PAYMENT & CANCELATION POLICY

CONSULTANTS FORUM
BEST PRACTICES FOR ECONOMIC DEVELOPERS

PAYMENT

EARLY BIRD DISCOUNT POLICY & PAYMENT

- To qualify for the Early Bird discount rate, payment must be received no later than 10 days from date of invoice.
- Thereafter the regular registration rate will be charged

REGULAR REGISTRATION POLICY & PAYMENT

- Registration must be paid no later than 30 days from date of invoice to be confirmed or the registration is subject to cancelation.
- Registrations made within 30 days prior to the Forum's opening date must be paid immediately to be confirmed or the registration is subject to cancelation.

CANCELATIONS OF REGISTRATIONS

UNPAID REGISTRATIONS

Registrant understands that cancelation of an unpaid registration within 45 days of the Forum start date will incur a $200 cancelation fee and within 14 days of the Forum start date $300 cancelation fee.

PAID REGISTRATIONS

Registrant understands that:

- A paid registration canceled before 60 days of the Forum start date is nonrefundable and incurs no cancelation fee. Registrant may use the paid amount towards registration at a future Forum event that occurs within 12 months from the canceled Forum's start date.
- A paid registration canceled 60 days or after from the Forum's start date is nonrefundable and will incur a $200 cancelation fee deducted from the paid amount. The remaining balance may be credited towards the registration fee of a future Forum event that occurs within 12 months of the canceled Forum's start date.
- After twelve months any unused credit balance is forfeited.

TRANSFER OF REGISTRATION

- With the approval of the organizer a paid registration may be transferred to a substitute attendee, at anytime up to the Forum date.