

BOOTH PERSONNEL REPLACEMENT/ LATE REGISTRATION FORM/2015

61st Annual Employee Benefits Conference

Photocopy this form to use for replacing original booth personnel. After Thursday, September 24, new registrants/replacements will be subject to a **\$75 administrative fee payable in full at the time of the transaction**. After October 16, all transactions, including on site, will be subject to a **\$150 administrative fee**. 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 \$400 deposit to replacement named below. Original arrival date _____ Original departure date _____

Replacement does not need hotel. Cancel original reservation and refund \$400 deposit.

Refund original deposit and charge new deposit to replacement.

Form completed by _____ Phone _____ E-mail _____ Date _____

Hotel and registration confirmations will be mailed directly to the registration/hotel coordinator 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 _____ Fax _____

E-mail* _____ Last 4/3 digits of SSN/SIN _____ Date of birth (mm/dd/yyyy) _____

*Reservation acknowledgment will be e-mailed at time of booking. Hotel confirmation number available from the hotel after October 12.

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 24, 2015. Include \$400 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 _____ 5th choice _____

King bed Two beds

Special requests _____

 Smoke-free? <input type="checkbox"/> Yes <input type="checkbox"/> No

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 October 12.

61ST ANNUAL EMPLOYEE BENEFITS CONFERENCE NOVEMBER 8-11, 2015 • HAWAII CONVENTION CENTER, HONOLULU, OAHU, HAWAII (01-1501)

Fees for new personnel (enter applicable fees below)

New OR replacement (prior to September 24)	\$ 0
Administrative fee for new personnel/replacements after September 24	\$ 75
Administrative fee for new personnel/replacements after October 16	\$ 150
Booth assistant fee (works exhibit hall only)	\$ 500
Exhibitor registrant fee (may work booth and attend conference sessions) ...	\$ 1,375 (after September 27, \$1,625)
Hotel deposit (new reservation)	\$ 400
Continuing education credit	\$ 25*

*Individuals attending conference sessions seeking continuing education credit may contact our office for information.

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

Replacement (Prior to September 24)	\$ 0
Booth assistant fee* (\$500 each)	\$ _____
Exhibitor registrant fee* (\$1,375)	\$ _____
(after September 27, \$1,625)	
Administrative fee	
for changes (after September 24) (\$75)	\$ _____
(after October 16) (\$150)	\$ _____
Hotel deposit (\$400 each)	\$ _____
Total (U.S. funds)	\$ _____

*If applicable



More information at www.ifebp.org



Fax this form to: International Foundation of Employee Benefit Plans,
ATTN: Exhibits Department, (262) 786-8650
or scan and e-mail to debrap@ifebp.org



For registration information, contact
Debra Parker at (262) 373-7692 or
debrap@ifebp.org

International Foundation
OF EMPLOYEE BENEFIT PLANS 

