



**Step 1: Basic Conference Registration**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Membership Status:  IEDC Member  Non-member

Promotion Code (if applicable): \_\_\_\_\_

	<u>Price</u>	X	<u># of Attendees</u>	=	<u>Total Price</u>
IEDC Member	\$645	X	_____	=	_____
Non-Member	\$820	X	_____	=	_____
Member in Transition / Retired Member	\$185	X	_____	=	_____
Honorary Life Member*	\$145	X	_____	=	_____

\* Honorary Life Members can register for conferences at a reduced rate upon retirement

**Step 2: Spouse/Guest Registration (optional)**

Spouse/Guest \$240 X \_\_\_\_\_ = \_\_\_\_\_

Spouse/Guest Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Email: \_\_\_\_\_

Send form and payment to: IEDC, P.O. Box 759219, Baltimore, MD 21275-9219  
 Fax form and copy of purchase order to: (202) 223-4745

### Step 3: Special Event Registration (optional)

Golf? Of course! (Saturday, January 27   10:00 am)	\$85	X	_____	=	_____
Executive Leadership Roundtable (Invitation Only) (Saturday, January 27   2:00 pm – 6:00 pm)	\$125	X	_____	=	_____
Downtown Walking Tour (Sunday, January 28   9:00 am – 11:00 am)	\$55	X	_____	=	_____
Economic Development Ethics Workshop (Sunday, January 28   10:30 am – 12:30 pm)	\$0	X	_____	=	_____
Tour: Henderson Booze District (Monday, January 29   2:00 pm – 5:00 pm)	\$55	X	_____	=	_____
Tour: Switch (Tuesday, January 30   1:00 pm – 4:00 pm)	\$55	X	_____	=	_____

TOTAL / AMOUNT ENCLOSED \$ \_\_\_\_\_  
(If registering a group of 4 or more, deduct 10% from Basic Registration)

### Step 4: Payment Information

Please select one:

- Check      Check Number: \_\_\_\_\_
- Purchase Order      PO Number: \_\_\_\_\_
- Credit Card Type: \_\_\_\_\_      Credit Card Number: \_\_\_\_\_      Expiration Date: \_\_\_\_\_  
Cardholder Name: \_\_\_\_\_      Signature: \_\_\_\_\_

### REGISTRATION

- Registrations will only be accepted and processed when payment, or an approved government purchase order, is included.
- Registrations, or changes to registrations, will not be accepted over the phone as this does not provide an accurate record of the request.
- To be included in the Conference Attendees List, registrations must be received no later than January 19, 2018.

### PAYMENT POLICY – Please read carefully!

- All payments sent to the IEDC office must be received by January 24, 2018 or registrants will be required to resolve unpaid balances onsite (excluding those with government purchase orders).
- Conference attendees with a balance due will be required to remit payment before being admitted to the conference, with the exception of those attendees paying by government purchase order.

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- If a copy of your purchase order was not forwarded to IEDC, please present it at the onsite registration desk.

**CANCELLATION, REFUND and NO-SHOW POLICY**

- Substitutions will be accepted at any time.
- **There will be no refunds or credits for cancellations after January 5, 2018.**
- All cancellation requests must be in writing and can be emailed or sent to IEDC.
- All registered attendees cancelling their registration, will be charged a \$95 processing fee, regardless of when the written cancellation notice was received.
- Cancellation requests received by IEDC prior to close of business on Friday, January 19, 2018 will have their registration fees refunded or credited to a future IEDC event, less the \$95 processing fee.
- A registrant who does not submit a written cancellation, or attend the conference, is considered a "No Show". No-Shows are not eligible for refunds or credits, and are still liable for outstanding balances.

**Questions regarding these policies should be directed to the IEDC Conference Registrar, Cherrika Gordon: [cgordon@iedconline.org](mailto:cgordon@iedconline.org) or (202) 942-9463.**

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