

## The Fine Print

- **Early Bird Discounted Rates** apply through 11:59 pm EDT on 1/15/20. After that date, regular fees apply. Early bird is \$450 per person and regular fee is \$500 per person.
- **Hotel Reservations:** When ACHS contracts with a conference hotel, the hotel sets goals for number of sleeping rooms used in return for meeting space. If ACHS does not *pick up enough sleeping rooms*, the association has to pay for *empty rooms* which will raise the registration fee the next year. Thank you for staying at the site hotel.
- **Payment** is due at the time of registration.
- **Cancellations** must be requested in writing (email is acceptable) and received (not postmarked) in our office by 5:00 pm EDT on January 13, 2020. A cancellation fee of \$75 will be assessed to cover administrative costs. Written cancellations received January 14, 2020, or later will not be refunded. “No Shows” will be billed the full registration fee. We do regret that we cannot offer refunds for “no shows” but will welcome substitutions without penalty, with written request. Of course, in special circumstances we will try to accommodate.
- **Know Before You Go** - A communication with last minute updates and information will be emailed to all registrants on or about January 27, 2020.

For more information or to ask questions:

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