



# 2024 IAFE CONVENTION REGISTRATION POLICIES

*For you to fully understand your registration fees,  
we encourage you to review the following:*

## Member Registration Fees and Deadlines:

<ul style="list-style-type: none"> <li>• \$457 Early Bird Registration - must be completed online or postmarked by 11:59 pm CDT, October 1, 2024</li> </ul>	
<ul style="list-style-type: none"> <li>• \$538 Advanced Registration -- must be completed online or postmarked by 11:59 pm CDT, November 1, 2024</li> </ul>	
<ul style="list-style-type: none"> <li>• \$604 Late or On-Site registration -- opens November 2 and continues through December 4, 2024</li> </ul>	
<i>Before November 1, 2024</i> <ul style="list-style-type: none"> <li>• \$195 One - Day Pass</li> <li>• \$390 Two - Day Pass</li> </ul>	<i>After November 1, 2024</i> <ul style="list-style-type: none"> <li>• \$220 One - Day Pass</li> <li>• \$440 Two - Day Pass</li> </ul>

**NOTE:** After November 1, 2024, all registrations will be charged onsite pricing whether online or at the Registration Desk onsite starting November 30, 2024.

## Non-Member Registration Fees and Deadlines:

These registration fees are valid between July 1 and December 4, 2024

<ul style="list-style-type: none"> <li>• \$704 – Full Registration</li> </ul>	
<ul style="list-style-type: none"> <li>• \$320 - One Day Pass</li> </ul>	<ul style="list-style-type: none"> <li>• \$640 - Two Day Pass</li> </ul>

## ***Substitution and Refund Policy***

### ***Substitutions are free at any time:***

If a Registered Attendee cannot attend the Convention, a substitution will be allowed anytime if 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 Attendee's registration.
- Any additional sessions will be charged at the current registration rate.

To request a Substitution, send an email to: [registration@fairsandexpos.com](mailto:registration@fairsandexpos.com)

### ***Refund Deadlines:***

- **Before November 1, 2024**, a full (100%) refund minus a \$50 processing fee will be issued for Convention Registration
- **Between November 2 and November 18, 2024**, a refund minus a \$200 cancelation and processing fee will be issued for Convention Registration
- **No Refunds will be issued after November 18, 2024.**

### ***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 1** - Attendees are welcome to find a replacement themselves and exchange the ticket found in their name badge at the convention for payment.

## **2024 IAFE Convention REGISTRATION POLICIES (Continued)**

***Refunds will be processed as follows:***

- **All Refunds must be received in writing.**
  - a. This can be done by emailing [registration@fairsandexpos.com](mailto:registration@fairsandexpos.com)
- **Refunds will be processed according to the method of payment.**
- ***Credit Card Refunds:***
  - a. Credit Card registrations returned to the *purchasing* credit card.
  - b. Credit Card refunds should show on accounts within two to three days of processing.
- ***Check Refunds:***
  - a. Check registrations will be refunded to the *purchasing Organization* by check (unless otherwise specified).
  - b. Check refunds will be issued by IAFE on the 10th or 30th of each month.
- Refund Requests received during the Convention will be processed starting December 10.
- **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.