



**FLORIDA ASSOCIATION OF PUBLIC PROCUREMENT OFFICIALS, INC.**

### **Cancellation Policy – Annual Conference**

Cancellation notice must be received in writing or via email to [execdirector@fappo.org](mailto:execdirector@fappo.org). Cancellations received more than 21 days prior to the Conference will receive a full refund, less a \$100 administrative fee. Cancellations received less than 21 days prior to the Conference will receive a 50% refund, less a \$100 administrative fee. Attendee substitutions within the same agency may be done at any time with written or email notification to FAPPO. No refunds are given for no-shows.

### **Attendee Participation Acknowledgement**

Registering for the FAPPO Annual Conference and Trade Show indicates acknowledgement of participating in FAPPO events and activities at the attendee's own free will and intentional act. Attendees should be aware that possible physical injury could occur because of participation in these events. Attendees acknowledge freely and knowingly and that they can participate in FAPPO events and hereby assume responsibility for their own well-being. Attendees also agree not to allow any other individual to participate his/her place without written notification to FAPPO.

FAPPO plans to take photographs and/or recordings at the Annual Conference and Trade Show and reproduce them in FAPPO educational, news or promotional material, whether in print, electronic or other media, including the FAPPO website. By participating in the Annual Conference and Trade Show, you grant FAPPO the right to use your name, photograph, and biography for such purposes. All postings become the property of FAPPO. Postings may be displayed, distributed, or used by FAPPO for any purpose.

PO Box 622612  
Orlando, FL 32862-2612  
407-813-1323