



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:	
Your Organization:	
Event Title:	
Event Contact Information: (Works with Ohio ACTE in setting up registration and receives reports etc.)	

Event Information	
Event Start:	Day _____ Time _____
Event End :	Day _____ Time _____
Event Location and address – include link to site if desired	
On Site Registration:	<i>Will you offer onsite registration? ____ YES ____ NO</i> <b>NOTE: Online Registration will close one week prior to the event date</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. There will be a \$15 per refund fee charged to the group for processing.

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

Registration Services Requested			
Service	Fee	Yes/No	Comments/Notes
Online Registration Set Up/Testing	\$50	MANDATORY	
Web Page on www.ohioacte.org with details	INCLUDED	YES	
Event Calendar Link on web site	INCLUDED	YES	



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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 – <b>please allow 48 hours to process request</b> )	INCLUDED	YES	
Registrant Invoice and Confirmation Email	INCLUDED	YES	
Nametag/Statement/Invoice/Receipt for Participants ONE FORMAT – NO Customization	\$2.00/each		
Name Badge Holders	\$ .55/each		
Ribbons (if in stock)	\$ .45/each		
Post Event Evaluation (online) Set-Up Fee -15 questions or less and email delivery of Formatted Evaluation Report.	\$60		

**\*Unlimited online registrations. 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: \_\_\_\_\_