## **Event Registration Policies**

Registration **closes** 3 business days prior to all events.

Pre-registration is required for ALL Events, unless otherwise noted. Upon receipt of your registration and payment the MOFGA office will send you a postcard confirming your place in the workshop.

Payment holds a participant's place in workshops. If you are unable to make a payment in full at the time of registration we ask that you submit a minimum of \$20 to hold your place.

If an event must be postponed or canceled for any reason, including inclement weather, every effort will be made to notify those who have pre-registered and have provided a contact phone number or email address. With this in mind, please provide your contact information.

## **Reduced Rates**

MOFGA encourages attendees with limited financial resources to apply for reduced rates. Work-study shares are available on a limited basis. A minimum commitment of 3 hours is required and can be fulfilled prior to the workshop. Please call the MOFGA office to get more information.

## Refund Policy

Registrants who are "no-shows" for an event, or cancel a registration less than five business days before a scheduled event, will not qualify for a refund.

Refunds will be given by check or refund to your credit card, depending on payment type provided in the registration process.

### **Events with Food Service**

Registrations received less than two business days before an event where food will be served are not guaranteed food service.

# Requests for Special Dietary Accommodations

If you have a special dietary need or allergy, please make a note of it on your registration form or call the MOFGA office at least three business days in advance of the workshop.

#### Cell Phones

Please silence your cell phone while attending any MOFGA program.

#### Pets

We strongly discourage participants from bring pets to workshops.

### Childcare

Childcare is available at a limited number of our events. With this in mind please use your best judgment when attending our workshops and be considerate and mindful of the quality of the educational experience for fellow attendees.