



CPE Murfreesboro 2015

Reimbursement Instructions

Registration for CPE is always FREE and includes all exhibits, training, personality party, giveaways and much more!

You must register by 9/3/15 to be entered in the CASH PRIZE DRAWING!

REGISTER BY 9/3/15

Order from 30 exhibitors AND experience a product presentation from 15 others to receive:

- All meals FREE for two people*
- Up to 2 nights at Embassy Suites**
- Up to \$250 travel allowance***

Order from 24 exhibitors AND experience a product presentation from 12 others to receive:

- All meals FREE for two people*
- One night at Embassy Suites**
- Up to \$150 travel allowance***

Order from 12 exhibitors AND experience a product presentation from 6 others to receive:

- All meals FREE for two people*

REGISTER AFTER 9/3/15

Order from 30 exhibitors AND experience a product presentation from 15 others to receive:

- All meals FREE for two people*
- Up to 2 nights at Embassy Suites**
- Up to \$100 travel allowance***

Order from 24 exhibitors AND experience a product presentation from 12 others to receive:

- All meals FREE for two people*
- One night at Embassy Suites**
- Up to \$50 travel allowance***

Order from 12 exhibitors AND experience a product presentation from 6 others to receive:

- All meals FREE for two people*

Here is how to qualify:

- **Complete the Reimbursement Checklist in your CPE program by asking each exhibitor to initial the checklist for EITHER an order OR a product presentation. Each vendor should be prepared with a short overview of their company and products in verbal and/or printed form.**
- **You must place the required number of orders AND experience additional product presentations from other exhibitors. If you place more than the required number of orders, orders may count as product presentations but presentations may not count as orders.**
- **Please fill in your travel and hotel details in the appropriate area on the Reimbursement Checklist.**
- **Turn in your completed Reimbursement Checklist from your CPE program to the Registration Desk prior to leaving the show.**
- **If you have an open balance or open orders on your Munce account, the amount of reimbursement you qualify for will be issued in the form of credit to your Munce account approximately two to three weeks after the close of the show. Otherwise a check will be mailed to you, two to three weeks after the show.**

*All attendees are invited to enjoy a luncheon during show floor hours on Monday; however, all other meals will be chargeable if the minimum reimbursement requirements are not met. Meal charges are detailed on the badge & meal registration form.

**Accommodation reimbursements will be made up to but not exceeding the Munce Group's room rate of \$128/night (base rate only) for a standard room at the approved event hotel. Guest is responsible for any and all hotel and state taxes and fees. The Munce Group will not reimburse additional accommodation charges for room upgrades or amenities charged to your room.

***Travel allowance is for airfare or mileage based on 36 cents per mile up to the amount qualified for.