

# **CPE SUMMER 2024 Reimbursement Instructions**

Registration for CPE is always FREE for retailers and includes the show floor and all events!

#### **CRA** membership

Membership will be required to be eligible for the cash prize drawing and the travel allowance portion of the reimbursements.

## 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 The Hilton or Courtyard\*\*
  - 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 the Hilton or Courtyard Marriott\*\*
- 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\*

#### 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.
- You must place the required number of orders <u>AND</u> 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, hotel and payment details in the appropriate area on the Reimbursement Checklist.
- Turn in your completed Reimbursement Checklist to the Registration Desk prior to leaving the show.
- Each buying point that writes orders to qualify for at least the minimum reimbursement level will receive two
  tickets free of charge for each ticketed meal. Tickets in excess of two will be billable.
- If you stayed at a hotel other than The Hilton or Courtyard Marriott because we were sold out, please attach a copy
  of your hotel bill to the reimbursement checklist and we will reimburse up to the \$149 per night rate for stores that
  qualify.

THIS PROGRAM IS BASED ON AN HONOR SYSTEM THAT ORDERS PLACED WITH VENDORS TO QUALIFY FOR REIMBURSEMENT WILL BE FOLLOWED THROUGH TO COMPLETION AND PAID FOR TIMELY.

<sup>\*</sup>All attendees are invited to enjoy a luncheon during show floor hours on Monday and Tuesday; however, all other meals will be chargeable if the minimum reimbursement requirements are not met. Dinner tickets are \$50 per ticket.

<sup>\*\*</sup>Accommodation reimbursements will be made up to but not exceeding the CPE's room rate of \$149/night (base rate only) for a standard room at the approved event hotel. Guest is responsible for any and all hotel fees and taxes. The Munce Group will not reimburse additional accommodation charges for room upgrades or amenities charged to your room. Munce will not reimburse for any other hotel unless our room block is sold out.

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