

LRITA.org 2010 Tech Conference

LIMA REGIONAL INFORMATION TECHNOLOGY ALLIANCE

Refund and Cancellation Policy

LRITA's goal is to promote Information Technology best practices, knowledge sharing and professional networking in the Lima and surrounding areas. We are proud to announce our annual event tailored to area business IT professionals. This daylong conference will be held Thursday, April 22, 2010 at the Lima Veterans' Memorial Civic and Convention Center. Our member's service and satisfaction is a high priority. We realize plans change and emergencies will come up. It is in this spirit that LRITA will try to be flexible and work with members, event attendees and partners.

LRITA Rights

LRITA reserves the right to cancel any event in its reasonable discretion and will make every effort to provide advance notice of such cancellation. In the event of cancellation by LRITA, registration fees will be refunded in full. LRITA shall have no further liability.

For any check returned for insufficient funds, restitution must be made within 30 days in US Dollars by money order or credit card. In addition to the original check amount, a \$5 administrative fee, plus the amount of any bank charge must be remitted.

Attendee & Vendor Rights

Any prepaid attendee or vendor may cancel and request a refund in writing submitted to professional.events@lrita.org no later than 2 business days prior to the event to receive a refund of conference payments less an administrative fee of \$5.00 plus workshop, activity, and meal fees outside of LRITA's control. Telephone requests for cancellation cannot be honored. Refund requests received fewer than 2 business days prior to the start of the event will be subject to approval by the LRITA board on a case by case basis. "No shows" or unused attendee or vendor registration fees where a refund is not requested will be treated as a donation to LRITA. Refunds will be processed and mailed via the US Postal service within 30 days after the event has concluded.

Attendee Substitutions

If a preregistered attendee is unable to attend they are permitted to send a substitute in their place, effective for the entire event. If possible, please email the substitute's name to professional.events@lrita.org two or more business days prior to the event along with a note of who they are substituting for. Be advised that a substitute sent in the place of a current full LRITA member is not permitted to participate in any voting process unless they acquire full membership status.

Vendor Booth Substitutions

If a preregistered vendor who has reserved a booth is unable to attend they are not permitted to send a substitute vendor in their place without prior approval of the Professional Events committee. Vendor booth substitutions requests must be emailed to professional.events@lrita.org no later than two business days prior to the event. No booth reservation options (such as skirting, piping, etc.) may be changed after April 16th, 2010.

Prizes

All prizes, awards, and giveaways are provided "As Is" without any warranty, support or substitutions. Acceptance of any prize is at your own risk. Winners are responsible for any fees or costs including applicable taxes.