



MANDARIN ORIENTAL HOTEL • WASHINGTON, DC • JUNE 14-16, 2009

CONFERENCE REGISTRATION FORM

Name: _____

Preferred name for badge (if different) : _____

Company / Organization: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Sunday Pre-Conference Workshop

I plan to attend the pre-conference workshop from 2:00 to 6:00 pm. Registration is limited to the first 100 people.

Conference Registration Fees: (Please select appropriate designation)

Member – \$950

Non-Member – \$1,350

Spouse / Guest – Fee Waived: Please provide the name of guest / spouse accompanying you _____

Media – No Charge

Software systems providers and other vendors who do not provide record keeping / administration or investment management services must be SPARK members and exhibit in order to attend.

Please submit this registration form and payment by mail to SPARK, 714 Hopmeadow Street, Suite 3, Simsbury, CT 06070 or by fax with credit card information to 860-658-5068.

Card Holder's Name: _____

Credit Card Type: _____

Credit Card #: _____ Exp. Date: _____ Verification Code: _____

Signature: _____ Date: _____

CANCELLATION POLICY: You may cancel at any time at least 30 days in advance of the start of the conference, and receive a refund of your registration fee less a \$100 non-refundable deposit. Registration fees are non-refundable and non-transferable for cancellations made less the 30 days prior to the start of the conference; however, you may send another person in your place with advanced written notice to SPARK.



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HOTEL REGISTRATION

Hotel accommodations, can be made by completing the following and faxing to SPARK at 860-658-5068, or contacting SPARK directly at 860-658-5058.

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Check-In Date _____ Check-Out Date: _____ Number of Guests _____

If sharing a room with other members from your company please list their name(s): _____

Hotel Guest Rooms:

_____ Number of Deluxe Rooms at \$299 each

_____ Double Bed _____ King

_____ Total Amount to be Charged (Not including taxes)

(For other room types or special room arrangements, please contact our office at 860-658-5058. Third person occupancy rates are available upon request.)

Please indicate method of payment: AmEx Visa M/C

Credit Card #: _____ Exp. Date: _____ Security Code _____
(only American Express, VISA, or Master Card can be accepted)

Signature Required _____ Date: _____

Space at the Mandarin Oriental Hotel is limited and reservations will be accepted on a first come, first serve basis. **All reservations must be received on or before 5 pm on Friday, May 14th, 2009**, and are subject to room and rate availability. All requests for additional nights either before or after the conference will be addressed on a case by case basis, based on availability. All reservations and cancellations must be received by SPARK at 860-658-5058.

CANCELLATION POLICY: When requesting reservations, please note arrival and departure dates carefully. You will be charged for the hotel room unless cancellations are received by SPARK at least 48 hours prior to your scheduled arrival date.

TRAVEL ARRANGEMENTS to and from the airport or train station may be arranged through the Mandarin Oriental Hotel Concierge by calling 202-787-6170.

CHECK-IN TIME: 3:00 PM

CHECK-OUT TIME: 12:00 Noon