



ATTENDEE INFORMATION (Please fill out one form per attendee)

Name _____ Badge Name _____
 Company Name _____ Title _____
 Street Address _____
 City _____ State _____ ZIP Code _____
 Registrant's Email _____ Work Phone _____ Fax _____
 Email address to send meeting confirmation: _____

REGISTRATION FEES

MCAA Member	\$ 1195	Registration is limited to two (2) contractor personnel per company including any of its branch offices or subsidiaries. One form per attendee.
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Please take a moment to provide us with the following information:

This is my first MCAA Fabrication Conference

I have previously attended:

1–2 3–5 more than 5

I manage the fabrication program at my company

MCAA Cancellation & Refund Policy - If it becomes necessary to cancel your participation in the conference, please send a **written** notification to MCAA. You will receive a full registration refund if you cancel by **April 20, 2020**. Other refunds will be handled on a case by case basis. Substitutions are always accepted.

Hotel Cancellation & Refund Policy - Upon receipt of your cancellation, MCAA will forward the notification to the hotel. **Please note that reservations must be cancelled 72 hours prior to arrival to receive a refund.**

HOTEL REGISTRATION

Room Type	Bed Preference		Rate
Standard Room	<input type="checkbox"/> King Bed	<input type="checkbox"/> Two Doubles	\$145

Arrival Date _____ Departure Date _____ Marriott Bonvoy _____

Do you have any special hotel requirements? _____

Please contact MCAA Meetings Department at 301-869-5800 if you require special accommodations to fully participate in this event.

Rooms at the Group Rate are Subject to Availability

Reservations are made on a first come, first served, space available basis upon payment of the meeting registration fee. **Every effort will be made to confirm bed type, although, bed types are not guaranteed.** Check-in time is 4:00 pm and check-out is 12:00 noon. Rates are subject to applicable state and local taxes (currently 12%) in effect at the time of check-out.

Our process for collecting credit cards has changed to protect your personal information.

Please choose one of the options below:

- Send a secure web link** (this link lets you input your information and send it to MCAA securely; the link will expire within 5 business days). **If you are paying your registration by credit card, you will continue through this link to provide your credit card information for the hotel.**

Email _____

- Check if you are paying your registration by check, upon receipt of check, you will receive a link by email to complete your registration by providing credit card information for the hotel.**

Please make check payable to MCAA and mail it along with a copy of this Registration Form to the address below.

Attn: MCAA Meetings Department
 Mechanical Contractors Association of America
 1385 Piccard Drive
 Rockville, MD 20850

To provide your credit card over the phone, please call MCAA Meetings Department at (301) 990-2217

Please return this form by **Email to eventregistraiton@mcaa.org**

If you have any questions, please contact MCAA Meetings Department by sending an email to **eventregistration@mcaa.org**

Our business hours are 9:00 am–5:00 pm Eastern Time, Monday—Friday.