

Galvanizers Association

October 24 to 27, 2010

102nd Conference and Exhibition

Huntsville, Alabama, USA

GENERAL INFORMATION AND INSTRUCTIONS

The conference and exhibition will be at the **Embassy Suites Hotel** and **Von Braun Center** in downtown Huntsville, Alabama, USA. These instructions will assist you in completing the meeting registration and hotel reservation forms.

MEETING REGISTRATION FEE

The Delegate registration fee includes: attendance during the conference sessions; conference documentation; full breakfasts, coffee breaks, and lunches during the conference; welcome reception on Sunday, October 24 at the hotel; exhibition and dinner on Monday, October 25 at the Von Braun Center; plant tour of Nucor Steel -Decatur L.L.C. and gala dinner off-site on Tuesday, October 26; farewell lunch at the hotel on Wednesday, October 27.

The Spouse/Guest registration fee includes: welcome reception on Sunday October 24 at the hotel; breakfasts at the hotel during your stay; guided tours on October 25 and 26 including lunches; exhibition and dinner on Monday, October 25 at the Von Braun Center; gala dinner off-site on Tuesday, October 26; farewell lunch at the hotel on Wednesday, October 27.

| Attendee | Before Sept 24, 2010 | After Sept 24, 2010 | On Site from October 24, 2010 |
|-----------------------|----------------------|---------------------|-------------------------------|
| 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 |

HOW TO SUBMIT MEETING REGISTRATION AND SPOUSE/GUEST FORMS

1. **Mail** — Send your registration form including check drawn on U.S. bank or credit card payment (**Note: A 5% processing fee will be added to the credit card payment**) to:

Mailing Address:

Galvanizers Association
P.O. Box 455
Algonac , MI 48001 USA

Physical Address:

Galvanizers Association
6347 King Road
Marine City , MI 48039 USA

2. **Fax** — Send your completed registration form with credit card payment to Galvanizers Association at fax: +1-810-765-4646 **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 King Road 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: Click Embassy Suites Hotel Link on Galvanizers Association web site

EXHIBITION

In conjunction with the Conference an Exhibition is planned at the Von Braun Center attached to the Embassy Suites Hotel via a 150-foot-long skywalk on Monday evening, October 25th. This year's theme will be **"Reaching New Horizons"**. A reception/dinner sponsored by the exhibitors will add to the festivities in the exhibit hall.

All exhibitors must be members of the association, current on 2010 dues, and must have at least one fully registered attendee for the conference. No refunds will be made for cancellations after August 25, 2010. All space not occupied by show opening may be subject to resale with no refund. Exhibitor agrees to abide by all exhibit terms, conditions and regulations set forth in the exhibit brochure included in the exhibitor kit.

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.

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, 2010. All registration cancellations are subject to a service fee equivalent to US\$30. After October 1, 2010, registration fees will no longer be refundable. Galvanizers Association must receive cancellations due to no issuance of a visa by October 15, 2010. 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 with your confirmation. Visit www.galvanizersassociation.com for the most up-to-date convention information.

Galvanizers Association

102nd Conference and Exhibition

October 24th to 27th, 2010

Conference/Exhibition Registration and Spouse/Guest Forms

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Mailing Address:

Physical Address:

Galvanizers Association
P.O. Box 455
Algonac , MI 48001 USA

Galvanizers Association
6347 King Road
Marine City , MI 48039 USA

2. **Fax** — Send your completed registration form(s) with credit card payment to Galvanizers Association at fax:
+1-810-765-4646 **Note: A 5% processing fee will be added to the payment.**

3. **Courier remittance** — (Federal Express, DHL, etc.) - Send your completed registration form including check drawn on U.S. bank to the above address.

4. **By bank transfer** — Please contact the Galvanizers Association for bank 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.

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 _____

CONFERENCE AND EXHIBITION
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

SPOUSE/GUEST OF: _____

COMPANY: _____

Amount Paid \$ _____ US Funds

Galvanizers Association Hotel Reservation Form

102nd Conference and Exhibition

Hotel reservations on line: Click Embassy Suites Hotel Link on Galvanizers Association web site.

OR

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

Embassy Suites Hotel Huntsville
800 Monroe Street
Huntsville, Alabama 35801 USA
Reservations: 1-256-539-7373 or 1-800-EMBASSY
Fax: 1-256-539-7374

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 _____

Complete the Hotel Reservation form and send, fax, Email or call the hotel to make your reservations. Make sure to reference the **Galvanizers Meeting Group Code: GAL** to take advantage of the group rate of **\$109.00 per night** US Funds, plus applicable taxes currently 12% plus \$1.00 per day applicable charges. Single/double occupancy is offered to all delegates until **Sept. 26th, 2010**. The special room rate is valid three (2) days prior to and after the meeting, subject to availability.

Do not send this hotel reservation form to Galvanizers Association

GALVANIZERS ASSOCIATION October 26-29, 2008
Group Code: GAL

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 26th, 2010* are subject to availability at standard rates, rather than the discounted convention rate. All rooms are subject to state and local taxes

SINGLE /DOUBLE US \$109.00 per night
+ 12% tax and \$1.00 /day applicable charges

\$ _____ USD

OTHER SPECIAL NEEDS:

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

Guaranteed reservations must be cancelled by 3:00 pm oneday 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.