

# Events Registration



## *Policy*



### Dues:

No attendance to any COAT event until membership dues have been paid in full..

### Registration Fees:

No attendance to any COAT event until registration fees are current and paid in full.

### All Future COAT Events:

Discount for early registration  
Fee for late registration

### Cancellation:

More than 2 weeks - No fee  
Less than 2 weeks - Registration fee will apply

### Extenuating Circumstances:

Illness, injury, etc. will negate penalty on case-by-case basis

### No Shows:

Registration fee for that event will apply

Contact



Lori@TNCountyOfficials.com



865.363.4279

*It is the responsibility of each COAT member to verify the status of the annual dues payment and event registration fee payment prior to arrival at any COAT event.*

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### DUES:

- Invoices for dues will go out on or before July 1 of each year.
- Invoices for dues will have a August 30<sup>th</sup> due date.
- Dues invoice must be paid prior to attendance at *any* COAT event. No exceptions.

### REGIONALS REGISTRATION FEES:

- Regionals registration information will go out on or before February 15 of each year.
- If you register by the end of February, you will receive a discount of \$10.00 for early registration. Normal registration fee will apply from March 1 - March 15. If you register after March 15, you will be charged and additional \$10.00 for late registration.
- Registration fee must be paid prior to attendance at the regional meeting(s). No exceptions.

### CONFERENCE REGISTRATION FEES:

- Conference registration information will go out on or before July 15 of each year.
- If you register by August 15, you will receive a discount of \$25.00 for early registration. Normal registration fee will apply from August 16 - September 30. If you register after September 30, you will be charged and additional \$25.00 for late registration.
- Registration fee must be paid prior to attendance at the conference. No exceptions.

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## CANCELLATIONS:

- If you must cancel your registration to any event for any reason, you must notify COAT (Lori).
- Cancellation two weeks or more prior to the event, there will be no fee. Cancellation less than two weeks prior to the event, a standard registration fee will apply.

## EXTENUATING CIRCUMSTANCES:

- We are very aware that things happen that are outside of your control, for example, illness or injury.
- Waiver of fees due to an extenuating circumstance will be considered on a case-by-case basis.

## NO SHOWS AND PAST DUE BALANCES:

- If you register for any event and fail to show up without notifying COAT (Lori), the standard registration fee for that event will apply.
- The same policy will apply for failing to cancel a room reservation if you do not attend. You will incur the charge of that room, plus any taxes and fees, as COAT will have to cover that amount for you.
- Beginning February 1, 2026, you will not be able to attend any future COAT event if you have a past due balance for any event prior. No exceptions.

*Please understand - this policy is not meant to offend anyone, but rather to protect COAT and help our association become the best stewards of your annual dues. Any questions should be directed to Lori Wayland, Director of Marketing and Communications. [Lori@TNCountyOfficials.com](mailto:Lori@TNCountyOfficials.com)*