

## Step 1: Conference Registration

Name:	Title:			
Name:	Title:			
Name:				
Name:	Title:			
Name:	Title:			
Organization:				
Address:				
City:	State:		Zip:	
Phone:	Membership Status:		C Member	□ Non-member
Email:				
		Price	# of Attendee	es <u>Total Price</u>
IEDC Member		\$536	x	=
Non-Member		\$711	x	
Member in Transition / Retired Member			X	
Honorary Life Member*			×	
Membership Conference Package** (\$1,276 Value)				
Speaker (Member)			X	
Speaker (Non-Member)		\$402 \$533	x x	
<ul> <li>**Restrictions Apply</li> <li>Membership rate is an introductionaly</li> <li>This offer is applicable to first the This offer is not applicable to the existing organizational member.</li> <li>The apove rate is nonrefundable.</li> </ul>	ime IEDC members nose affiliated with an rship			
Step 2: Special Event Registra	tion			
<b>Tours</b> Kalispel Economic Development <i>Sunday, June 16, 3:00 – 6:00 PM</i>			\$88 X	=
Spokane Valley Heritage Museum + Arbor Crest Winery Bus Tour Sunday, June 16, 3:00 – 6:00 PM PT			\$88 X	=
The Future of Advanced Manufac Monday, June 17, 3:00 – 6:00 PM	-		\$88 X	=
Expo '74 50th Anniversary & Rive Monday, June 17, 3:00 – 6:00 PM	_		\$88 X	=
Spokane's Clean Energy Innovati Tour <i>Monday, June 17, 3:00</i> – 6:0			\$88 X	=
Spokane's North Bank Sports & F Walking Tour <i>Monday, June 17, 3:00 – 6:00 PN</i>			\$88 X	=

#### **Networking Events**

First Timer's Sunday, Jun	Event e 16 11:00 – 11:45 A	MPT	S	\$0 X	=			
Step 3: Please se	Payment Info	rmation						
Check	Check Nu	mber:						
D Purch	ase Order	PO Number:						
Send form and payment to: IEDC, 1275 K St NW Suite 300, Washington, DC 20005.								

### REGISTRATION

• Registrations will only be accepted and processed when payment, or an approved government purchase order, is included.

Fax form and copy of purchase order to: (202) 223-4745.

• Registrations, or changes to registrations, will not be accepted over the phone as this does not provide an accurate record of the request.

#### **PAYMENT POLICY – Please read carefully!**

• All payments sent to the IEDC office must be received by May 24, 2024 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.

• 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**

#### There will be no refunds or credits for cancellations after Friday, May 31, 2024.

- 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 \$130 processing fee, regardless of when the written cancellation notice was received.

• Cancellation requests received by IEDC prior to close of business on Friday, May 31, 2024 will have their registration fees refunded or credited to a future IEDC event, less the \$130 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 Accounts Receivable Manager, Cherrika Gordon: cgordon@iedconline.org or (202) 942-9463.

### ACKNOWLEDGEMENT

By interacting with the International Economic Development Council (IEDC) or its agents, attending its events, or using its materials, I acknowledge and grant full permission for IEDC to use my likeness, information, photographs, recordings, or other forms of media in its publications without payment or further consideration. I understand that all media produced by IEDC, its agents, or contractors will become the property of the IEDC and authorize them to edit, exhibit, publish, or distribute it for any lawful purpose. I waive any right to inspect or approve the finished product where my likeness appears.