



## Spring Meeting

March 16-17, 2011  
Sheraton Music City Hotel  
Nashville, Tennessee

### INVITATION

The National Sunroom Association invites you to take part in our annual spring meeting. In addition to various industry speakers, the meeting will also feature important committee time to work on the many projects currently being spearheaded by NSA. We look forward to seeing you there!

### LOCATION

Sheraton Music City Hotel  
777 McGavock Pike  
Nashville, TN 37214  
Phone: (615) 885-2200

### HOTEL RESERVATIONS / CUT-OFF DATE

In connection with the upcoming Association meeting, please make your room reservations directly with the hotel at 1-888-627-7060. When making reservations, please be sure to indicate that you are attending a National Sunroom Association meeting and the type of room you would like to have reserved. You may also make your reservations online via: [The National Sunroom Association](http://www.national-sunroom.com) or copy and paste the following link into a web browser: <http://www.starwoodmeeting.com/Book/sunroom>

Room rates for both single and double occupancy are \$139.00 per night. The hotel may be sold out at the time of the meeting; therefore, it is essential that you make your reservation with the hotel as quickly as possible. Even if you are not sure that you can attend, it would be better to make your reservation now, subject to change later. The hotel will only hold our block of rooms until **Thursday, February 10, 2011**. Any reservations received after the cut-off date will be accepted on a space and/or rate availability basis only.

Reservations not cancelled or cancelled within 24 hours of the scheduled arrival date will be billed one night's room and tax as a penalty. In the event, you check out prior to the reserved check-out date, an early departure fee of \$50.00 will be charged to your account.

## MEETING INFORMATION

### REGISTRATION FEES

<b>Manufacturer &amp; Affiliate Members</b>	\$375.00
<b>Non-Member Manufacturers</b> (attended previously)	\$2,000.00

**\*Affiliate Non-Members must join NSA to attend this meeting.**

To register for the 2011 spring meeting, complete the registration form and submit it with your complete payment to NSA Headquarters. If you would prefer to charge your registration fee to a company or personal credit card, you may complete the form with credit card information and fax it to (216) 241-0105.

We will have a registration desk where each participant can pick up a name badge and information regarding the meeting. In order to ensure that badges are prepared in exact accordance with your wishes, please complete the registration form as to how you want your name badge to read and return it to us. Be sure to complete the form correctly since this is the only form we will be receiving advising of your attendance.

Confirmation of your registration will be e-mailed to the address you provide on your registration form upon processing of payment. The registration fees are \$375.00 for manufacturer and affiliate members and \$2,000.00 for non-members that have attended previously. Affiliate non-members must join NSA to attend this meeting.

**Please submit your registration and payment to the NSA headquarters by February 10, 2011.**

### REGISTRATION CANCELLATION POLICY

Refunds must be requested in writing and can be faxed to (216) 241-0105, e-mailed to [info@nationalsunroom.org](mailto:info@nationalsunroom.org) or mailed to NSA, 1300 Sumner Ave., Cleveland, Ohio 44115-2851. The registration fee is refundable in full if notice of cancellation is received by **Thursday, February 21, 2011**. After this date, a refund, minus a cancellation fee of \$150, will be issued. If cancellation is not received by **Thursday, February 28, 2011**, no refund will be issued.

Any questions regarding registration should be directed to NSA headquarters at (216) 241-7333.

## Schedule of Events

DATE / TIME	MEETING / FUNCTION
<b>Wednesday, March 16, 2011</b>	
1:00 p.m. – 5:00 p.m.	Technical Committee
6:00 p.m. – 7:00 p.m.	Reception
<b>Thursday, March 17, 2011</b>	
7:30 a.m.	Continental Breakfast
8:00 a.m. – 8:30 a.m.	Business Meeting Opening Remarks Membership Finances
8:30 a.m. – 8:45 a.m.	Technical Committee Report
8:45 a.m. – 9:45 a.m.	Codes Update
9:45 a.m. – 10:00 a.m.	Break
10:00 a.m. – 11:00 a.m.	Marketing & Program Planning Committee Meetings
11:00 a.m. – 12:00 p.m.	Speaker
12:00 p.m. – 1:30 p.m.	Lunch (on own)
1:30 p.m. – 2:30 p.m.	Speaker
2:30 p.m. - 3:30 p.m.	Speaker
3:30 p.m. – 4:30 p.m.	Board of Directors

## TRANSPORTATION – GROUND

Complimentary shuttle service is provided to and from the airport.