



**NEW YORK ASSOCIATION
FOR PUPIL TRANSPORTATION**

1764 Route 9 / P.O. Box 356 / Clifton Park, NY 12065 / 518.463.4937 / www.NYAPT.org

NYAPT

Our future is riding with us!

EVENT REGISTRATION AND CANCELLATION POLICY for All NYAPT-Sponsored Events

Attendee Cancellations for All Events:

All attendee cancellations must be received in writing at least 14 calendar days prior to the Scheduled Event Start Date (no phone call cancellations will be accepted). Cancellation notifications must be emailed to Membership@NYAPT.org or mailed to NYAPT, 1764 Route 9, P.O. Box 356, Clifton Park, NY 12065. A \$25 processing fee will be assessed for all refunds, unless specifically waived in writing by NYAPT's Executive Director. No refunds will be issued for cancellations received after the deadline of 14 calendar days prior to the start of the Event.

Membership Renewal Terms for All Events:

- I understand that by selecting MEMBER RATES for any event that I am registered for, I have committed to Membership in NYAPT for the current Association year immediately following the event and acknowledge that this Membership renewal may be billed separately if not renewed already.

- As a Non-Member selecting NON-MEMBER RATES, I acknowledge that I am not subject to renewal terms and that I am not entitled to MEMBER RATES at the time of registration nor at a date later than the Scheduled Event Start Date, should I initiate Membership after that date.

Event Payment or Purchase Order Requirement:

Attendee Fees for all events must be paid prior to the first scheduled day of the event, unless supported by a Business Purchase Order or Letter of Intent to Pay after Attendance is completed which must be sent to NYAPT, 1764 Route 9, P.O. Box 356, Clifton Park, NY 12065 or Membership@NYAPT.org prior to the first day of the scheduled event.

Winter Workshop:

EXHIBITOR cancellations must be received in writing 30 calendar days prior to the first day of the Winter Workshop in order to receive a refund of their exhibit space payment, minus a 25% handling fee. Applicants who cancel after this date will receive no refund, regardless of cause. Cancellations must be received in writing to NYAPT, 1764 Route 9, P.O. Box 356, Clifton Park, NY 12065.

Annual Summer Conference:

EXHIBITOR cancellations must be received in writing prior to 30 calendar days prior to the first day of the Annual Summer Conference in order to receive a refund of their exhibit space payment, minus a 25% handling fee. Applicants who cancel after this date will receive no refund, regardless of cause. Cancellations must be received in writing to NYAPT, 1764 Route 9 / P.O. Box 356 | Clifton Park, NY 12065.

Questions:

Questions regarding Event Registration and Cancellation Policy Statement may be directed to Membership@NYAPT.org.