



# PAYMENT & CANCELATION POLICY

## CANCELATION BY ORGANIZER

- Should organizer cancel event attendee/sponsor will receive a credit to a future event to be used 18 months of the canceled event's start date. Should canceled registration/sponsorship payment exceed that of future event, attendee/sponsor will receive an additional credit in the amount of the difference.

## PAYMENT

### EARLY BIRD DISCOUNT POLICY & PAYMENT

- To qualify for the Early Bird discount rate, payment must be received no later than 14 days from date of invoice or regular registration rate will be charged.

### REGULAR REGISTRATION POLICY & PAYMENT

- Registration must be paid no later than 14 days from date of invoice to be confirmed or the registration is subject to cancellation.
- 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 cancellation.

## CANCELATION POLICY

### UNPAID REGISTRATIONS

- Cancellation of an unpaid registration 30 or less days from the Forum start date will incur a \$150 cancellation fee.

### PAID REGISTRATIONS

- A paid registration canceled 30 or more days from the Forum start date is nonrefundable and incurs no cancellation fee. Registrant may use the paid amount towards a future Forum registration that occurs within 12 months from the canceled Forum's start date.
- A paid registration canceled 30 days or less from the Forum's start date is nonrefundable and will incur a \$150 cancellation fee deducted from the paid amount. The remaining balance may be credited towards registration at a future Forum event that occurs within 12 months of the canceled Forum's start date.

## 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.