

Big Island Rendezvous Education Days

Registration and Cancellation Policies

Special Needs

Big Island Rendezvous and Festival, Inc. actively supports the inclusion of all children in our programs. If you or your participant has any special needs, please contact Perry Vining at 507-402-6371 at least two weeks in advance or ASAP so we may accommodate your needs.

Registration and Scheduling

Public, private, and parochial schools, and home school families may schedule their visit for Thursday or Friday. Please indicate on your registration form not only when you would like to start and end your classes, but also when you will arrive and when you must leave. **Please consider travel time and traffic concerns when deciding your arrival and departure times.**

Registration will be on a first-received basis. Returning your registration promptly will ensure that you get the day you prefer, therefore please return the enclosed materials as soon as possible.

There are several ways to register:

- Complete the enclosed registration form
 - Mail material to BIR Education Day, 132 North Broadway, Albert Lea, MN 56007
- Register on-line at www.bigislandfestivalandbbq.org using the on-line form under education days
 - Copy and paste the appropriate form (teachers or home school) to your E-mail account, complete the form and e-mail to pvining1798@gmail.net

Please do not underestimate the number of students attending the event - be as accurate as possible. You may always add a few

students if your actual number is greater than the number noted on your registration form –see Change Policy.

A “Change of Status Form” must be received before September 10th to avoid change fees if the numbers of students or adults change (either up or down).

A confirmation letter containing your dates, times and other information will be sent in September by email.

Payment Policy

Payment in full is required prior to the event and before admittance to the event. Alternatively, a purchase order may be presented at the registration desk at the time of arrival. No admittance will be accepted without payment or a purchase order.

Registration Change Policy

If you wish to reduce the number of students or adults attending this event, you must complete and mail or fax the “Change of Status” form. You may also download a copy of the “Change of Status Form” by visiting us at <http://www.bigislandfestival.org>. A change of status can be made without penalty until September 10th. After September 10th you will be charged for people indicated on your original registration form.

Students may be added to your group at any time up until the event; however, you must fax the “Change of Status Form” to us to do so.

If Registration Changes Are Made Fee

- Before September 10th at 4:00 p.m. No Fee
- After September 10th: Full payment of all registered attendees

Cancellation Policy

If your school must cancel the registration, you may do so according to the following cancellation table.

Penalties apply after July 30th. After September 10th your school will be charged for the number of students and adults that were

originally registered. If a student is sick the day of the event, refunds are not provided.

It is recommended that arrangements be made to fill these openings either by student(s) or chaperone(s).

Cancellation Schedule Fee

- Before July 30th at 4:00 p.m. No cancellation fee
- Before August 15th at 4:00 p.m. \$50 per school
- Before September 10th at 4:00 p.m. 50% of original fee
- After September 10th at 4:00 p.m. Charged full registration

Indemnification/Hold Harmless

Participation in this activity is completely voluntary and the activity being offered is for the benefit of the participant. The participating organization/school for itself and for each of its participants hereby releases the Big Island Rendezvous and Festival from any claims, injuries, or damages of whatever nature, incurred by the participating organization/school and each one of its participants which are directly or indirectly attributable to the festival, its agents or employees, arising out of, or in connection with, the activity or program.

As a condition of receiving this service or participating in this Education Day Program, the applicant agrees to abide by the policies prohibiting sexual harassment, firearms, unlawful discrimination and smoking, as well as all other reasonable work rules, safety rules or Festival policies regulating the behavior of persons on City property or always receiving services while the applicant is participating in this Education Day program. The applicant agrees and understands that a violation of any of these policies or rules will result in the immediate termination of services or participation without refund.

Weather Policy

The Big Island Rendezvous and Festival Education Days are held rain or shine. No refunds will be issued in the case of weather-related school dismissal.