



58 Commerce Park Suite D  
 Westerville, Ohio 43082  
 www.OhioACTE.org  
 614/890-ACTE (2283)

## Event/Registration Services Information Form

***This form must be completed before online registration forms are created. Please allow five to seven business days to set up this form for your event.***

Today's Date:	_____ Check here if you would like rush service (additional charges apply)
Your Organization:	
Event Title:	

Event Information		
Event Start:	Day ____ Time ____	Content Contact Person (Ohio ACTE will only assist participants with registration process):
Event End :	Day ____ Time ____	
Event Location and address – include link to site if desired		Event Contact for Ohio ACTE (Will work with Ohio ACTE in setting up reg. form and receive reports etc.):
On Site Registration:	<b><i>Will you offer onsite registration? ____ YES ____ NO</i></b> <b><i>NOTE: Online Registration will close one week prior to the event date</i></b>	
Registration Fee:		

**Event Registration Policy Reminder:**

- Please note when using Ohio ACTE online registration services paper registrations are not accepted. On-site registration is at the discretion of the event organizer.
- Cancellation policy – the standard Ohio ACTE Cancellation Policy applies. Refunds provided by Ohio ACTE in accordance with the policy will be charged a \$15 refund processing fee.

Please complete the following, indicating which services you would like Ohio ACTE to provide.

Registration Services Requested			
Service	Fee	Yes/No	Comments/Notes
Set Up/Testing Online Event Registration Form	\$50	MANDATORY	
Unlimited Online Registrations	See Processing Fees below	YES	
Confirmation Web Page after Registration Form Completed	INCLUDED	YES	
Web Page on www.ohioacte.org with details	INCLUDED	YES	
Event Calendar Link on web site	INCLUDED	YES	



58 Commerce Park Suite D  
 Westerville, Ohio 43082  
 www.OhioACTE.org  
 614/890-ACTE (2283)

Service	Fee	Yes/No	Comments/Notes
Processing Fee per Person* (based on registration fee established by division/organization)  <b>An additional 6% of total transactions will be added to the fees charged to cover credit card processing, bank fees and processing. ____ Initial</b>	<b>Registration Fees/Cost:</b> \$50 or less - \$6 per person \$51 - \$100 - \$10 per person \$101 - \$225 - \$15 per person \$226 - \$299 - \$25 per person \$300+ - \$30 per person	Please select the appropriate registration fee range.	
On Demand Registration Reports (Excel file of registrants – please allow 48 hours to process request)	INCLUDED	YES	
Registrant Confirmation Email	INCLUDED	YES	
Certificate of Participation (Electronic)	\$.25/each		
Nametag/Statement/Invoice/Receipt for Participants ONE FORMAT – NO Customization	\$1.25/each		
Name Badge Holders	\$.55/each		
Ribbons (if in stock)	\$.45/each		
Post Event Evaluation (online) Set-Up Fee -15 questions or less	\$55		
Email Delivery of Evaluation	\$.25/each		
Fee per Evaluation Taken	\$.25		
Formatted Report	TBD		

**\*Contract negotiations, on-site registration, and other services requested are available at 20% of the total bill.**

**ACCEPTANCE:** Please sign and fax this form to 614-890-1584 or email to membership@ohioacte.org so that we may establish these arrangements on a definite basis. By signing this agreement, the individual agrees to the policies and fee schedule listed here.

AFTER FAXING/EMAILING, please confirm receipt by calling 614/890-2283.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_