Conference Registration Form

71st Annual Convention Virginia State Feed Association and Nutritional Management “Cow” College

February 15-16, 2017

The Hotel Roanoke & Conference Center • Roanoke, Virginia

Please print or type—complete a separate form for each participant

Name

Title

Organization *Org.’s FID#*

Mailing Address

City State     Zip

Daytime Phone No. Fax No.

Email

Signature

Registration fee: ☐ $325 Registration ($375 after January 21, 2017)
☐ $75 Dairy Producers
☐ $0 Student

Optional Fees: ☐ $100 Guest (includes attendance to all meals and socials)

Do you have any medically necessary (or vegetarian) dietary needs? If so, please indicate: ____________________________

If you are paying for a guest to attend, please include his/her first and last names: ____________________________

Does your guest have any medically necessary (or vegetarian) dietary needs? If so, please indicate: __________________

Refund and Cancellation Policy

Requests for refunds will be honored when received 14 calendar days prior to the first day of the program. However, another person may be substituted at any time for this program. A $60 administrative fee will be deducted for all cancellations. In the unlikely event that this program is cancelled or postponed due to insufficient enrollments or unforeseen circumstances, the university will fully refund registration fees but cannot be held responsible for any other expenses, including cancellation or change charges assessed by airlines, hotels, travel agencies, or other organizations.

For weather or disaster-related program cancellation or postponement information, please call 540-231-9489.

Method of payment: Payment of registration fees is required prior to program attendance. Registration will be processed when payment is received.

☐ Check enclosed (Make payable to: Treasurer, Virginia Tech CE)

Checks must be drawn on U.S. bank in U.S. dollars.
(There will be a $50 processing fee for all returned checks.)

☐ Credit Card: ☐ Visa ☐ MC ☐ AmEx

(Credit Card payment may be mailed, faxed, or given to registrar over the phone. No credit card information will be processed by voice mail or email.)

Cardholder name

Cardholder signature Date

Return with payment by February 7, 2017 (no staples, tape, or paper clips, please) to:

Conference Registrar
Continuing and Professional Education
Virginia Tech, Mail Code 0272
702 University City Blvd.
Blacksburg, VA 24061

phone: 540/231–5182
fax: 540/231–3306 (for credit card registrations only)

Necessary to process a refund payable to any company, agency or government.

The information you provide is subject to the Freedom of Information Act guidelines.