**Master Brewers District Online Registration**

Event Name

Begin Date End Date

Start Time End Time

Venue

Address

City/State

**Registration Closing – Registration will stay open through the meeting unless one or both are specified.**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (close on given date)

Capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (close when capacity reached)

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Early fee (if applicable)** | **Regular Fee** | **Late Fee (if applicable)** |
| **Cut off dates** |  | 05/15/2019 | N/A |
| Member |  | $50 | $75 |
| Nonmember |  |  |  |
| Student |  |  |  |

**Refunds/Cancellations**

Are refunds allowed? If yes, deadline to receive refund? MM/DD/YYYY

Cancellation fee (if any) $

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)

**Onsite Payment**

If you have internet access at the meeting, the attendee can register online. An email would be sent to the registrant. Cash payment can be collected onsite.

**Registration Materials and Processing Fees**

* 3.5% registration processing fee will be charged for all transactions
* 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 information**

Name

Company

Address

City / State / Postal Code

Email

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

**INHOUSE USE ONLY**

GLS (KG to provide) TA (KF to provide)