

## **POLICIES & PROCEDURES**

For the purposes of the policies and procedures contained herein; Company website(s), product(s), material(s), order(s), information, publication(s), newsletter(s), service(s), workshop(s), seminar(s), presentation(s), and any, or all offers by the Company; collectively hereinafter shall be referred to as ("IP"); and the Company's employees, representative(s), associate(s), affiliate(s), trainer(s), guest speaker(s), volunteer(s) and any and all other individual(s), entities and companies hereinafter collectively shall be referred to as ("Company").

### **PAYMENT POLICY**

All registration fees must be paid in US Dollars. Full payment must be made prior to attendance at the seminar. By submitting payment you acknowledge that you have read, understand and agree to; (Policies & Procedures), (the Terms and Conditions, Payment Policy, Refund Policy, Cancellation Policy, Disclaimer(s) and Privacy Policy); collectively the "Policy". The fact that the seminar(s), workshop(s), guest speaker(s) and/or presentation(s) are planned for and expenses incurred in the anticipation of your participation shall serve as adequate consideration for your assent to the "Policy".

### **REGISTRATION CONFIRMATION**

Registrations shall be confirmed by email.

### **ADA SPECIAL NEEDS**

The Company supports the Americans with Disabilities Act. If you require special assistance please contact us.

### **CONFIDENTIALITY OF CODES, PASSWORDS AND SIMILAR INFORMATION**

You agree to treat as strictly private and confidential any Subscriber Code, Username, User ID, or Password which you may have received and all information to which you have access to through protected areas of website(s) and all other; and will not cause or permit any such information to be communicated, copied or otherwise divulged to any other person, entity; or disclosed whatsoever.

### **EVENT(S) SCHEDULE**

While every effort will be made to maintain the schedule exactly as represented, the Company reserves the right to make changes and substitutions as needed.

### **PHOTOGRAPHY**

The Company reserves the right to use photographs and video & audio recordings of any event attendee for future promotions. Video recording, audio recording and/or photography are not allowed without prior written approval from the Company.

### **SOLICITATION**

Solicitation at the event by anyone other than the designated sponsors is strictly prohibited.

### **NAME BADGES**

Name badges may be issued by the Company for any, and/or all events. If name badges are issued for any event; then it will be a requirement for the registered attendee to have their name badge in possession at all times while in attendance. The registered attendee must be the person who is in possession of the corresponding name badge while in attendance. A valid, authentic state identification or drivers license may be requested of any person, at any time during an event; to verify an individual's identity. Any person(s) whom do not present a valid name badge upon request may be asked to leave the event. Any person(s) whom identity is not a registered attendee with the corresponding individual's issued name badge in their possession may be asked to leave. Any person(s) without the proper identification and/or valid name badge may be asked to leave the event.

### **CANCELLATION & REFUND POLICY**

Any cancellation and/or refund request(s) must be submitted in writing by the purchaser to:

Advanced Workshops LLC  
Attn: Refund Request  
6929 N. Hayden Rd. #C4-298  
Scottsdale, AZ 85250

Notice of your request will be considered delivered, and or, received two (2) days after the date of the Postmark on your written request, unless received earlier via courier.

The Company reserves the right to cancel or reschedule any seminar(s), workshop(s), presentation(s) or guest speaker(s). In the circumstance that; the seminar(s), workshop(s) or presentation(s) is canceled by the Company; a full refund of the amount paid will be refunded or applied as a credit toward a rescheduled future event. The Company does not assume responsibility for any; all, or other cost(s); i.e. (non-refundable airline tickets, hotel reservations, travel expenses, etc.).

Cancellations received 30 days or more before the event are subject to a full refund. Cancellations received less than 30 days prior to the first day of the event will be subject to a \$100 cancellation fee. Cancellations received less than 1 week prior to the first day of the event will not be entitled to any refund. Confirmed registrants who do not attend and/or do not cancel will not be entitled to any refund. Please note; Non-payment does not constitute a cancellation.

In the event you paid via Cash, check, echeck, wire transfer or by PayPal; your money will be refunded within 5 business days by PayPal credit or check.

**POST SEMINAR REFUNDS**

Anyone who attends the event for any length of time will not be entitled to any refund. Credit card charge backs will be disputed and therefore not granted.