IMPORTANT

KBIS 2020 INFORMATION

PLEASE READ

CAREFULLY & COMPLETELY

Hello Chapter Officers,

KBIS 2020 registration opened on August 1, 2019! In January 2020 KBIS returns to Las Vegas where we will co-locate with NAHB and the Builders’ Show for Design & Construction Week. NKBA INVITES ALL 2020 CHAPTER OFFICERS TO ATTEND:

Chapter Officer Training at KBIS 2020

Date: Monday, January 20, 2020

Location: SLS Las Vegas

Time: 8:00am – 4:00pm

 (breakfast & lunch included)

We’ll provide time for you, our leaders, to understand roles and responsibilities, collaborate with others in the same role, attend our annual membership meeting, and walk the show floor.

Please read this letter in its entirety as it addresses, in detail, information you need to be aware of:

* Requirements for Attendance
* VIP Package Details
* Registration for KBIS
* Hotel Accommodations
* Committee and Substitute Details
* Air and Car Travel
* Travel Policy for KBIS – Additional Details

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| REQUIREMENTS FOR ATTENDANCE | **Must Attend Required Events:**Monday, January 20, 2020, 7:00am- 4:00pm Chapter Officer Training at SLSWednesday, January 22, 2020, 8:45am -10:15am (please arrive by 8:30am) State of the Association/State of the Industry/NKBA Annual Meeting* Attendees must be members in good standing at the time of the training.
* Membership must be up-to-date; attendees will be invoiced for the cost of the airfare and the three nights at the hotel if their membership is not current.
* No shows will be invoiced for the cost of the airfare and the three nights at the hotel.
* Any late additions to the council (officers filling a vacancy) after **November 1, 2019** will not be offered travel benefit or hotel.
* You may only attend the training for your 2020 position.
* This is an invite only event; seating, materials and food is carefully planned to accommodate invitees – please do not bring additional individuals. We appreciate your understanding.
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| VIP PACKAGE | **“Platinum” Level VIP**We offer you this complimentary package in recognition of your dedication as an NKBA volunteer (when you register for KBIS).* 1 Voices from the Industry (VFTI) – 3 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”
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| REGISTRATIONFOR KBIS IS REQUIRED | **KBIS Registration**: (Chapter Officers still have to register for the show as attendees)* Go to KBIS.com
* Choose Register Now or Register to Attend
* Choose Register via Email
* Choose \* I have my NKBA email/password (not company lookup)
* 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 the information. For Primary K&B Industry Segment, please do NOT choose Educator, Independent Manufacturer, Manufacturer/Supplier or Student.  If your segment is not represented, choose Consulting Firm.
* At the Registration page, choose your VIP package for $0.00; at Special Events, choose your free tickets.
* At Review and Check Out, you can Add VIP Guest. Please choose VIP Guest if your spouse/significant other is your guest.
* Choose Next: Confirmation
* Registration is complete once you see the Confirmation page; your confirmation letter will be sent to your email.

 PLEASE NOTE: Register for KBIS 2020 by November 29, 2019 to receive your registration materials in the mail. |
| SUBSTITUTES AND COMMITTEE MEMBERS | **Substitutes**Again, this year, in the event one of your 2020 officers cannot attend KBIS 2020 and the training, you may substitute one of your committee members to take the place of the officer! * This is optional and at discretion of council.
* This substitute is for a “filled” position, not a vacancy in council.
* This substitute will participate as if they are the officer, attending the appropriate breakout session and all required events.
* The Chapters department must receive the name of the substitute on the [Chapter Attendance Form](https://media.nkba.org/wp-content/uploads/2016/06/15114836/Chapters-Attendance-Form-2020.xlsx) before they can arrange flights and hotel rooms reserved.
* The substitutes will receive their own letter when they are identified on the [Chapter Attendance Form](https://media.nkba.org/wp-content/uploads/2016/06/15114836/Chapters-Attendance-Form-2020.xlsx). Please do not forward this letter to a substitute.
* This substitute should be someone who is actively involved in the chapter and possibly being mentored to serve as a future officer.

**Additional Committee Member**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
* Chapter covers all costs; travel benefit and VIP package not offered.
* They must be pre-registered with National on the [Chapter Attendance Form](https://media.nkba.org/wp-content/uploads/2016/06/15114836/Chapters-Attendance-Form-2020.xlsx)
* Their name and which breakout session they would attend are given to the Chapters department.
* For spacing reasons, we can only allow one (1) additional person per chapter.

*Although Chapter Attendance Form is not due until November 1, 2019, if bringing substitute please send in by October 15, 2019 so they can be sent a travel letter.* |
| HOTEL ACCOMODATIONS | **Hotel**NKBA has already reserved individual hotel rooms for 3 nights (Sunday, Monday, Tuesday) for all officers of each Chapter at the SLS Las Vegas hotel. Approved Hotel Dates – 3 nights:Check-In: Sunday, January 19, 2020Check-out: Wednesday, January 22, 2020\*\*Please do not make return flights prior to 12:30pm2535 S Las Vegas Blvd, Las Vegas, NV 89109,(702) 761-7000* 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 2020, 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. This may not be sent until January. You have a room unless you have told us otherwise.
* Room types cannot be guaranteed.

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.](http://www.kbis.com/) |
| AIRLINE FLIGHTS DRIVING OWN CAR, GROUND TRANSPORTATION | **Airline Flights** (additional Travel Details are included):The following policy must be strictly adhered to:* All airline travel must only be booked through NKBA’s professional travel service, Travel Leaders (see link below) by **November 1, 2019**.
* 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 reimburse the cost of one (1) checked bag up to $30 (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 will be provided by Chapters Department)
* Complete the form in its entirety.
* For “Travel Reason”, write in **Chapter Officer Training**
* Click “submit” at bottom of form
* Once the form is received, you will work directly with a travel professional who will confirm your airline travel. An itinerary and confirmation will be sent to you and NKBA.
* Tickets are non-refundable:
* Any change fees are the responsibility of officer.
* Non-emergency cancellations are the responsibility of the officer. Invoices for airfare will be issued to the officer for any non-emergency cancellation.
* Emergency cancellations are considered on a case-by-case basis.

Ground Transportation from McCarran International AirportThe 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](http://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 2020Personal automobile - Officers driving to KBIS 2020 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 SLS hotel parking will also be reimbursed.
* Parking at other venues are not 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 hotels during the “driving trip” to KBIS. Traffic/Parking offenses or violations are not reimbursable.
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| TRAVELPOLICY - DETAILS | **TRAVEL POLICY DETAILS FOR CHAPTER OFFICERS AT KBIS 2020**NKBA invites Chapter Officers to attend Chapter Officer Training at KBIS. Although we encourage all to attend, this is not mandatory, and we understand that this trip may not be possible for some.If an officer is accepting this invite, we do ask that your travel be made within the below times. The travel policy for Chapter Officer travel to Chapter Officer Training is as follows:Airfare: Arrangements must be made through Travel Leaders with the link provided in this letter; no exceptions:* Airfare should not exceed $500.
* Any airfare beyond $500 amount does need to be approved by NKBA Headquarters.
* Air travel made *beyond the length of trip* is the responsibility of the council member if those expenses exceed approved dates of travel
* Any travel interruptions or cancellations by airlines, council member must work with Travel Leaders for new flight *(an emergency line is provided in your travel itinerary)*
* In an event of travel disruption, members are advised not to buy or use miles for their own flights; please work with Travel Leaders.
* There is no reimbursement for air travel.
* Tickets are non-refundable:
* Any change fees are the responsibility of officer.
* Non-emergency cancellations are the responsibility of the officer. Invoices for airfare will be issued to the officer for any non-emergency cancellation.
* Emergency cancellations are considered on a case-by-case basis

Hotel: Hotel arrangements are made by NKBA National for the specified length of time stated above.* Any hotel stays that extend before or beyond these specified dates are the full responsibility of the council member.
* Hotel rooms cannot be reserved by National beyond (or before) the specified dates of travel.
* If any interruptions in travel occur after or before approved specified dates of travel of the trip, officer is responsible for additional nights that may be needed.

Car: Reimbursement is given to members who have chosen to drive their own car from their home to stated place of function.* Reimbursement is the approved federal IRS amount per mile, not to exceed $500.
* Parking is reimbursed for cars that have been driven from members’ homes to event.
* Parking is reimbursed at hotel only
* Rental cars at this destination are a choice and are not reimbursed; this includes parking for rental car.

Meals: Meals are not reimbursed for this trip.* On the day of Chapter Officer Training, breakfast and lunch are provided.
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To recap:

* Please **register** for KBIS (by *November 29, 2019)* to receive registration materials in mail. ([www.kbis.com](http://www.kbis.com))
* Your **hotel** is booked for 3 nights at SLS (confirmations may not be received until early January via email)
* **Air** reservations must be made through Travel Leaders by November 1, 2019
* [Chapter Attendance Form](https://media.nkba.org/wp-content/uploads/2016/06/15114836/Chapters-Attendance-Form-2020.xlsx) to be submitted to National by November 1, 2019
* Please review the **Travel Policy**.

We look forward to seeing you at KBIS 2020 in January!

Thank you,

The NKBA Headquarters Team

chapters@nkba.org

1-800-THE-NKBA