

CANCELLATION FORM

Please make note of the refund policies for the registration and hotel fees listed below and email completed form(s) to registration@nacds.org or fax to (703) 683-5678.

Person Completing the Form:

Name: _____ Date: _____

Phone: _____ Ext: _____ Fax: _____

E-mail: _____

Person No Longer Attending This Conference:

Company: _____

Full Name: _____

Title: _____

Phone: _____ Ext: _____ Fax: _____

E-mail: _____

Reason for Cancellation: _____

Please note:

All cancellations must be made in writing and are considered official on the date they are received at NACDS. Registration cancellations received by **Friday, March 3, 2017** will be refunded less a 25% administrative fee per registrant. No refunds will be made for cancellations received after **Friday, March 3, 2017**. Refunds, if applicable, will be made after the meeting. If you have any questions regarding your meeting registration, please call the NACDS Registration Department at (703) 837-4300, ext. 2.

HOTEL INFORMATION:

You are responsible for contacting the hotel directly to cancel your room reservation.

The Phoenician: katie.pedi@luxurycollection.com

JW Marriott Scottsdale Camelback Inn Resort & Spa: 480-948-1700

Omni Scottsdale Resort & Spa at Montelucia: 888-627-3010

W Scottsdale: 888-627-8347

All Annual Meeting hotels require a room deposit equaling the entire length of your stay. Refunds will only be available for cancellations and date changes made prior to **Monday, March 22, 2017**. If you have any questions regarding your housing assignment, please call the NACDS Housing department at (703) 837-4300, ext. 1.