

**Mikoko Development Foundation
(MDF)**



Development Foundation

**Event Registration &
Refund Policy**

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EVENT REGISTRATION AND REFUND POLICY

Registration Fees

To qualify to **register for a Mikoko Development Foundation event**, the registrant must be a member in good standing.

To the open events for all people is allowed to every one through equal opportunity process. Special guests may register with prior approval of the Board of Directors.

Early Bird Registration Fees

To qualify for the early bird registration rate, online registration must be entered by 11:59 PM EAT the last day of the early bird registration period.

Payment

Registrations **MUST** be accompanied by check, money order, or credit card charging authorization. Funds must be in U.S. dollars or Tanzanian Shillings. Checks or money orders should be made payable to Mikoko Development Foundation. Payment is to be received prior to the event.

Substitutions, Cancellations, and Refunds

All changes, substitutions, and cancellations must be made in writing. Substitutions may be made without penalty.

Deadlines for refund of attendee registration, guest, camper or workshop registration fees:

- **Up Until 30 Days Prior to the Event Date** – Full refund less 10%, whichever is greater.
- **30 Days Prior to the Event Date** – No refund and unpaid fees will be billed to the member and/or member's institution.

If, in the sole discretion of the Board of Directors, an extraordinary circumstance occurs, the board may consider a waiver of the 10% cancellation penalty on a case-by-case basis. If an attendee feels that he/she has experienced an extraordinary circumstance, he/she should email MDF - Secretary General with as much information as possible. The appeal will be brought up at the next available board meeting for discussion and a decision vote. Once a decision is reached, the Secretary General will notify the affected individual. The board decision will be considered final and there will be no further appeals process.

If a Mikoko Development Foundation event is canceled, the sponsoring committee will make every effort to notify registrants in advance. Mikoko Development Foundation will not hold institutions responsible for the event registration fee; however, it is not responsible for any charges or cancellation fees assessed by airlines, hotels, or travel agents.

Special Needs or Questions

Special needs requiring accommodation to fully participate or any questions about the event should be directed to the event sponsoring committee. (event@mikoko.or.tz)

EXHIBITOR CANCELLATION/REFUND POLICY

Payment for exhibit space will be refunded, less 10% or \$100/220,000/= Tshs per booth processing fee, if a written request for cancellation is received by Mikoko Development

Foundation no later than 30-days prior to the event date. Telephone cancellations will not be accepted. Mikoko Development Foundation will only honor cancellation requests whose receipt have been confirmed. No refunds will be made if the company cancels the contracted slot or if the company fails to attend the meeting. If a company/organization cancels after 30-days prior to the event date and has not already paid the exhibiting fee, the company will be liable for paying the full fee to Mikoko Development Foundation. Final payment is due 30-days prior to the event date for all exhibit space; *otherwise, a \$50 or 110,000 Tshs late fee will be assessed.*