

2017 VAHCDO ANNUAL CONFERENCE AND SCHOLARSHIP LUNCHEON APRIL 26–28, 2017 **REGISTRATION FORM**



Please print clearly and return this form with your check or money order for the total registration amount to **VAHCDO c/o SRHA 900 Elizabeth Miller Gardens, Staunton, VA 24401** / Attn: Lance Allen. **Make checks payable to VAHCDO.** If you register electronically via email, please return registration form to lallen@stauntonrha.org. You may bring your check or money order to the registration table if you are registering electronically via email. Cancelled checks will result in a \$35 returned check fee.

First Name _____ Last Name _____

Name as it should appear on your badge _____

Organization/Company _____

Title (if applicable) _____

Address _____

City/County _____ State _____ Zip _____

Telephone _____ Fax _____

Email _____

Check the box if you will require a vegetarian meal

Special Needs Notice: All public meeting rooms and facilities in the Hotel are accessible to wheelchairs. If you have any special needs, please note here:

CONFERENCE FEES AND REGISTRATION INFORMATION

Early-Bird Conference Registration will be considered anytime by March 15, 2017.

Registrations received after March 15, 2017 will be considered late.

- Early-Bird Standard Registration (registering on or before March 15, 2017), \$275 \$ _____
- Late Standard Registration, \$325 \$ _____
- Early-Bird Group Registration (*three or more from same organization registering on or before March 15, 2017*), \$195 \$ _____
- Late Group Registration (*three or more from same organization*), \$250 \$ _____
- Exhibitor Registration (*includes 2 lunch tickets*), \$350 \$ _____

In order to accommodate all of our attendees, please let us know if you will be attending the following:

- Wednesday 4/26 Networking Reception Thursday 4/27 Scholarship Luncheon
- I am attending the Scholarship Luncheon only, \$40 \$ _____

Conference fee includes all Sessions and Conference materials, two continental breakfasts, one lunch, networking reception. In the unlikely event of the cancellation of the Conference, VAHCDO's liability is limited to 100% refund of registration fees, and does not include penalty fees on travel tickets, deposits for hotel accommodations, or any other incurred expenses. The registration fee is fully refundable (less a \$40 administrative fee) if VAHCDO receives written notification postmarked or emailed no later than March 31, 2017. No refunds will be given for cancellations emailed or postmarked on or after April 1, 2017. All refund requests should be sent to the attention of Lance Allen via email at lallen@stauntonrha.org or mail at 900 Elizabeth Miller Gardens, Staunton, Virginia 24401. No refunds will be given to registrants who fail to attend. No-shows who have registered but have not paid are still liable for fees and will be invoiced.

EARLY-BIRD HOTEL INFORMATION

The Hilton Richmond Hotel & Spa Short Pump is the official hotel of the 2017 VAHCDO Annual Conference and Scholarship Luncheon. The hotel is located at 12042 West Broad Street, Richmond, VA 23233.

Make your reservation by April 2, 2017 for just \$145.00 per night (plus applicable state and local taxes, currently 13.3% or prevailing fees) by calling (800) 445-8667 today and asking for the VAHCDO Reservation block!

Parking costs: Complimentary parking is available. Valet parking is available at an additional cost.

- I acknowledge that VAHCDO, its contractors, or agents may take photographs of attendees in connection with the Conference, and I hereby agree that VAHCDO may, at any time and without payment of compensation of any sort, use and publish my photograph in all media (including websites) and types of advertising and promotion in connection with activities of VAHCDO.
- I acknowledge that VAHCDO may use my name or company name to appear on a public list of attendees and/or sponsors.
- Requests for registration confirmation must be received in writing.

