



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 2024 CPM

Start Here: Go to www.ncgaweb.com

- Login to the **Members Only** portion of the website.
- Select the **NCGA 2024 Catalog Publisher's Meeting** under **Events – Catalog Publishers Meeting**.
- Click **Register**.

Register Individuals:

- Check the box for **Supplier**. If you are registering yourself, the quantity is 1.
- If you are registering more than one individual, please adjust the quantity accordingly.
- The **Supplier Basic Registration Fee** is **\$350/person** for the week through April 9.
- After April 9, the fee increases to **\$550/person** for the week.
- For **Additional Supplier Staff**, please check the appropriate box at the beginning based upon 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*, *Additional Supplier 3 Day Pass*, and *Additional Supplier 4 Day Pass*.
- Under **Your Information**, provide complete contact details. Check any details that have auto-populated and make necessary edits.

Attendee Information:

- If you, the primary registrant will be attending, check the "I am also an attendee" box.
- Your contact information from above will auto-populate.
- Scroll to "Yes" for functions you are attending (lunch, general session, and Supplier meeting).
- For any **Additional Supplier** registrants, please follow the above steps.

Reserving an Exhibit Room:

- Under **Your Information**, select your Exhibit Room Type (Ballroom, Conference level, etc...) for 1 Day, 2 Day, 3 Day or 4 Day.
- Scroll to the desired **Room Type** (See the below list for options and pricing).



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Room Type	Level at Hotel	Fee Paid to NCGA	Additional
Conference Level	Lower Level	\$350/day	None
Ballroom	Lobby Level	\$580/day	None
Essex Ballroom	Lower Level	\$825/day	None

- Note that the Exhibit Room(s) will be tied to the primary registrant's registration record.

Sponsorships:

- Under **Your Information**, Sponsorship Options are also available.
- Use the drop-down menu to select your sponsorship.

Billing Information:

- Select "Pay with Credit Card".
- If paying online, provide complete credit card details. The billing address should match the address for the credit card.
- If paying over the phone to staff, provide complete credit card details. The billing address should match the address for the credit card.
- Check that the total is correct for the number of registrants you are processing.

Finalizing Your Registration(s):

- Select **SUBMIT REGISTRATION** only once. Please wait a few seconds for processing.
- The primary registrant will receive a confirmation e-mail. This e-mail should be forwarded to any additional registrants on the record.

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