



National Church Goods Association

800 Roosevelt Rd., Bldg. C, Suite 312 Glen Ellyn, IL 60137 (630) 942-6599 Fax: (630) 790-3095

FOR SUPPLIERS: To Register for 2025 CPM

Start Here: Go to www.ncgaweb.com

- Login to the **Members Only** portion of the website.
- Select the **NCGA 2025 Catalog Publisher's Meeting** under **Events – Catalog Publishers Meeting**.
- Click **Register**.

Register Individuals:

- Enter the Registration Contact Information. This will be the 'main contact' for your registration.
- Click **Continue to Items**.
- Select the + for **Supplier**. The quantity should be 1.
- The initial **Supplier Registration Fee** is **\$350** for the week through April 11. After April 11, the fee increases to **\$550** for the week.
- For **Additional Supplier Staff**, please select the + next to the Additional Supplier day passes based on the number of days each staff member will be attending.
- For example: If you have one additional staff member attending for one day, please select the *Additional Supplier - 1 Day Pass* and list the quantity as 1. If you have two staff members attending for one day, please select the *Additional Supplier 1 Day Pass* and increase the quantity to 2.
- There are also options for *Additional Supplier - 2 Day Pass, and Additional Supplier - 3 Day Pass*.

Reserving an Exhibit Room:

- Under **Select your exhibit room type & duration**, select the correct room type and duration (Ballroom, Conference level, etc. for 1 Day, 2 Day, or 3 days). This selection should match what you submitted on your Exhibitor Intent Form.
- Note that the Exhibit Room(s) will be tied to the primary registrant's registration record.
- Pricing is as follows:

Room Type	Level at Hotel	Fee Paid to NCGA
Conference Level	Lower Level	\$350/day
Ballroom Level	Lobby Level	\$580/day
Essex Ballroom	Lower Level	\$825/day

Sponsorship

- If you'd like to add on a **Sponsorship**, select which level you'd like to purchase.
- Click **Continue to Attendees**.



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Attendee Information:

- Provide complete contact details for all attendees (including yourself if you are an attendee).
Click **Continue to Payment**.

Billing Information:

- If you'd like to pay via check, select **Bill Me Later**.
- If you'd like to pay via credit card, select **Credit Card** and enter the card information.
NOTE: a 3% credit card processing fee is added to any transaction paid via credit card.

Finalizing Your Registration(s):

- Select **Submit Registration** only once. Please wait a few seconds for processing.
All attendees will receive a confirmation e-mail.

Questions? Contact NCGA staff at staff@ncgaweb.com or (630) 942-6599.