

PPAT 14th Annual Fall Conference

October 7 - 9, 2009 • DoubleTree Hotel

REGISTRATION FORM

Please copy & submit a separate form for each attendee. Complete all information categories.
Please PRINT or TYPE attendee information.

NAME: _____

COMPANY/AGENCY: _____

ADDRESS: _____
CITY ST ZIP

PHONE:(____)_____ EMAIL: _____

FULL REGISTRATION: (includes one complimentary ticket to Wednesday evening special event)

PPAT MEMBERS: (Check One)

\$185.00 Early Registration (by 9/14/09)

\$200.00 Registration (after 9/14/09)

NON-MEMBERS: (Check One)

\$200.00 Early Registration (by 9/14/09)

\$215.00 Registration (after 9/14/09)

Group Discount: Take \$15.00 off per person from the full registration fee with 3 or more full registrations from your facility/agency/company. All must register at the same time.

ADDITIONAL TICKETS: Wednesday Evening Special Event Tickets @ \$30.00 each # _____

PURCHASE ORDERS: (Complete information below. Please TYPE or PRINT)

PO #: _____ Phone: (____) _____ Contact: _____

Company/Agency: _____

Billing Address: _____
City St Zip

\$ _____ **TOTAL PAYMENT ENCLOSED**

Check or Credit Card: VISA MasterCard (Please Circle One) Expiration Date: _____

Credit Card #: _____ Credit Card Holder Name: _____

Signature: _____

All payments/information must be enclosed. PPAT will not invoice you for registration fees. Please see reverse side for registration policies and hotel information. Submittal of registration form is in agreement with the policies stated on the reverse side.

Remember: Early registration must be postmarked by September 14, 2009!

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CONFERENCE HOTEL INFORMATION

LOCATION: DoubleTree Hotel, 6505 IH 35 North, Austin, TX 78752. 512.454.3737. For further information visit their website at www.austin.doubletree.com.

HOTEL GUEST ROOMS: Reduced room rates are available for conference attendees. Make reservations directly with the DoubleTree Hotel at 512.454.3737 or with the toll free national reservation center line at 800.347.0330, by the designated cut-off date **September 14, 2009** to receive the special rate of \$116.00 Single \$130.00 Double. Identify yourself with the Private Providers Association of Texas or PPAT. Reservations are subject to space and availability. Reservations can also be made via the Internet at www.austin.doubletree.com using the promotional code **PPT**. All reservations must be guaranteed to a credit card or a deposit of one night's room and tax. All reservation cancellations must be received by 4:00 PM 24 hours before the day of arrival to avoid a charge of one night's room and tax.

CHECK-IN/CHECK-OUT: Check-in time is AFTER 3 PM. Check-out time is BEFORE 12 PM.

PARKING: Covered self-parking for hotel overnight guests is \$4.00 per day. Valet parking is \$14.00 per night for overnight guests. Parking for meeting and event attendees is based upon availability for \$4.00 per entry. Parking rates are subject to change.

AIRPORT SHUTTLE: Shuttle to and from Austin/Bergstrom International Airport is available through Supershuttle (\$17.00 one way). For reservations call 1.800.258.3826 or go to www.supershuttle.com.

REGISTRATION POLICIES

Advance Registration: Completed form with payment/purchase order must be postmarked no later than **September 14, 2009**. Registrations with purchase orders (state entities) may be faxed to 512.458.3078 no later than **September 14, 2009**.

Late Registration: Seating is limited. Please call the PPAT Office for seating availability.

Online Registration: To register online go to www.ppat100.com. You can make your payment by credit card.

On-Site Registration: Please bring completed form with payment/purchase orders (state entity) information. Seating is limited and cannot be guaranteed. Please call the PPAT Office for availability.

Group Discount: To receive the group discount for multiple attendees from a facility/agency/company, please submit all registration forms together. Due to bookkeeping requirements, late additions will be charged as a separate submission and not receive a discount.

Substitutions: Will be accepted for same day(s). Refunds will not be processed for overpayments.

Refunds/Cancellations/"No-Shows": All refunds/cancellations of registration fees must be submitted in writing and postmarked no later than **September 14, 2009**. Registration fees for late cancellations and/or "no-shows" will not be refunded. Unpaid pre-registrations and purchase order registrations will remain payable in full for late cancellations and/or "no-shows". Cancellations are subject to a \$25 administrative fee per individual registration. Refunds will be processed after the conference.

Confirmation/Questions: Confirmations will not be sent to attendees.

Make payment payable to PPAT & mail to 8711 Burnet Rd., E-53, Austin, Texas 78757.

Registrations with credit cards or purchase orders may be faxed to 512.458.3078.

Registrations with credit cards may be made online at www.ppat100.com.

512.452.8188 • 512.458.3078 fax • ppat100@aol.com • www.ppat100.com