

*once a year. one of a kind.*

## CANCELLATION FORM

Please make note of the refund policies for the registration and hotel fees listed below. Fax all completed forms 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 2, 2012** will be refunded less a 25% administrative fee per registrant. No refunds will be made for cancellations received after **Friday, March 2, 2012**. 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 cancelling your hotel reservation.

**Four Seasons Resort Palm Beach**  
 Phone: (561) 582-2800  
 Email: [Group.PBF@fourseasons.com](mailto:Group.PBF@fourseasons.com)

**The Breakers Hotel**  
 Email: [ines.bodman@thebreakers.com](mailto:ines.bodman@thebreakers.com)

**Hyatt Place West Palm Beach/Downtown**  
 Email: [Tessa.Hodge@noble-interstate.com](mailto:Tessa.Hodge@noble-interstate.com)

**The Colony Palm Beach**  
 Phone: (800) 521-5525  
 Email: [reservations@thecolonypalmbeach.com](mailto:reservations@thecolonypalmbeach.com)

**Marriott West Palm Beach**  
 Phone: (561) 803-1924

**The Omphoy Ocean Resort**  
 Email: [reservations@omphoy.com](mailto:reservations@omphoy.com)

All Annual Meeting hotels require a hotel room deposit equaling the entire length of your stay. Refunds will only be made for cancellations and date changes made prior to **Tuesday, March 20, 2012**. If you have any questions regarding your housing, please call the NACDS Housing Department (703) 837-4300, ext. 1.