



CPE| Winter 2018

Reimbursement Details

Instructions for qualifying for reimbursement of expenses:

- Complete the Reimbursement Checklist in your CPE program by asking each exhibitor to initial the checklist for EITHER an order OR a product presentation. Each vendor should be prepared with a short overview of their company and products in verbal and/or printed form.
- You must place the required number of orders AND 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 and hotel details in the appropriate area on the Reimbursement Checklist.
- Turn in your completed Reimbursement Checklist from your CPE program to the Registration Desk prior to leaving the show.
- The amount of reimbursement you qualify for will be issued in the form of a check approximately two to three weeks after the close of the show. If you are a Muncie Group member retailer you will be issued a credit to your Muncie account. A copy of the credit will be mailed to you.

PRE-REGISTERED BY 1/15/18

Order from 30 exhibitors AND experience a product presentation from 15 others to receive:

- All meals FREE for two people from your store*
- All training FREE!
- Up to 2 nights at Eden Resort**
- Up to \$100 travel allowance (airfare or mileage)***
- Entry for Cash Prize Drawing!

Order from 24 exhibitors AND experience a product presentation from 12 others to receive:

- All meals FREE for two people from your store*
- All training FREE!
- One night at Eden Resort**
- Up to \$50 travel allowance (airfare or mileage)***
- Entry for Cash Prize Drawing!

Order from 12 exhibitors AND experience a product presentation from 6 others to receive:

- All meals FREE for two people from your store*
- All training FREE!
- Entry for Cash Prize Drawing!

REGISTERED AFTER 1/15/18

Order from 30 exhibitors AND experience a product presentation from 15 others to receive:

- All meals FREE for two people from your store*
- All training FREE!
- One night at Eden Resort**

Order from 12 exhibitors AND experience a product presentation from 6 others to receive:

- All meals FREE for two people from your store*
- All training FREE!

*All attendees are invited to enjoy a luncheon during show floor hours on Monday; however, all other meals will be chargeable if the minimum reimbursement requirements are not met. Meal charges are detailed on the badge & meal registration form.

**Accommodation reimbursements will be made up to but not exceeding the Muncie Group's room rate of \$105.95 night (base rate only) for a standard room at the approved event hotel. Guest is responsible for any and all hotel and state taxes and fees. The Muncie Group will not reimburse additional accommodation charges for room upgrades or amenities charged to your room.

***Mileage for attendees that drive to the event will be reimbursed at 20 cents per mile.