

## **Annual Meeting Attendee Contract**

### **CONTRACT TERMS**

By registering as a meeting attendee, I agree and adhere to all policies and regulations. I guarantee payment in full due to the amount indicated on the registration form. If for any reason, the meeting must be cancelled, management is not liable for any costs other than attendee registration fees that are already pre-paid. If the date or location must be changed for any reasons beyond management's control, it is agreed that pre-paid registration fees are non-refundable as a date or location change will be provided.

Should I decide to cancel this agreement and withdraw my registration, the refund/cancellation policy is as follows for registered attendees:

Cancellation 30+ days prior to meeting – 75% refund  
Cancellation 29-15 days prior to meeting – 50% refund  
Cancellation 14-11 days prior to meeting – 25% refund  
Cancellation 10 days or less before meeting – NO REFUND

Must allow 6-8 weeks for refund processing.