



#### **PRIVACY POLICY**

We respect and are committed to protecting your privacy. We may collect personally identifiable information when you visit our site. We also automatically receive and record information on our server logs from your browser including your IP address, cookie information and the page(s) you visited. With the exception of our authorized & registered tradeshow exhibitors, your information will be kept confidential & will not be shared. AIA/NJ does not sell membership nor its convention registration lists.

#### **SECURITY POLICY**

Your payment and personal information is always safe. Your personal information will be encrypted, meaning that your credit card number, name, and address, cannot be read over the internet.

#### **POLCIES & PAYMENT INSTRCUTIONS**

Your registration for the event is considered final, upon checkout - for those that opt to send in check payment by mail for your registration fees, payment for your balance due is required/expected.

#### ***IF YOU ARE MAKING A PAYMENT BY CREDIT CARD, PLEASE BE ADVISED...***

The address listed under the Payment Type/Tab below, **MUST** match your "billing address" on file with your credit card company. This is a safety precaution put in place to protect you. If the address that is automatically pre-populated, does not match your billing address on file with your credit card company, than you will need to manually change it below -- so that the information matches your official "bill to address".

Registrants are required to accept the Terms & Conditions above. Please check the asterisked box below: acknowledging that you've read the terms & conditions - so that you can complete your registration.

AIA/NJ accepts AMEX, Master Card & VISA credit card payments only.

You may register online and pay by credit card, or register online and send in your check/money order payment to:  
AIA/NJ

414 River View Plaza  
Trenton, NJ 08611  
ATTN: 2011 Code Seminar

Checks & money orders should be sent into the AIA/NJ office, along with a copy of your event invoice, so that proper payment may be credited to your registration. If sending in a check/money order for your registration fees, please print out an invoice & send it along with your check payment by mail to AIA/NJ.

#### **REFUND POLICY**

Should your schedule change or you cannot attend the event, please notify AIA/NJ as soon as possible. Refunds for advanced cancellation may be made up until October 14, 2015 requests for refunds must be made in writing & forwarded to AIA/NJ Headquarters (by fax to 609-393-9891 or by us mail). Any refund amount will be subject to a \$50 administrative fee, which will be deducted from the refund. No refunds will be given after the October 14, 2015 deadline. Event 'NO SHOWS', people who register for the event, but do not attend, will be billed for the appropriate registration amount.

Registration substitutions may be made; please notify AIA/NJ of the substitution in writing & prior to the event.

Fees are not deductible as charitable contributions for federal income tax purposes, but may be deductible as a business expense.