

DANFORTH AREA WORKSHOP & AWARDS EVENTS CANCELLATION & REFUND POLICY

TO CANCEL & REQUEST A REFUND, PLEASE e-mail Jennifer at jennifer@patdanforth.com with a detailed request that includes the following:

- *your* FIRST and LAST NAME
- the FIRST and LAST NAME of the purchaser (if that was different)
- *your Director's* FIRST and LAST NAME
- the DATE of the transaction
- the REFERENCE or TRANSACTION NUMBER

**DEADLINE FOR CANCELLATIONS & REFUNDS FOR DARE 2013 IS
TUESDAY, OCTOBER 22nd AT MIDNIGHT**

FOR THOSE OF YOU WHO LIKE DETAILS...

For Danforth Area Events, we utilize PayPal as our “brokerage” service. The reports that PayPal creates for us are extremely valuable, as we refer to those for not only our financial and attendance records, but also for every individualized publication (such as Name Badges, Folder Labels, etc.)

When any Attendee is in need of a cancellation/refund, we need as much information as possible. Especially important, besides first and last name, IS THE DATE of the purchase. The date is often the fastest way of expediting the refund. While we cannot ensure a total refund, as PayPal takes a fee of each transaction based on a percentage, we do endeavor to refund as quickly as we receive the request. If the request is received after the final deadline, we reserve the right to deny the refund due to the fact that we are obligated by contract to pay the Hotel Event and Banqueting Division based on the number we have to report by the deadline. We also reserve the right to determine whether or not the tardy refund request is truly an emergency (falling under a Force Majeure category like Acts of God, war, terrorism, etc.)

We encourage those who wish to receive a refund to post their notice of cancellation on our Message Board, in case there is someone in need of admission to the Area Event. That way, if someone can use the ticket, the transaction can be accomplished directly between the 2 or more parties. If there are any transfers, we must be notified of those changes in order to update our records for the purpose of including everyone that we can, should there be the need of individualization (such as Name Badges, for example.) This is imperative for anyone attending DARE 2013.

If there are any questions, please feel free to e-mail Jennifer with those.

jennifer@patdanforth.com