



2023 IAFE Convention REGISTRATION POLICIES

*In order for you to fully understand your registration fees,
we encourage you to review the following:*

Member Registration Fees and Deadlines:

• \$419 Early Bird Registration - must be completed on-line or postmarked by 11:59 pm CDT, October 2, 2023
• \$489 Advanced Registration -- must be completed on-line or postmarked by 11:59 pm CDT, November 2, 2023
• \$549 Late or On-Site registration -- opens November 3 and continues through November 29, 2023
• \$175 One Day Pass and \$350 Two Day Pass

NOTE: After November 2, 2023 all registrations will be charged onsite pricing. Either On-line or at the Registration Desk onsite starting November 25, 2023.

Non-Member Registration Fees and Deadlines:

• \$649 Registrations between July 5 and November 29, 2023
• \$275 One Day Pass and \$550 Two Day Pass

Substitution and Refund Policy

Substitutions are free at any time::

If a Registered Attendee is not able to attend the Convention, a substitution will be allowed anytime 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

Refund Deadlines:

- **Prior to November 2, 2023 a full (100%) refund minus a \$50 processing fee will be issued for:** Convention Registration, CPP Workshop and IFM Course-Emergency Planning only.
- **Between November 3 and November 19, 2023 a refund minus a \$200 cancellation and processing fee will be issued for:** Convention Registration, CPP Workshop and IFM Course-Emergency Planning only.
- **No Refunds will be issued after November 19, 2023.**

2023 IAFE Convention Registration Policies (cont.)

No Refunds will be issued on the following:

- **Raisin for a Reason Tickets** - No refund will be issued. Attendee has the option to use the cost of the ticket to cover their first year's donation to the IAFE Education Foundation Century Club or as a donation to the IAFE Foundation General Fund.
- **Experience Options after November 3** - Attendees are welcome to find a replacement themselves and exchange the ticket found in their name bge at convention for payment.

Refunds will be processed as follows:

- **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.
 - Credit Card refunds should show on accounts within two to three days of processing.
 - Check refunds will be issued by IAFE on the 10th or 30th of each month.
 - Refund Requests received during Convention will be processed starting December 4.
- **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.