



**IMPORTANT
KBIS 2019 INFORMATION
PLEASE READ
CAREFULLY & COMPLETELY**

**KBIS 2019 REGISTRATION
NKBA CHAPTER OFFICER TRAINING
MONDAY, FEBRUARY 18, 2019
SLS LAS VEGAS**

KBIS 2019 registration opens on September 4, 2018! In February 2019, KBIS returns to Las Vegas where we will co-locate with NAHB and the Builders' Show for Design & Construction Week. Please see the instructions below to register yourself for KBIS, and to see the other amenities you receive as a VIP!

Registration:

As a "Platinum" Level VIP, we offer you this complimentary package in recognition of your dedication as an NKBA volunteer:

- 1 Voices from the Industry Three-Day Pass
- 1 EXPO Pass, (plus 1 Guest Pass)
- 1 Ticket to the Opening Party, Featuring Design Competition & Industry Awards
- 1 Ticket to The BASH

Instructions for KBIS Registration:

- Go to KBIS.com
- Choose **Attendee**
- Choose **Register via Email**
- Choose **NKBA Individual Members (click to open/close)**
- Click on **Login via NKBA**
- Enter your NKBA Email and Password at the **Login** Screen and click Login.
- You will be at the **Attendee Profile** page. Please complete your information, click on Next at the bottom to advance to the next page.
- At the **Registration** page, choose your VIP package, at **Your Events**, choose your free tickets.
- At **Review and Check Out**, you can Add VIP Guest,
- Registration is complete once you see the **Confirmation** page; your confirmation letter will be sent to your email.

PLEASE NOTE: Register by January 4th, 2019 to receive your registration materials in the mail.

NKBA INVITES ALL CHAPTER OFFICERS TO ATTEND TRAINING AT KBIS 2019!

We'll have a day of celebration, great speakers, excellent sponsor presentations, time for learning or refreshing knowledge of your roles and lively discussion with fellow officers.

New for this year, in the event one of your officers cannot attend KBIS 2019 and the training you may substitute one of your committee members to take the place of the officer! The

committee member will participate as if they are the officer, attending the appropriate breakout session and all required events. NOTE: The Chapters department must receive the name of the substitute before their flights are made and hotel rooms reserved.

As an additional bonus, each chapter may bring one (1) additional committee member to Chapter Officer Training on Monday, at the Chapter's expense. The committee member may participate in the training provided their name and which breakout session they will attend are given to the Chapters department, so we can plan our materials and space for each session.

Below you will find meeting details and pertinent travel information that must be completed no later than December 1, 2018.

PLEASE NOTE:

1. Attendance at Chapter Officer Training is required to receive the travel allowance which includes the following:
 - a. airline flights or up to \$500 mileage reimbursement for those officers driving their personal automobiles to Las Vegas
 - b. three (3) hotel nights (Sun 2/17, Mon 2/18 & Tue 2/19)
2. Attendees must be members in good standing at the time of the training.

Anyone who does not attend the training or whose membership is not up-to-date will be invoiced for the cost of the airfare and the three nights at the hotel.

Chapter Officer Training Meeting Information

Date: February 18, 2019

Location: SLS Las Vegas

Time: 7:00am – 4:00pm - includes breakfast & lunch

Required Attendance - KBIS Events

Date: Monday, February 18, 2019, 7:00am-4:00pm Chapter Officer Training at SLS Las Vegas

Date: Tuesday, February 19, 2019 1:00pm NKBA Keynote Speaker

Date: Wednesday, February 20, 2019, 8:45am-10:15am (please arrive by 8:30am) State of the Association & State of the Industry addresses and NKBA Annual Meeting

Hotel Accommodations

NKBA is reserving hotel rooms to the five officers of each Chapter at the **SLS Las Vegas hotel, 2535 S Las Vegas Blvd, Las Vegas, NV 89109**, (702) 761-7000 for 3 nights – Sunday 2/17, Monday 2/18 and Tuesday 2/19. You will be asked to provide a credit card upon arrival to cover incidentals. Please note: NKBA will not reimburse hotel expenses for accommodations made at a different hotel.

If you do not require hotel accommodations or are not attending KBIS 2019, please contact Chapters at chapters@nkba.org to remove your name from the rooming list.

A confirmation number for your hotel room will be sent to you prior to the show.

Approved Hotel Dates:

Check-In: Sunday, February 17, 2019

Check-out: Wednesday, February 20, 2019

*Please do not make return flights prior to 12:30pm

Please note: NKBA will not extend dates for hotel reservations and cannot guarantee the same room or hotel for additional dates. **You need to make those arrangements by contacting the hotel directly or going to www.kbis.com.**

Airline Flights

The following policy must be strictly adhered to:

- All airline travel must be booked through NKBA's professional travel service, Travel Leaders (see below).
- **NKBA will pay for your flight up to a maximum of \$500; payments will be based upon the lowest non-refundable coach class fare actually available for direct, non-stop flights from the airport nearest your home or office to the airport nearest the destination.**
- NKBA will only pay the cost of the lowest non-refundable coach class fare actually available for direct, non-stop flights from the airport nearest the Officer's home or office to the airport nearest the destination.
- NKBA will reimburse the cost of one (1) checked bag up to \$25 (if not included free in the cost of the ticket); overweight and second bag fees are not reimbursed
- Ancillary fees are not reimbursable, such as Early Boarding, Seat Upgrades/Preferred Seating, Overweight Baggage, etc.

Travel Leaders

To book your flight and access the online travel form, you must use Travel Leaders (a link was provided in the original email; contact National if you need the email resent). Complete the form in its entirety and submit it to Travel Leaders. Once the form is received, you will work directly with a travel professional who will confirm your airline travel and an itinerary and confirmation will be sent to you and NKBA. **Please note: NKBA will not reimburse for flights booked outside of Travel Leaders.**

Ground Transportation from McCarran International Airport

The SLS does not provide a shuttle service to or from the airport. McCarran International Airport is 4 miles from the hotel (airport code LAS). Uber or Lyft is available from \$12, SuperShuttle, www.supershuttle.com is available from \$10/per person round trip with advanced reservations. **Please note: NKBA will not reimburse for ground transportation from the airport.**

Driving to KBIS 2019

Personal automobile - Officers driving to KBIS 2019 with their own personal automobile will be the only individuals permitted to submit expense reports for travel reimbursement, not to exceed \$500. Please note that you must maintain insurance coverage for damage to your automobile. Actual mileage will be reimbursed according to IRS guidelines. Parking and toll expenses, including charges for hotel parking if applicable at the SLS Las Vegas hotel only, will also be reimbursed. Receipts must be submitted for all such charges, and for mileage reimbursement, actual odometer readings or Google Maps (or equivalent) mileage estimates

are required. Please note: NKBA will not reimburse for any hotel rooms except those reserved by NKBA for the Chapter Officer Training. Traffic/Parking offenses or violations are not reimbursable.

We look forward to seeing you at KBIS 2019 in February!

Thank you,
The NKBA Headquarters Team
chapters@nkba.org
1-800-THE-NBKA