

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: _____
Email: _____

Person No Longer Attending This Conference:

Company: _____
Full Name: _____
Title: _____
Phone: _____ Ext: _____ Fax: _____
Email: _____
Reason for Cancellation: _____

Please note: All registration cancellations must be made in writing and are considered official on the date they are received at NACDS. No refunds will be made for registration cancellations received after **Friday, March 2, 2018**. 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 Breakers:** ines.bodman@thebreakers.com
- The Chesterfield:** iayala@rchmail.com
- The Colony:** reservations@thecolonypalmbeach.com
- Four Seasons Resort Palm Beach:** (561) 582-2800
- Hilton West Palm Beach:** hope.woodend@hilton.com
- The Hyatt Place West Palm Beach/Downtown:** alaina.teitelbaum@hyatt.com
- Residence Inn West Palm Beach Downtown:** kamelle.walker@marriott.com

All Annual Meeting hotels require a room deposit equaling the entire length of your stay. Refunds will only be available for hotel cancellations and date changes made prior to **Monday, March 19, 2018**. If you have any questions regarding your housing assignment, please call the NACDS Housing department at (703) 837-4300, ext. 1.