 **Master Brewers District Online Registration Request**

Event Name

Begin Date End Date

Start Time End Time

Venue

Address

City/State

 Check that you have read and agree to the following: *The District is aware of the Master Brewers Expected Behavior Policy and agrees to present the policy verbally or in writing to attendees at the beginning of the meeting.*

**Meeting Registration**

**Registration Fees** Provide fees and cut off dates for all registration types (member, nonmember, student) and fee structure (early, regular, late), as applicable. Credit card (VISA, MC, Amex, Discover) and Paypal payments are accepted for online registrations.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Early fee (if applicable)** | **Regular Fee** | **Late Fee (if applicable)** |
| **Cut off dates** |  | 05/15/2019 | N/A |
| Member |  |  |  |
| Nonmember |  |  |  |
| Student |  |  |  |
|  |  |  |  |

Are you planning any ticketed events during your meeting?  Yes  No
If yes, specify the name of the event(s), pricing, and maximum number?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Also indicate if full meeting registration is required to attend ticketed event.  Yes  No

Complimentary registrations (speakers, etc.)?  Yes  No (if yes, please enter name and email addresses for those to receive complimentary registrations)

**Refunds/Cancellations** Full refunds will be given unless cancellation details are specified.

Are refunds allowed? If yes, last date to receive refund?

Cancellation fee (if any) $

**Registration Close** Registration will remain open through the meeting unless date and/or capacity are specified.

Close date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Max capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meeting Sponsorships**

**Sponsorship Levels** Credit card [VISA, MC, Amex, Discover] and PayPal are accepted for online sponsorships.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Amount per sponsorship**  | **Maximum No. of Sponsorships, if any** | **Sponsorship Title**  | **What Does Sponsorship Include?** |
| **EXAMPLE** | $500 | 5(If no limit, leave blank) | Premium | Logo on home page, sponsorship of social, transportation, break, etc.  |
| **Level 1** |  |  |  |  |
| **Level 2** |  |  |  |  |
| **Level 3** |  |  |  |  |
| **Level 4** |  |  |  |  |

**Refunds/Cancellations**

Refunds allowed? If yes, last date to receive refund?

Cancellation fee (if any) $

**Onsite payment**

If you have internet access at the meeting, attendee and sponsor registrations can be completed online. Cash registration payments can be collected onsite. Otherwise, please accept payment at the meeting and fax to Master Brewers, Attn: Tori Clark. We do not recommend sending credit card information via e-mail since it is not secure.

**Processing and Setup Fees**

* 3.5% transaction fee will be charged on all registration and sponsorship revenue collected.
* Master Brewers will provide the final list of registrants as an Excel file so that you can merge and print your own badges.

**Organizer contact and Report information**

Name

Company

Email

Send registration report to organizer each week during registration period?  Yes  No

Email completed form to mbaameetings@scisoc.org. Registration links will be provided within 1-3 business days. Thank you!