**It’s a Wonderful Big Balloon Build – Indiana, Pennsylvania**

**Nov 17 – 22, 2024**

**Arrive**: Latest Sunday 17th November, 2024 by noon.

**Leave:**  Earliest Saturday 22nd November, 2024

If you are a returning builder, and have been selected for a specialist role, you may be required to arrive sooner.

**Build Days:** Sunday, 17th November to Friday November 22nd, 2024

**Build Times**: Approx. 8.15 am to 5.30pm each day.

**Airports:** Pittsburgh, PA (PIT) Drive – 1 hour

**Registration** is $449 for the 5 days of the Build

* This provides you being part of the team over the entire period of the Big Balloon Build as well as the Parade.
* You will receive a special delegate T-Shirt as part of attending the Super Build.
* All new builders will receive a special Big Balloon Build Passport, with your specific role and event sticks to get stamped upon arrival.
* All Builders will also receive a collectible pin, a custom lanyard & collectable event nametag.
* All registered builders will be eligible to win special prizes and gifts from our Sponsors before and during the event.
* You will be granted access to a private Facebook group where we will have most of our communications and announcements regarding this Build.
* You will receive all pictures and videos that are collected during the event

**Lodgings** Hilton Garden Inn

 714 Pratt Drive

Indiana, Pennsylvania 15701

We are negotiating a special rate at approximately $145.00 per night (including breakfast and all hotel sales taxes & cleaning fees.)

Minimum hotel stay is 6 nights from Sunday, Nov 17th and leaving on Saturday November 22nd, 2024.

Do not contact the Hilton directly. We will book all rooms for you. For any questions or changes regarding your reservation, please email admin@bigballoonbuild.com.

Please note: Hilton Honors points will not be able to be claimed for the stay.

**Food** is $235 per person, which includes all snacks throughout the Build.

We have organized all lunches and dinners for registrants Monday through Friday lunch. This includes the celebratory meal on Thursday evening and the afternoon of Friday while we are building parade costumes. In addition, there will be a large range of snacks, fruits, sweets, and hot & cold drinks available throughout the build. We’ve taken extra measures to include gluten free and healthy options.

We will ensure that all dietary requirements are covered. You can specify special requests on the registration form.

Alcoholic beverages will be available at each evening meal venue at your own cost. These should be enjoyed responsibly.

**Deposit:** A $150 nonrefundable payment is required to secure your place once your application has been approved. Deposits must be paid within 48 hrs. or your place will be offered to the next person on the waiting list.

**Attendance** Attendance at the Lunches and evening meals are for registered attenders ONLY. We cannot arrange spaces for relatives or friends who are not registered in the actual build itself.

**Total Costs** The total cost for registration, 6 nights of lodgings and food package is $1524. If you are sharing a room, it will be $1134 in total. There is a 3% processing fee that will be added into each invoice. Payments are in USD, and will be payable through the SQUARE invoice you are sent.

**Payments:** After the deposit is received confirming your place, the balance can be paid in full by Jan 30th or a payment plan over 4 payments can be selected, there is a $75 administration fee for the payment plan. This option will be in the application form.

 Payments in the plan will be payable on March 30th, May 30th, July 30th, and Sept 30th. Any late payments will incur a $15 late payment fee.

 If you select to pay in full your invoice will be due on January 30th. If you miss this date, your invoice will automatically be reverted to the payment plan with the $75 administration fee added.

 ***If you miss two payments in a row, we reserve the right to remove you from the build and offer your spot to the waiting list.*** We will use the Cancellation Policy rules based on the date your miss the second payment.

**Dress code** ​We would advise you to wear comfortable clothing and safe appropriate footwear during the build. Anyone wearing open toe sandals or bare feet will be required to leave the build until they do have appropriate footwear.

During the night you may want to be casual or dress up a little, we leave that to your own choice. You are required to wear your Big Balloon Build T-shirt on the final Thursday (supplied as part of registration.) We encourage you to bring your own branded tops for team photos on the Thursday as well.

No balloon manufacturer branded clothing allowed. **This includes previous build T-Shirts.**

**Merchandise & Designs Book**

Event merchandise will be offered online prior to the event, no merchandise will be available at the event. The Full Design Book for all designs in all areas will be available for purchase in digital form to be downloaded.

**Media** We will be taking video and photographs during the build, and we will be creating several videos and slides that we will be providing to you after the build, and that you can use to promote your involvement.

**Social Media:**  Anytime you are posting on social media before or during the event, please use the official social media hashtags. Please also ALWAYS tag @thebigballoonbuild.

 The Official Hashtags for this build to be used on every post are:

 #BigBalloonBuild #BBBPA #FlowerandBalloonGallery #PremiumConwin #LiveUnited

**Conduct:** The Big Balloon Build is dedicated to providing a harassment-free experience for everyone, regardless of gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, religion. This also covers balloon related experience as well, everyone there is a business owner, we have different skill levels, and different levels of experience. We are there to support each other and work towards a common goal of making a difference through the joy of balloons, as well as having some fun whilst we do it. Anyone violating these rules may be expelled from the build *without a refund* at the discretion of the Director, and could result in suspension from attending future builds.

**Communication:**

Communication is very important within the Big Balloon Build. If this is your first Build, you will be working with a Mentor along with other new Builders to help answer any questions you may have and to help guide you to the best possible experience with the Build. We communicate several ways including through our private Facebook Group, emails, BUZZ LIVES, and Messenger. Please make sure you are available through one or more of the communication channels. Participation within the group and during your team meetings is important.

**CANCELLATION POLICY**

**PLEASE REVIEW THIS BEFORE COMPLETING YOUR PAYMENT.**

1. Sale or transfer of registration

Sale or transfer of registration, hotel and food packages is NOT permitted.

Delegates cannot sell or transfer their registrations independently to others.

If you are unable to attend the Big Balloon Build, you need to follow the cancellation policy below.

**ALL CANCELLATION REQUESTS MUST BE SUBMITTED BY EMAIL TO** admin@bigballoonbuild.com

**THEY WILL BE TREATED AS FOLLOWS BASED ON THE DATE OF RECEIPT OF THAT EMAIL.**

**Prior to August 1st, 2024**

If you are unable to attend for any reason you are entitled to a full refund of any payments you have made excluding the $150 deposit which is non-refundable.

**From August 1st to September 30th 2024**

If you find yourself unable to attend the event, the Big Balloon Build team will make an effort to fill your place with a previous attendee. If we successfully find a replacement, you will refunded the costs for food and lodging only, the registration will not be refundable.

**From October 1st 2024**

Due to the advanced stage of event preparation, recruitment of replacement participants is not possible. Therefore, if you cancel your registration from this date, please understand that we are unable to provide any refund. The unique nature of the Big Balloon Build means we are reliant on registrations to cover the operating costs of the event. We completely understand that life situations can result in the need for cancellation and we empathise with those circumstances. However, our policies are designed to ensure the sustainability and operational success of the Big Balloon Build event. Your understanding is greatly appreciated.