



CPE | Winter 2019

Kalahari Resort, Pocono Manor, PA

January 27-29, 2019

REIMBURSEMENT INSTRUCTIONS & INFORMATION

Registration for CPE is always FREE for retailers and includes all exhibits, training, personality party, giveaways and much more!

You must register by 01/04/19 to be entered in the CASH PRIZE DRAWING!

REGISTER BY 01/04/19

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 Kalahari Resort**
- Up to \$100 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 Kalahari Resort**
- Up to \$50 travel allowance***

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

- All meals FREE for two people*

REGISTER AFTER 01/04/19

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

- All meals FREE for two people*
- One night at Kalahari Resort**

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. 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.
- If you have an open balance or open orders on your Muncie account, the amount of reimbursement you qualify for will be issued in the form of credit to your Muncie account approximately two to three weeks after the close of the show. Otherwise a check will be mailed to you, two to three weeks after 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.

*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. 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 \$144/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 Muncie Group will not reimburse additional accommodation charges for room upgrades or amenities charged to your room.

***Travel allowance is for airfare or mileage based on 36 cents per mile up to the amount for which you qualified.