



Advancing the Future of Public Safety

2450 Lakeside Pkwy. Suite 150 PMB 1023
Flower Mound, TX 75022

SOUTHWESTERN SECTION

Conference Cutoff Policy

(972) 502-9645

Cutoff for Full Reimbursement

- ⇒ The Southwestern Section, IMSA **shall** reimburse any public agency/company the full amount paid to the Section **LESS** a \$50.00 processing fee for any cancellations made by the public agency/company prior to conference registration cutoff date.
- ⇒ The Executive Committee **shall** have the right to deny a full reimbursement if deemed necessary. Proper reasoning **shall** be given for the purpose of recording minutes.

Cutoff for Partial Reimbursement

- ⇒ The Southwestern Section, IMSA **shall ONLY** reimburse a partial amount of the payment based on the total payment made **LESS** the cost of International Testing/Retake Fees. A processing fee of \$50.00 **shall** be charged for all cancellations that require a reimbursement.
- ⇒ Cancellations made for Partial Reimbursement **shall** be made no later than two (2) weeks prior to the conference. **NO EXCEPTIONS**
- ⇒ The Executive Committee **shall** have the right to deny a partial reimbursement if deemed necessary. Proper reasoning **shall** be given for the purpose of recording minutes.

Cutoff for NO Reimbursement

- ⇒ The Southwestern Section, IMSA **shall NOT** reimburse any payments for cancellations made after the cutoff date of two (2) weeks prior to the conference. **NO EXCEPTIONS**

Cutoff for Vendors

- ⇒ The Southwestern Section, IMSA **shall** have the right to deny any vendor the ability to exhibit his/her/their merchandise at a Southwestern Section Conference if the vendor has an Open Invoice that has not be PAID.
- ⇒ All vendors which has an Open Invoice **shall** pay the full amount on any open invoice owed prior to setup at any conference. Vendors may close any open invoices at the conference via check, or card payment.
- ⇒ Vendors may register for any conference up to one (1) day prior to the conference date.