

REGISTRATION POLICIES

In order for your Convention registration process to be as smooth and effective as possible, we encourage you to please review the following:

Member Registration Fees:

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| <ul style="list-style-type: none"> • \$395 Early Bird (best rate) - registration must be completed on-line or postmarked by 11:59 pm EDT, October 3, 2022 |
| <ul style="list-style-type: none"> • \$435 Discounted Rate -- registration must be completed on-line or postmarked by 11:59 pm EDT, November 3, 2022 |
| <ul style="list-style-type: none"> • \$485 Late or On-Site registration -- opens November 4 and continues through November 30, 2022 |
| <ul style="list-style-type: none"> • \$150 One Day Pass and \$300 Two Day Pass • Plus One Promotion - \$225 -Two people from the same Fair- Sunday Day Pass |

NOTE: After November 11, 2022 all registrations will need to be made on-site during Registration Desk hours starting November 27, 2022

Non-Member Registration Fees:

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| <ul style="list-style-type: none"> • \$600 – registrations between June 1 and November 30, 2022 |
| <ul style="list-style-type: none"> • \$250 One Day Pass and \$500 Two Day Pass |

IAFE is happy to either refund or substitute your Registration if you are unable to attend the Convention after you have registered

To request a change, refund or substitution, please email registration@fairsandexpos.com

Refund and Substitution Policy

Refunds will be calculated as follows:

- **Prior to October 3, 2022 a full (100%) refund will be issued for:** Convention Registration, CPP Workshop and IFM Course-Board Governance
- **Between October 4 and November 30, 2022 a 75% refund will be issued for:** Convention Registration, CPP Workshop and IFM Course-Board Governance.
- **Lunch Tickets** - Starting November 11, 2021 no refunds will be issued for Lunch Tickets.
- **Raisin for a Reason Tickets** - No refund will be issued but fee can be used to cover your first year's donation to the IAFE Education Foundation Century Club or as a donation to the IAFE Foundation

Refunds will be processed as follows:

- All requests for refunds **must be received** on or before November 30, 2022.
- **All Refunds must be received in writing.** This can be done either by email or mail:
 - To cancel by email: send to registration@fairsandexpos.com
 - To cancel by mail: send to: Attention Registrar, 3043 E. Cairo, Springfield, MO 65802
- **Refunds will be processed according to method of payment.** Credit Card registrations returned to the *purchasing* credit card. Check registrations will be refunded to the *purchasing Organization* (unless otherwise specified) by check.
- Refunds pending will be processed starting December 5, 2022. Credit Card refunds should show on accounts within two to three days of processing. Check refunds will be issued by IAFE Check after December 12, 2022
- **No refunds will be processed on-site at the Convention**
- In the event the IAFE is forced to cancel, the registration fees will be refunded or can be applied to other future IAFE events/products.

Substitutions:

If a Registered Attendee is not able to attend the Convention, a substitution will be allowed as long as the new Attendee is from the same Organization. The following will apply:

- All sessions, etc. will be transferred to the new Attendee.
- No sessions can be canceled/refunded from the original Attendees registration.
- Any additional sessions will be charged at the current registration rate.

To request a Substitution send an email to: registration@fairsandexpos.com