

# **TOUR OPERATOR (ACTIVE) MEMBERSHIP APPLICATION**

Active membership is available to group travel planners, tour operators, travel agencies, and wholly-owned subsidiaries of SYTA Active member companies.

Thank you for your interest in joining the **Student & Youth Travel Association (SYTA)**. You've taken the first steps to joining the premiere trade association for businesses that serve the student and youth travel market.

LEGAL COMPANY NAME				
TRADE OR DBA COMPANY NAME (As you wou	uld like it to appear in all SYTA listings)			
PHYSICAL MAILING ADDRESS (Will be printed	in publications and published online)			
Street Address	City	State	Zip	
Telephone	lephone Extension		Fax	
General 800 #	Website	Email		
Facebook Page Title		Twitter Handle @		
LIST OF COMPANY CONTACTS (As you would like it to appear in all SYTA listings)  Primary Contact: listed in the directory and serve as the "Designated Representative" for your company  Billing Contact: person who should recieve billing information or invoice(s)  Directory Contact: person who will be listed in the Membership Directory and Online Resource Guide				
Primary Contact		Title		
Email		Phone		
Billing Contact		Title		
Email		Phone		
Directory Contact		Title		
Email		Phone		
ADDITIONAL CONTACTS Add the following staff to receive SYTA membership benefits				
Contact Name		Title		
Email		Phone		
Contact Name		Title		
Email		Phone		
Contact Name		Title		
Email		Phone		

If you need any assistance, please contact our Membership Department at **703-610-1263** or **membership@syta.org** 







COMPANY DESCRIPTION Please provide a 25-50 word company description. This will be used in the SYTA membership of	directory and online resource guide.
REFERRAL I was referred by:	
<b>ACTIVE MEMBERSHIP REQUIREMENTS</b> Please confirm that your company fulfills these requirements by check as less than 26 years of age.	ing the box. Students are defined
Please select the one (1) applicable to your business:	
Your company provides travel for a minimum of 3,000 students/youths per year and earns annual gross revenue of a youth tours in the previous fiscal year and has been in business for a minimum of three years, OR	t least US \$1 million from student/
Your company provides travel for a minimum of 1,000 students/youths per year and earns annual gross revenue of a youth tours in the previous fiscal year and has been in business for a minimum of six years.	t least US \$500,000 from student/
Your company's principals have never have been convicted (or otherwise found guilty or pleaded no contest) of any breach of trust, child abuse, or any other felony.	offense involving fraud, deception,
Your company's principals have not declared bankruptcy in the past five years.	
Your company is a single-business entity. Consortia, associations, or franchisers are not eligible; however, their individual to the company is a single-business entity.	dual entities may qualify.
☐ Your company has an established mailing address.	
Your company complies with all laws, regulations, and licensing requirements applicable to the operation of your bu	isiness.
<b>BUSINESS DOCUMENTATION</b> Check each box to indicate documentation is attached. Please provide the requestion your company fulfills these requirements.	sted documentation to ensure
Your company maintains Errors and Omissions (Professional Liability) insurance of no less than US \$1 million per occ	urrence.
Your company maintains General Liability insurance of no less than US \$1 million per occurrence.	
Your company has a Consumer Protection Plan in place that <b>equals</b> or exceeds any one of the following standards:	
Your Consumer Protection Plan must meet or exceed any ONE of these standards:	
<ul> <li>Company places all customer payments in an escrow account until paid as tour expenses or earned as income by the escrow account (bank statement) is required as meeting this requirement.</li> </ul>	the company. Proof of separate
Company participates in an approved bonding program of your country.	
<ul> <li>Company will provide an irrevocable letter of credit or bank-issued certificate of deposit or an indemnity bond wit</li> </ul>	•
<ul> <li>amount equal to at least US \$200,000. Such a bond will be structured to continue sixty days after the end of SYTA's</li> <li>The majority owner or one or more minority owners (ownership interests must total more than 50%), of the comp</li> </ul>	
guaranty(s) with SYTA listed as the beneficiary in the amount equal to or up to US \$200,000 to repay customer pay	
Company has obtained an unqualified audit from an independent CPA/Chartered Accountant within the last 12 m	nonths. That audit (along with
previous unqualified audits as needed) must indicate that the company was profitable for at least two of the last for positive net worth as of the most recent audited year-end.	our years and that the company has a
<ul> <li>If you are a member of USTOA, TICO, or other organization with a SYTA approved consumer protection plan, you n</li> </ul>	nay submit your membership
documentation with your application.	
You must submit a copy of certificate of incorporation/other document establishing legal name.	
You must submit one letter of reference from an organization with which you have done business for at least three y	
current, signed on their own company letterhead, and specifically recommend membership in SYTA. (A sample is att	cached for your convenience.)







<b>CHANGE OF OWNERSHIP</b> If your company has changed ownership within the last years, please review the following:
Check if applicable:
If a current member company changes ownership <b>less than 50%</b> , the new owner must apply for a transfer of membership.
☐ If a current member company changes ownership <b>more than 50%</b> , a new membership application is required.
If a current SYTA member's ownership changes <b>more than 50%</b> , the new owner(s) must have three years' experience in the student travel industry or the senior management team must include at least one person with three years of student travel industry experience and must be listed as the designated representative for the company.
For non-SYTA member companies: If ownership in a student tour operator company changes more than 50% and the company then wants to become a SYTA member, in addition to meeting the membership requirements, the new owner(s) must have three years' experience in the student travel industry or the senior management team must include at least one person with three years of student travel industry experience and must be listed as the designated representative for the company.
Please initial:
I understand that SYTA reserves the right at any time to ask for documentation to support any statements made in the membership application and the renewal application. Failure to supply any such documentation in a timely manner may lead to the rejection of an application or any other appropriate action by the SYTA Board of Directors.
I have read the SYTA Code of Ethics at www.syta.org and agree to comply with the Code.
You must agree to maintain good financial standing with SYTA.
ADDITIONAL APPLICATION NEEDS You will need to perform the following actions as part of your application submission.
Check here to indicate completion/affirmation of the following:
You agree to comply with the SYTA Code of Ethics (sign affirmation below).
You agree to maintain good financial standing with SYTA (sign affirmation below).
You must submit a copy of certificate of incorporation/other document establishing legal name.
SYTA's Code of Ethics: Honesty and Integrity: SYTA members shall conduct business in a manner reflecting honesty, honor and integrity. Truth in Advertising: SYTA members shall be accurate and truthful in representing products and services in all offerings, advertisements, and promotions. Disclosure:

SYTA's Code of Ethics: Honesty and Integrity: SYTA members shall conduct business in a manner reflecting honesty, honor and integrity. Truth in Advertising: SYTA members shall be accurate and truthful in representing products and services in all offerings, advertisements, and promotions. Disclosure: SYTA members shall disclose in writing to the contracted party all terms, conditions, inclusions and policies of the agreed-to services. Commitment to Satisfaction: SYTA members shall strive to resolve all disputes and concerns between its company and its clients. Professional Conduct: SYTA members shall conduct their business activities in a professional manner with the general public while maintaining ethical competitive practices. Diversity: SYTA members recognize the importance of diversity and will strive to incorporate, promote, and embrace each person's value and contribution through education, recruitment and sensitivity. Compliance with Law: SYTA members shall conduct their business in compliance with all applicable state/province and country laws and regulations. Pledge of Loyalty: SYTA members shall pledge loyalty to the Association and agree to pursue and support its objectives.

**Discrimination Policy:** SYTA and its Board of Directors shall not discriminate against any person on the basis of race, color, ethnic ancestry, national origin, religion, creed, age, gender, sexual orientation, marital status, medical condition or physical disability. In addition, the Student & Youth Travel Association is committed to conducting all SYTA business consistent with this policy on non-discrimination.

Membership Pledge: By my signature on this application, I certify that all statements made herein are true and accurate and I agree to abide by the SYTA Code of Ethics and made every attempt to meet the requirements of the membership criteria. I certify that my company has an established mailing address. I understand that I have 60 days from the date my application is received at the SYTA office to complete the application process, and that my company is not entitled to a refund of membership dues if the membership application process is not completed for any reason. Once my application packet is complete, it will be forwarded to the Board of Directors for review and action. I also certify that I have the authorization to sign on behalf of this organization. Note: The membership runs from one full year from date of application.

Signature

Date







## 2015 Annual Conference Registration (1 appointment taker): US \$250.00 Total: US \$845.00 Active Membership (No Conference) One-Time Initiation Fee (upon joining): US \$250.00 Annual Membership Dues: US \$595.00 Optional Donation to the SYTA Youth Foundation: US \$50.00 Total: US \$895.00 **Active Subsidiary Member Dues** Annual Membership Dues: US \$300.00 Optional Donation to the SYTA Youth Foundation: US \$50.00 Total: US \$350.00 Checks can be made payable to SYTA, or if paying by credit card, please complete the following information. A receipt will be emailed you when your credit card is charged. A welcome email and packet will be sent to you upon completion of your membership application. Please forward this entire application with all required documentation and payment to: **SYTA** Attn: Membership 8400 Westpark Dr., 2nd Floor McLean, VA 22102-5116 **PAYMENT INFORMATION** Name as it appears on your card Credit Card Number **Expiration Date** V-Code (last 3 digits printed in back of card) Billing Address for Card I authorize SYTA to charge my credit card the amount of: \$ Signature Date

US \$595.00

US \$250.00 (waived with conference bundle)

If you need any assistance, please contact our Membership Department at 703-610-1263 or membership@syta.org



**MEMBERSHIP DUES** 

Annual Membership Dues:

**Active Membership + Annual Conference** One-Time Initiation Fee (upon joining):





## SAMPLE BOND FOR CONSUMER PROTECTION PLAN

The effective date is one year and sixty days from the date the company joins SYTA.

Date

Company Name (company applying for membership)
Address

Issuing Institution: Bond Company Address and Phone

Beneficiary of Bond Student & Youth Travel Association 8400 Westpark Drive 2nd Floor McLean, Virginia 22102 703.610.1263

The (company listed above) is purchasing a bond for \$200,000 to be issued to the Student & Youth Travel Association for the period of (one year and sixty days) should the (company name) not fulfill their obligation with their client or return the client's deposits.







## **LIST OF BOND COMPANIES**

## **Express Surety Bonds**

(Nielson, Hoover & Company) info@nielsonbonds.com

8000 Governors Square Blvd, Ste 101 Miami Lakes, FL 33016

**Phone:** 305-722-2663 | **Fax:** 305-558-9650 http://www.expresssuretybonds.com

### **International Sureties, Ltd.**

info@internationalsureties.com

701 Poydras Street, Ste 420 New Orleans, LA 70112

**Phone:** 504-581-6404 | **Fax:** 504-581-1876 http://www.internationalsureties.com

## **JW Surety Bonds**

6023A Kellers Church Rd Pipersville, PA 18947

**Local:** 215-766-1990 | **Fax:** 215-766-1225 http://www.jwsuretybonds.com/surety-bonds/commercial-bonds/arc\_bond.htm

## J.R. Olsen Bonds & Insurance Brokers, Inc.

7407 Topanga Canyon Blvd Canoga Park, CA 91303

**Phone:** 818-227-2620 | **Fax:** 818-227-2628 www.jrobonds.com







# **SAMPLE LETTER OF CREDIT (FORM)**

(Note to bank: This letter of credit must be issued on bank letterhead and the bank must be chartered (state). Follow the state guidelines. Prospective SYTA Member is reposible for reviewing with their attorney).

IRREVOCABLE STANDBY LETTER OF CREDIT			
Issuing Institution: (insert name and address of bank)	Effective Date: (Application date for SYTA))		
BENEFICIARY: Student & Youth Travel Association (SYTA) 8400 Westpark Drive 2nd Floor, Mclean, Virginia 22102 703.610.1263			
APPLICANT (insert name of company applying for membership			
To Whom It May Concern:  We hereby establish our Irrevocable Standby Letter of Credit No in favor of the Student & Youth Travel Association for the amount of \$200,000 available by your draft (s) at sight, drawn on (name of issuing bank), accompanied by the following documentation:			
SYTA will supply a signed statement referring to the effective date and Number of this Irrevocable Standby Letter of Credit. The letter of credit will extend sixty days past the end of the company's membership year.			
This Irrevocable Standby Letter of Credit is effective (insert da is one year and sixty days from the effective date)	te) and shall expire at (name and bank and address) on (insert date that		







## **SAMPLE LETTER OF CREDIT (FORM)**

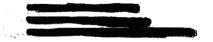
CITIZENS BANK OF PENNSYLVANIA 1735 MARKET STREET PHILADELPHIA, PA 19103



MASTER ACCOUNT NUMBER

STATEMENT PERIOD FROM THROUGH 09-01-14 09-30-14

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# COMBINED STATEMENT OF RELATED ESCROW MASTER AND SUB ACCOUNTS

#### MASTER ACCOUNT INFORMATION

BEG BALANCE ALL SUBS: 64,303.70 TOTAL DEPOSITS AND CREDITS: 101,	
	J82.55
BEG BALANCE MASTER ACCT: .00 TOTAL WITHDRAWAL AND DEBITS: 101,	082.55
BEG BALANCE COMBINED: 64,303.70 INT PAID TO SUBS THIS PERIOD:	10.77
ENDING BALANCE ALL SUBS: 74,225.54 INTEREST PAID TO SUBS YTD:	214.90
_ ENDING BAL MASTER ACCT: .00 FED TAX WITHHELD THIS PERIOD:	.00
COMBINED ENDING BALANCE: 74,225.54 FED TAX WITHHELD YTD:	.0.0

#### SUMMARY INFORMATION

#### SUB ACCOUNT SUMMARY INFORMATION

ACCOUNT N	AME		ACCOUNT	NUMBER	CUSTOMER REF
BE	G BALANCE	DEPOSITS \$ WITHDRAWALS \$	INT THIS PERIOD INT WITHHELD	INTEREST YTD YTD WITHHELD	CURRENT BALANCE AVERAGE RATE
TOUR OPER		PEL AREA HS/SPAIN	10-8200	282849	
	.00	.00	.00	35.92	.00
	2	.00	.00	.00	.01
TOUR OPER	ATOR FOR MAN	HATTANVILLE COLLEG	E 10-8200	283724	The state of the s
	.00	.00	.00	10.61	.00
	,	.00	.00	.00	. 0.0
TOUR OPER	ATOR FOR TOP	ASSO/ITALY '14	10-8200	284056	
	10,628.06	.00	1.40	18.75	.00
		10,629.46	.00	.00	.20
TOUR OPER	ATOR FOR U	F MO/2014	10-8200	284091	
	.00	.00	.00	1.00	.00
		.00	.00	.00	.00









## **SAMPLE OF PERSONAL GUARANTEE**

KNOW ALL PERSONS BY THESE PRESENTS, THAT WE			
(Personal Guarantor)	(Address)		(% ownership)
(Personal Guarantor) as GUARANTOR(s) (hereinafte	(Address) r called Guarantor), with, and o	on behalf of	(% ownership)
as PRINCIPAL (hereinafter called in the amount of \$200,000 US	D for which payment, well and	y bound unto the Student & Youth Tra I truly to be made, we bind ourselves	avel Association (hereinafter called Obligee) and your heirs, executors, administrators, s) interest is at least 51% ownership of the
		ion (SYTA) will for and on behalf of cli s the result of default or bankruptcy	ients of the above-named Principal in the of the Principal and;
\$200,000 U.S. in favor of the O	bligee for the exclusive protect		in consumer protection of not less than financial loss resulting from the Principal's
WHEREAS, the Principal is or ir Guarantee.	ntends to become an Active Me	ember and desires to comply with sa	id resolution by furnishing this Personal
	ers are due by contract or at law		e to be refunded all tour payments and therwise to remain in full force and effect;
there over, or on whose behal such Principal pending compl	f such a court has issued an ord letion of voluntary reorganization		
2. The effective date of this Guayear plus 60 days beyond the	·	(Current date) through 11:59 p.m nbership year.) (Tour Operators may re	n. Eastern Time on (one enew this document for multiple years.)
and shall be limited to the am 4. This Guaranty shall be deem	ount stated above. ned canceled as of the date spe	ecified in #2 above; provided, howeve	ipal and Guarantor shall not be cumulative er, that the Principal and the Guarantor shall the Principal during the effective date of
	reunder, the Guarantor shall be onvey recovery rights to the Gua		ee and the Obligee shall execute any and







In the event of loss recoverable hereunder or of circumstan Guarantor as soon as practical at its address(es) as follows:_		
6. The Guaranty provided herein shall be excess over all oth	ner instruments or insurance whether re	equired by law or otherwise.
7. In the event of loss, the Obligee shall submit full details a (30) days of written notification of such loss.	s soon as practicable and Guarantor wi	ill make payments to Obligee within thirty
8. Payment from the Guarantor to the Obligee of any and a being understood that the Guarantor has no direct obligat herein.		
9. This instrument of Guaranty shall be subject to the laws of and Guarantor, agree that any and all legal actions to recove after the refund(s) from the Principal become due.		
IN WITNESS WHEREOF, the undersigned has caused this ins 20	strument to be executed under seal, as	of the day of,
Principal:	Guarantor:	
Ву:		
		(Signature)
(Title)	Guarantor:	
	_	
		(Signature)
STATE/PROVINCE OF	, SS	
on	, 20	
Then personally appeared before me	and acknowledged the fore	egoing to be his free act and deed.
(Name)		
Notary Public		
My Commission Expires:		







## SAMPLE SYTA REFERENCE LETTER - ACTIVE MEMBER APPLICANTS

Note: Letter must be generated on the letterhead of referring company. The Office will accept letters by mail, fax: (703) 610-0270 or email: info@syta.org

Date

Executive Director Student & Youth Travel Association 8400 Westpark Drive, 2nd Floor McLean VA, 22102-5116 USA

Dear Executive Director,

My company is a (specify type of company). We have conducted business with (name of active member applicant company) for over three years.

I recommend (name of active member applicant company) for membership in the Student & Youth Travel Association (SYTA®).

Sincerely,

Signature of person giving the reference Name (Typed) Title Company Street Address City, Province/State & Zip/Postal Code Country Phone

Note: Active member applicants must submit five letters of reference. Four references are to be from organizations with which the operator has done business with for at least three years. One reference is to be from a tour operator or travel agency. Letters of reference must be signed, on organizational letterhead, dated and specifically recommend membership in the Student & Youth Travel Association. (SYTA).







# **Tour Operator Registration Form**

First Time Tour Operator Non Member Taking Appointments\*

☐ Friday & Saturday ☐ Saturday & Sunday ☐ Sunday & Monday

**Executive 2-Day Pass & Evening Event** 

If you are paying by **credit card**, fax this to 703-610-0203 If you are paying by **check**, mail this form along with payment to: SYTA Conference Registration, 8400 Westpark Drive, 2<sup>nd</sup> floor, McLean, VA 22102

Hotel Reservations: Once your registration is processed, you will receive a link to reserve your hotel room in your confirmation email.

SYTA
The Voice of Student & Youth Travel®
ANNUAL CONFERENCE
VESTERDAY'S MEMORIES INSPIRE TOMORROW'S EXPERIENCES
August 28 - September I

Visit: www.syta.org/annualconference.org for more information Nickname for Badge\_\_\_\_ Attendee Name Company Name Company Address \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_ Zip Code/Postal Code\_\_\_\_\_ \_\_\_\_\_Cell\_\_\_\_ \_\_\_\_\_Email \_\_\_\_\_ ☐ CSTP ☐ CTP ☐ CTIS □ Other \_\_\_\_\_ Designation □ Vegetarian □ Vegan □ Other Allergies □ ADA/Special Needs Dietary Needs By checking the box, you are answering "Yes" to the statement. ☐ This is my first SYTA Annual Conference ☐ My organization would like to make a donation for the Silent Auction ☐ I would like to volunteer and network onsite for the Conference. ☐ I would like to be a mentor for new attendees. Mentors will be assigned Assignments will be made by 7/1/15. Volunteers should plan to arrive by a new attendee to contact prior to conference and meet onsite at the Ice Thursday, 8/27/15. Breaker Early Bird (until May 1) **TOUR OPERATOR CONFERENCE PRICING** (after May 1) **Tour Operator Member Taking Appointments\* \$245 \$345 Tour Operator Member NOT Taking Appointments** □ \$475 **□** \$375 Tour Operator NEW Membership + Taking Appointments Bundle\* □ \$845 □ \$845 **Tour Operator Non Member Taking Appointments □** \$635 \$535

**\$250** 

□ \$300

□ \$295

□ \$300

For every two appointment-taking attendees from the same company, you will receive two additional complimentary registrations. They do not need to be an appointment taker.

ADDITIONAL OPPORTUNITIES	
Social Guest/Spouse Pass: includes THREE evening SYTA social events: SYF social events are ticketed events and require additional purchase. ONLY available to members.  Social Guest/Spouse Name:	□ \$295
CSTP Enrollment Fee: SYTA's Certified Student Travel Professional Designation Earn your professional certification and graduate in front of your peers (Please see eligibility requirements at <a href="https://www.syta.org">www.syta.org</a> )	□ \$275
SYTA Boot Camp - Friday, August 28 – Open to ALL Intensive orientation and education to the student and youth travel market. Attending earns credits toward CSTP accreditation.	I plan to attend ☐ Session: 2:00-4:30pm

<sup>\*</sup> Discounted rate applies to Tour Operators: Complete company profile in appointment portal prior to appointments opening and complete all scheduled appointments. Tour Operators not meeting these requirements will be invoiced an additional \$375. First-time buyers must pay \$250 deposit and meet the requirements.

#### Tour Operator Registration Form (page 2)



The SYTA Youth Foundation provides deserving student and youth financial resources and programming through travel experiences that impact the lives of tomorrow's leaders. By attending one or more of the SYF events, you are directly supporting our mission and programs. All Foundation events are open to non-registered conference guests so feel free to invite friends, colleagues or vendors!

SYTA YOUTH FOUNDATION				
Golf Classic & Luncheon - Payne Stewart Golf Course Friday, August 28, 2015, 7:00am – 2:00pm Includes breakfast, rental clubs, all fees and transportation	If you are participating, club rentals are included. To reserve, please indicate your club type:			
☐ Golf Classic + Luncheon - \$295 ☐ Mulligan Package - \$50 ☐ Sponsor Golf Classic Hole and Contest - \$250 ☐ Golf Classic + Mulligan Package + Sponsor Golf Hole - \$545	☐ Right-Handed☐ Left-Handed☐ Providing my own clubs☐			
<b>5K Run/Walk/Slumber</b> Sunday, August 30, 2015, Registration 6:00am, 5K starts 6:30am Includes T-shirt, snacks, water	Sponsor a Luncheon Table Sunday, August 30, 2015, 12:00pm – 1:45pm Includes signage and program recognition			
□ 5K - <b>\$50</b>	☐ One reserved table of 10 - <b>\$500</b>			
Dance Your Meal Off (DYMO) with SYTA Band on Branson Landing Sunday, August 30, 2015, 8:30pm – 11:00pm Includes admission and two drink tickets.  DYMO - \$50	Dart Tournament - \$25 Teams of two. Amateurs welcome. Cost is per person.  ☐ Thursday ☐ Friday			
PRE-CONFERENCE EVENTS Thursday, August 27				
Explore Branson Tour Operator FAM 9:00am – 10:00pm. Must arrive by 8/26. Hotel not included.	☐ Sight and Sound Show - \$25 3:30pm – 6:00pm. Includes one ticket.			
Zip and Sip Excursion - \$100 8:30am – 2:00pm. Includes lunch.	☐ Titanic Dessert Reception 8:00pm – 10:00pm			
☐ Branson Variety Shows - \$25 7:30pm – 10:30pm. Includes one ticket.				
SIGHTSEEING TOURS: Friday, August 28 - Includes Lunch. Fees directly support the SYTA Youth Foundation				
☐ Dogwood Canyon Nature Park - \$35 8:00am – 1:00pm	☐ History of Branson: Shepherd Hills and Vigilante Extreme Zip Ride - \$35 12:30pm – 4:00pm			
☐ Branson Zip Line or Wolfe Creek Photo Guided Walking Tour - \$35 8:30am – 1:00pm	Explore Branson, Ride The Ducks and The Tracks Family Fun Park - \$35 12:30pm - 4:00pm			
POST CONFERENCE FAM TOUR and EXCURSION: Tuesday, September 1 – Thursday, September 3 (unless noted)				
☐ Experience Little Rock FAM Tour - \$100 Departs 8:00am	Branson on the Lake Excursion - \$100 9:00am – 2:00pm			
☐ Explore St. Louis FAM Tour - \$100 Departs 8:00am				
AYMENT INFORMATION I have enclosed payment for all items listed above Payment in full must accompany registration in US dollars)  TOTAL ENCLOSED \$				
☐ Check Payable to SYTA ☐ Credit Card (American Express, Discover, VISA or MasterCard)				
ard NumberExp. Date				
ardholder Name				

**CANCELLATION POLICY:** 

Conference cancellations must be received in writing no later than July 17, 2015. All cancellations are subject to a \$250 administrative fee. No refunds will be granted after July 17, 2015 however, substitutions without penalty are welcome through July 31, 2015. Substitutions made after July 31 will be subject to a \$75 fee. SYTA regrets that refunds will not be given for no-shows.