



Event Registration, Refund and No-Show Policies

Registration Fees:

Registration fees for the event are as follows.

Registration Type	Early Bird Until 2/16/18	Advanced Until 3/30/18	Regular Starting 3/31/18	One Day Only
Member	\$450	\$525	\$545	\$220
Non-Member: State/Territory/ Allied/Agriculture	\$745	\$825	\$845	\$305
Non-Member: Industry/Associate	\$845	\$925	\$945	\$345
Non-Member: Recipient Agency	\$600	\$675	\$695	\$255
Federal Government	\$450	\$525	\$545	\$220
Spouse or Guest*	\$80	\$80	\$80	N/A

*Note: Any registrant signed up as a Guest or Spouse, will only be authorized to attend the receptions. To participate in the Pre-Conference Workshops, General Sessions, and Breakout Sessions participants must pay the full registration fee.

Early Bird Registration Fees

To qualify for the early bird registration rate; online or mail registrations must be submitted by 11:59 PM EST the last day of the early bird registration period. Any registrations received after

this date, 02/16/18, will be charged in accordance with the timeline posted above and on the website.

Payment

Registration fees may be paid online using PayPal and/or by mail with a check or money order. All payments or copies of an approved purchase order are to be received prior to or on the first day of the event to gain access to the conference.

Substitutions, Cancellations, Refunds and No-show Policies

- ❖ Substitutions and cancellations must be coordinated directly with an ACDA Staff Member via mail or e-mail. Contact information can be found on your ACDA Conference Registration invoice. A confirmation e-mail, notating the changes, will be sent to the requesting party.
- ❖ Substitutions may be requested at any time without **Penalty**.
- ❖ Social outing cancellations must be requested 14+ days prior to the event to qualify for a refund. A refund will not be granted for cancellations within 14 days of the social outing.
- ❖ **No-Shows:** Registrants who fail to attend the conference and do not contact ACDA Staff prior to the conference start date with a cancellation request, via mail or e-mail will automatically forfeit all registration fees.

Deadlines for the refund of attendee registration fees:

- **Up to 45 days prior to the event date** – Full refund will be issued.
- **45 days or less prior to the event date** – Refund less a \$100 penalty.

If, in the sole discretion of the Executive Board, an extraordinary circumstance occurs, the board may consider a waiver of the cancellation penalty on a case-by-case basis. If an attendee feels that he/she has experienced an extraordinary circumstance, he/she should email ACDA Staff with as much information as possible. The appeal will be brought to the board for discussion and a decision vote. The applicant will be notified within 5 business days after the final decision is made.