

IFMA San Diego Meeting Registration and Cancellation Policy

Approved and effective as of 1/23/2014

Registration Fees:

- San Diego Chapter Members - complimentary
- Prospective Members (Facility Managers Only) – complimentary (limit of 1 meeting. Does not apply if you have been a chapter member in the past 3 years)
- Non Members (Vendors & Suppliers) - \$50 per person

Cancellations: Due to rising catering costs, cancellations MUST be received a minimum of 24 hours in advance of the event to receive a full refund. Those making a reservation, but not attending the event/meeting (“No shows”) will be charged a \$50 No-Show fee. Note: Members will be allowed one strike annually before being charged. No future registrations will be accepted from this individual until his no-show fee is paid.

Please note:

- If a IFMA San Diego member registers a guest and that guest does not attend, the member will be charged the \$50 No-show fee for their guest.
- Because of hotel and planning requirements, no registrations will be taken after the deadline. Walk-ins may be accessed a \$50 late registration fee.
- Members who can not attend are **not** allowed to transfer their complimentary lunch to a non-member, even someone from their own organization.