

2023 Annual Member Celebration Cancellation Policy

Purpose

The purpose of this policy is to outline the cancellation policy for the 2023 Wellness Council of Wisconsin (WCWI) Annual Member Celebration Event.

Policy

Registrations are nonrefundable except in specific, limited circumstances. Refunds will only be considered as follows:

1. **Member Celebration** attendee cancellation notice must be received in writing to wci@wellnesscouncilwi.org by **August 31, 2023**; registration fees will then be refunded in full, less a \$30.00 processing fee. *For cancellation notices received after 5:00 PM on August 31, 2023, registration fees will not be refunded in any amount.* Payment is still required for outstanding invoices.
2. **Annual Member Celebration Table Sponsor** cancellation notice must be received in writing to wci@wellnesscouncilwi.org by 5:00 PM on **August 31, 2023**, **and** the Table Sponsorship must be filled by another vendor. If and when both conditions are met, Table Sponsor fees will then be refunded in full less a \$30.00 processing fee. Annual Member Celebration Table Sponsors who cancel and whose table is not filled by another vendor, regardless of the date of cancellation notice, will not be refunded in any amount. Payment is still required for outstanding invoices.

Annual Member Celebration registrations may be transferred to a co-worker within the same organization who initially registered as an alternative to cancellation. Please submit transfer requests ASAP or by 5:00 PM on **September 5, 2023**, in writing to wci@wellnesscouncilwi.org indicating the original registrant and the transfer/new registrant's name and contact information.

The Wellness Council of Wisconsin reviews and confirms all registrations for accuracy. Adjustments to credit card transactions and refunds will be processed within 60 days of the original transaction.

WCWI Member Experience:

Empower + Equip | Lead | Advocate | Unite + Build Connections