



Where Industry Leaders Meet.

DATES TO REMEMBER

For your convenience, please make note of the following **IMPORTANT** dates:

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|-----------|--------------------|---|
| | <u>DONE</u> | |
| April 1 | [] | Meeting request sheets mailed to Manufacturer's via Priority Mail |
| April 6 | [] | <u>Deadline</u> for Manufacturer's request sheets to be returned |
| April 6 | [] | <u>Deadline</u> for ROOM RESERVATION FORM (form enclosed) |
| April 11 | [] | Meeting request sheets mailed to W/D's and REP's via Priority Mail |
| April 22 | [] | <u>Deadline</u> for Distributor's request sheets to be returned |
| April 22 | [] | <u>Deadline</u> for Sales Representative's request sheets to be returned |
| May 2 | [] | FINAL MEETING SCHEDULES MAILED TO ALL PARTICIPANTS VIA PRIORITY MAIL |
| May 25 | [] | <u>Deadline</u> for <u>HOTEL ROOM CHANGES</u> |
| July 1 | [] | <u>Deadline</u> for COMPANY CANCELLATIONS (See <u>COMPANY</u> cancellation refund policy below) |
| August 17 | [] | <u>Deadline</u> for LITERATURE DISPLAY INFORMATION |
| August 24 | [] | <u>Deadline</u> for DELEGATE CANCELLATION (See <u>DELEGATE</u> cancellation refund policy below) |
| August 24 | [] | <u>Deadline</u> for REFRESHMENT REQUESTS & EARLY CLEAN UP |

COMPANY CANCELLATION / REFUND POLICY: Refunds for cancellation of a **COMPANY** will be granted, providing PWA is notified **in writing** by July 1st.

No refunds will be issued on COMPANY cancellations after this date.

DELEGATE CANCELLATION / REFUND POLICY: Refunds for cancellation of a **DELEGATE** will be granted, providing PWA is notified **in writing** by August 24th.

Refunds for cancellations of a DELEGATE after August 24th will be subject to a \$100.00 administrative fee per delegate.