

BOOTH PERSONNEL LATE REGISTRATION/ REPLACEMENT FORM/2022

68th Annual Employee Benefits Conference

Photocopy this form to use for replacing original or registering late, new booth personnel. **After Monday, September 12, new registrants/replacements will be subject to a \$150 administrative fee payable in full at the time of the transaction.**
On-site transactions will NOT be invoiced—Payment is due in full at the time of the transaction.

Replacement (Please complete this section)

Original booth personnel being replaced

First name _____ Last name _____

Exhibiting company _____

Transfer hotel and \$500 deposit to replacement named below. Original arrival date _____ Original departure date _____

Replacement does not need hotel. Cancel original reservation and refund \$500 deposit.

Refund original deposit and charge new deposit to replacement.

Form completed by _____ Phone _____ Email _____ Date _____

Hotel and registration confirmations will be emailed directly to the event contact unless otherwise indicated.

New or replacement booth personnel (Please print or type)

Full first name _____ M.I. _____ Last name _____

Exhibiting company _____

Title _____

Address _____ Business Home

City _____ State/Province _____ Country _____ ZIP/Postal code _____

Phone _____

Email* _____

*Reservation acknowledgment will be emailed at time of booking. Hotel confirmation number available from the hotel after October 10.

See our policies regarding your registration/cancellation/refund/record retention, photo release and privacy at www.ifebp.org/policies.

Hotel — New Reservation

Reservation deadline: September 12, 2022. Include \$500 hotel deposit payment.

Reservations confirmed on a first-come, first-served basis.

Best available will be assigned. # of Adults _____ # of Children _____ New arrival date _____ New departure date _____

1st choice _____ 2nd choice _____ 3rd choice _____ 4th choice _____

King bed Two beds

Special requests _____

Important: You must notify the International Foundation of all hotel cancellations and name changes. **Changes to dates only** may be conveyed directly to the hotel after September 26.

68th Annual Employee Benefits Conference | October 23-26, 2022 | Mandalay Bay Resort & Casino, Las Vegas, Nevada (01-2201)

Fees for new personnel (Enter applicable fees below.)

New OR replacement before September 12 \$ 0

Administrative fee for new personnel/replacements after September 12 \$ 150

Booth assistant fee (exhibit hall only) \$ 500

Exhibitor registrant fee (exhibit and attend conference sessions) \$ 1,695 (after September 12: \$1,995)

Hotel deposit (new reservation) \$ 500

Continuing education credit \$ 0*

*Individuals attending conference sessions seeking continuing education credit may contact lauras@ifebp.org.

Payment Information

Full payment in U.S. funds must accompany order. Make check payable to International Foundation.

Check # _____ \$ _____

VISA MasterCard Discover American Express \$ _____

Credit card # _____ Exp. date _____

Cardholder's name (print) _____

Registration/Replacement Summary

New or replacement (before September 12) \$ _____ 0

Booth assistant fee* (\$500 each) \$ _____

Exhibitor registrant fee* (\$1,695) \$ _____

(after September 12: \$1,995)

Administrative fee for new personnel

or changes (after September 12) (\$150) \$ _____

Hotel deposit (\$500 each) \$ _____

Total (U.S. funds) \$ _____

*If applicable



More information at
www.ifebp.org.



Email this form to International Foundation of Employee Benefit Plans,
Vickie Passow, vpassow@ifebp.org.



For registration information, contact
Vickie Passow at (262) 373-7661
or vpassow@ifebp.org.