit on December 15, 2018**. **All rooms must be secured with names, dates and credit card. Reservations must be booked & guaranteed with credit card at time of reservation. We cannot hold rooms.**

- **Non-Members will not** be allowed to book ANY rooms through NPFDA before January 11, 2019 should there be any rooms available at that time.

**Room Reservation Deposit and Cancellation Policies:** **On December 15, 2018, a one night room and tax deposit will be placed on the credit card provided.** Please do not book "extra" rooms you may not need as cancellation fees apply. **Send all written cancellations to fax: 770-535-7385 or email [info@npfda.org](mailto:info@npfda.org).**

- **Cancellations received by January 25, 2019 will receive 100% of their deposit refunded.**
- **Cancellations received between January 26, 2019 and 72 hours prior to arrival date will receive 50% of their deposit refunded.**
- **NO REFUNDS for cancellations made within 72 hours of arrival.**

**Convention Registration Cancellation Fee:** Send event cancellations, changes and/or substitutions to fax: 770-535-7385 or email [info@npfda.org](mailto:info@npfda.org).

- **Convention cancellations received before January 25, 2019 are as follows: Members: \$37.50 / Non-Members: \$62.50.**
- **No REFUNDS for convention cancellations after January 25, 2019.**
- **Event Substitutions/Changes will not be accepted after February 1, 2019.**



**DELTA**

**Delta Air Lines** offers a discounted rate for all IPPE attendees. Please check back later for discount code and link.

**Please remember to sponsor:** We have many sponsorship opportunities that provide added exposure at convention. Also consider bundling support via our Dues Package and save \$100 to \$200 with one purchase.

**And don't forget the our college students, please donate a Silent Auction item:** Help add to the excitement of the auction while raising funds for the NPFDA Scholarship Foundation. 100% of all funds raised goes to student scholarships. Help us help them. Don't want to donate an item, make a cash donation as we accept checks also. The Foundation is a 501(c)3 organization so your donations (items or cash) are tax deductible.