

BOOTH PERSONNEL LATE REGISTRATION/ REPLACEMENT FORM/2025

71st Annual Employee Benefits Conference

Photocopy this form to use for replacing original or registering late, new booth personnel. **After Monday, September 29, new registrants/replacements will be subject to a \$300 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 13.

See our policies regarding your registration/cancellation/refund/record retention, photo release and privacy at <https://www.ifebp.org/column-3/policies/registration-policies>.

Hotel – New Reservation

Reservation deadline: September 15, 2025. 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 October 16.

71st Annual Employee Benefits Conference | November 9-12, 2025 | Hawai'i Convention Center, Honolulu, Hawai'i

Fees for new personnel (Enter applicable fees below.)

New OR replacement before September 29	\$ 0
Administrative fee for new personnel/replacements after September 29	\$ 300
Booth assistant fee (exhibit hall only)	\$ 500
Exhibitor registrant fee (exhibit and attend conference sessions)	\$ 1,850 (after September 29: \$2,150)
Hotel deposit (new reservation)	\$ 500
Continuing education credit	\$ 0*

*Individuals attending conference sessions seeking continuing education credit may contact continuinged@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 29)	\$ 0
Booth assistant fee* (\$500 each)	\$ _____
Exhibitor registrant fee* (\$1,850)	\$ _____
(after September 29: \$2,150)	
Administrative fee for new personnel	
or changes after September 29 (\$300)	\$ _____
Hotel deposit (\$500 each)	\$ _____
Total (U.S. funds)	\$ _____

*If applicable



www.ifebp.org



Email secure form to:
ifexpo@ifebp.org.



For registration information, contact
Lynette Lese at (262) 373-7696 or Nicole Kinder
at (262) 373-7627, or email ifexpo@ifebp.org.