

Galvanizers Association

101st Conference

October 18th to 21st, 2009

Louisville, Kentucky USA

INSTRUCTIONS AND INFORMATION

These instructions will assist you in completing the meeting registration and hotel reservation forms.

The headquarters hotel for the conference will be the Hyatt Regency Louisville in downtown Louisville Kentucky, USA..

MEETING REGISTRATION FEE

The Delegate registration fee includes: attendance during the conference sessions; conference documentation; continental breakfasts, coffee breaks, and lunches during the conference; welcome reception on Sunday, October 18 at the hotel; dinner on Monday, October 19 at the hotel; plant tour of Steel Dynamics– Jeffersonville IN, and gala dinner off-site on Tuesday, October 20; farewell lunch at the hotel on Wednesday, October 21.

The Spouse/Guest registration fee includes: welcome reception on Sunday October 18 at the hotel; breakfasts at the hotel on October 19 and 20; guided tours on October 19 and 20 including lunches; dinner on Monday, October 19 at the hotel; gala dinner off-site on Tuesday, October 20; farewell lunch at the hotel on Wednesday, October 21.

HOW TO SUBMIT MEETING REGISTRATION AND SPOUSE/GUEST FORMS

Attendee	Before Sept 18, 2009	After Sept 18, 2009	On Site from October 18, 2009
Delegate (Member)	US\$600.00	US\$700.00	US\$800.00
Delegate (Non-Member)	US\$975.00	US\$1075.00	US\$1175.00
Spouse/Guest	US\$250.00	US\$300.00	US\$350.00

1. **Mail** — Send your registration form include check drawn on U.S. bank or credit card payment (**Note: A 5% processing fee will be added to the credit card payment**) to:
Galvanizers Association
P.O. Box 455 •1623 Mill Street
Algonac MI 48001 USA
2. **Fax** — Send your completed registration form with credit card payment to Galvanizers Association at fax:
+1-810-794-3940 **Note: A 5% processing fee will be added to the payment.**
3. **Courier remittance** — (Federal Express, DHL, etc.) - Send your completed registration form include check drawn on U.S. bank to the above address.
4. **By bank transfer** — Please contact the Galvanizers Association for wire transfer instructions.
When paying by bank transfer, please ensure you transfer the total sum required net of all bank charges. A copy of the bank transfer request with the registration forms must be submitted to the Galvanizers Association.

HOW TO SUBMIT HOTEL RESERVATION FORM

Do not send hotel reservation form to Galvanizers Association

Fill out the hotel Reservation form and send, fax, Email or call the hotel directly.

Hotel reservations on line: Hit Hyatt Regency Link on Galvanizers Association web site

CORPORATE SPONSORS

To keep the registration cost to a MINIMUM and have FULL participation, we ask all delegates to consider a Corporate Sponsorship. A sponsorship heightens the awareness and appreciation of all the delegates and shows support for the Association and the industry. Many companies have shared the cost of a social function such as: receptions, coffee breaks, lunches, dinners, etc. Sponsorship information is posted on the web www.galvanizersassociation.com. or contact the Association to reserve your preference.

HOSPITALITY SUITES

Hospitality suites and outside events during the convention are **strongly** discouraged.

PROCESSING OF FORMS

Kindly allow 1-2 weeks for registration forms to be processed after they are received by the Galvanizers Association. Delegates submitting registration forms on or around registration deadline dates should be prepared to experience some delays in confirmation and correspondence due to the high volume of forms and inquiries received at that time. We appreciate your patience.

CONFIRMATIONS AND LETTERS OF INVITATION

After registration forms are processed, confirmations will be sent. If your country of residence requires a letter of invitation you must request it when registering. Letters of invitation are sent to the main registrant with all guest names included. Galvanizers Association will not send a letter of invitation to anyone who is not registered for the convention. It is strongly recommended that those who require visas register early to allow adequate time for processing.

CANCELLATION POLICY

Please read the following policy carefully. Galvanizers Association will accept cancellation requests for registration up to October 1, 2009. All registration cancellations are subject to a service fee equivalent to US\$30. After October 1, 2009, registration fees will no longer be refundable. Galvanizers Association must receive cancellations due to no issuance of a visa by October 09, 2009. All cancellation requests must be submitted in writing. **Telephone cancellations will not be accepted.**

ADDITIONAL INFORMATION

Additional travel and general convention information will be included in your confirmation packet. Visit www.galvanizersassociation.com for the most up-to-date convention information.

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Conference and Spouse/Guest Registration Form

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CREDIT CARD INFORMATION: Please check one

CARD NUMBER

VISA
13 or 16 digits

MasterCard
16 digits

AMEX
15 digits

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Cardholder's Name as it appears on card

Expiration Date

MEETING REGISTRATION

NAME _____
First (Please print clearly as the badge should read) Last

COMPANY _____

STREET _____

CITY _____ PROV./STATE _____ ZIP _____

COUNTRY _____

PHONE _____ FAX _____

EMAIL _____ Amount Paid \$ _____ US Funds

SPOUSE/GUEST REGISTRATION

NAME _____
First (Please print clearly as the badge should read) Last

GUEST OF _____

COMPANY _____

Spa preferencesCircle three (3) **Manicure** **Pedicure** **Facial** **Massage**

Amount Paid \$ _____ US Funds

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Hotel Reservation

Hotel reservations on line: HIT HYATT REGENCY LINK ON GALVANIZERS ASSOCIATION WEB SITE
Or

Hotel Reservations by mail or fax : SEND THIS COMPLETED RESERVATION FORM TO:

Hyatt Regency Louisville
320 West Jefferson
Louisville, Kentucky 40202 USA
Reservations: 1-502-581-1234
Fax: +1-502-581-0133

Do not send this hotel reservation form to Galvanizers Association

All reservations must be guaranteed to a major credit card or a deposit covering the first nights room/tax.
Include the following details if payment is by credit card.

Type of card VISA MasterCard AMEX

Credit card number:

Expiration date: (Month/Year) Cardholders Name _____

Fill out this Hotel Reservation **form** and send, fax, or call the hotel to make your reservations. Make sure to reference the **Galvanizers Meeting** to take advantage of the group rate. **The group rate of \$135.00 per night** (US Funds plus applicable taxes which are currently 15.01%) single/double occupancy is offered to all delegates until **Sept. 20th, 2009**. The special room rate is valid two (2) days prior to and three (3) after the meeting, subject to availability.

Do not send this hotel reservation form to Galvanizers Association

GALVANIZERS ASSOCIATION October 18-21, 2008

Arrival Date: _____ Departure Date: _____

Estimated arrival time: _____

Guest Name: _____

First Last

Guest Name (if sharing): _____

First Last

Company: _____

Home Address: _____

City: _____ Prov./State: _____

Zip: _____

Country: _____

Day Phone: _____ Eve Phone: _____

Email: _____

Reservations received after *September 20th, 2009* are subject to availability at our standard rates, rather than the discounted convention rate. All rooms are subject to state and local taxes

SINGLE /DOUBLE

US \$135.00 per night + applicable taxes

\$ _____ USD

OTHER SPECIAL NEEDS:

Check in time is 3:00 pm.
Check out time is 12:00 Noon.

Guaranteed reservations must be cancelled 72 hours prior to the day of arrival to avoid being charged first nights room and tax. Failure to check-in on scheduled arrival date will result in all nights originally reserved being cancelled.