

Payment, Cancellation and Substitution Policies for DMA08 Conference and Exhibition

1. PAYMENT

A completed registration form, along with full Payment to process your registration, your credit card number, or company check (payable to DMA), MUST accompany your registration. Registrations without full payment will not be processed.

2. SUBSTITUTIONS AND CHANGES

Please submit changes and substitutions in writing to DMA Registration & Housing. Delegates will receive a confirmation within seven (7) business days. Changes received after September 26, 2008, will be handled on-site.

3. CANCELLATIONS

If you cannot attend DMA08, please send a substitute. Substitutions are allowed at any time and no fees are imposed.

If you cannot send a substitute, please submit cancellations in writing to DMA Customer Service and note the Cancellation Refund Schedule below.

Cancellation Refund Schedule	
September 12, 1008 or before	Refund minus a \$50 processing fee
September 13, 2008 through October 10, 2008	No refund – account credit minus \$150 fee
October 11, 2008 or no show	No refund – no account credit

DMA is not responsible for any expenses incurred by you as a result of your registration, whether or not the event was attended.