

IMPORTANT POLICIES

- 1. PARTICIPATION & ALL ATTENDEES:** No responsibility for loss or theft of articles left in the Changing Rooms, Ballrooms, or Ship facilities can be accepted by the Organizer, or by the National Dance Council of America, Inc., and neither can they be held liable for injury sustained by persons attending this event. Everyone attending and participating in the event does so at his or her own risk.
- 2. REGISTRATION:** Please make sure that you have completed your entry forms, a participant form and studio summary form for all participants. Submit the forms by the REGISTRATION DEADLINE to avoid late fees. After receiving your information, we will send an invoice/confirmation. Please check it carefully for spelling, correct entries and correct charges. Let us know immediately if we need to make changes. Please note that due to timing at the competition and printing of the program, we may not be able to make the changes requested. Please adhere to deadline to ensure proper entry into the program; entries received after the deadlines are not guaranteed listings in the program. **COMPETITION REGISTRATION:** Upon arrival at the competition, ONE REPRESENTATIVE from the studio should come to the registration desk to pick up the information for the studio. **OUTSTANDING BALANCES MUST BE PAID BEFORE ANY STUDIO ITEMS CAN BE RELEASED. STUDIO AND PERSONAL CHECKS WILL NOT BE ACCEPTED AFTER THE REGISTRATION DEADLINE IF PAID AFTER THE DEADLINE, ANY BALANCE MUST BE PAID BY CASHIER'S CHECK OR MONEY ORDER.**
- 3. HEAT LISTS:** All participants will receive a heat list; please be advised that heat times are approximate and subject to change. Each competitor should be present in the ballroom at least 30 minutes before his/her scheduled dance time. Any competitor should check his/her heat list immediately for correct age, level and dances. Please advise if there are any mistakes as soon as possible. *****SEE SEPARATE DOCUMENT FOR COMPETITOR RULES AND REGULATIONS.**
- 4. LATE FEES:** Entries postmarked after the REGISTRATION DEADLINE will be charged a late fee of \$50 per person. Entries added at the competition will be subject to a late fee of \$50 per person. There will be no exceptions.
- 5. CANCELLATION/REFUND POLICY:** The deadline for a refund on a cancellation is 30 days prior to the date the competition commences. If cancellations are made BEFORE the REGISTRATION DEADLINE, the participant may receive a full refund any amounts paid minus a \$100 service fee. Refunds will be made by mail once the organizer has been contacted 30 days following the completion of the competition. If the Organizer is notified of cancellations AFTER the REGISTRATION DEADLINE, credit will be considered in cases of emergency only and must accompany a Doctor's Certificate. There will be a minimum of \$100 nonrefundable service charge, per participant for ANY AND ALL cancellations. No substitutes will be allowed for entry cancellations taken at the event. No exchanges or refunds will be made on admission tickets. (ALL TICKET SALES ARE FINAL).
- 6. COMPETITOR NUMBERS:** Competitors numbers can be picked up at the registration desk once the studio balance (if any) is paid in full. All professionals and amateur couples must be registered with the National Dance Council of America (NDCA) and must have proof of his/her registration with the NDCA. If not registered with the NDCA, you will be required to register at the competition or you will not be allowed to compete.
- 7. JUDGES:** The decision of the Judges shall be final. Our Judges are highly qualified and are not to be harassed or questioned about their reasons for markings. The Chairman of Judges will be responsible for any decisions concerning ties or any issues that may arise over marks.
- 8. ADDRESS AND CONTACT:** Please note the address and contact information for the event:

**PRO-AM STARS@ SEA
ORGANIZERS: MICHAEL ULBRICH & EDDIE ARES
PHONE # 202-681-9579
WWW.PRO-AM-STARS.COM**