



④ Calculate your registration based on package selected above. (Order and pay for CE's on separate form)

## PAYMENT INFORMATION

TOTAL REGISTRATION FEE ENCLOSED\* \$ \_\_\_\_\_

Make checks payable to CAADS, or complete the credit / debit card payment information below. We do **NOT** accept American Express. **Checks will not be accepted for on site rates.**

VISA  MasterCard  Discover Card Number: \_\_\_\_\_

Expires \_\_\_\_\_ C V V Code \_\_\_\_\_ Name that appears on card \_\_\_\_\_ Authorized Signature \_\_\_\_\_

Billing Address for Card Listed Above \_\_\_\_\_ Zip Code \_\_\_\_\_

⑤ Send registration with payment to: CAADS, 1107 9<sup>th</sup> Street, Suite 701, Sacramento, CA 95814.





Credit / Debit card payments only, may be faxed to CAADS: (866) 725-3123. To avoid duplicate credit card charge, DO NOT mail, IF faxed.

## REGISTRATION DEADLINES!

All adult day services providers, prospective providers, and managed care plan representatives welcome. Register EARLY and Save!

**MARCH 15 5:00 PM: EARLY Registration Rate Ends**  
**APRIL 12 5:00 PM: REGULAR Registration Rate Ends – Last Chance to Pre-Register!**  
**AFTER APR 12 5:00 PM: ON-SITE Registration Rate Only, on a space-available basis**

## REGISTRATION FEE, BASED ON PACKAGE SELECTED, INCLUDES:

-  **Tuesday:** Morning for *Members Only*: Continental Breakfast, Exhibits, Members Meeting & Luncheon | Afternoon for All: Exhibits, Workshops
-  **Wednesday:** Continental Breakfast, Exhibits, Keynotes, Luncheon, 2 Courses, Exhibits Reception & Gift Basket Raffle
-  **Thursday:** Continental Breakfast, 1 Intensive Course, Luncheon, Keynote
- Materials:** According to the Registration Package Selected and Sessions Attended
-  **Meal Functions:** According to the Registration Package Selected

## CANCELLATIONS, SUBSTITUTIONS AND REFUNDS\*

**Cancellations** must be in writing by **5 PM MARCH 15, 2017** to receive a full refund, less a \$50 Fee. Refund requests are reviewed/processed after event.

**Substitutions** accepted with advance notice to CAADS at 916-552-7400 / [caads@caads.org](mailto:caads@caads.org). No packages can be split/shared among multiple substitutions.

**Refunds** will not be granted if you attend, send a substitute, or fail to cancel in writing by **5:00 PM APRIL 12, 2017**.

## NEVER ATTENDED A CAADS EVENT? FIRST TIMERS SAVE!

You get a **10% discount** if you have never attended a CAADS event. See the "1<sup>st</sup> Time Attendee" line on the registration form which already includes your discount.

## MEMBERS SAVE!

CAADS membership has its privileges! To receive *Members Only* registration discounts, *your center/organization must be a CAADS Member in good standing*. That means 2017 CAADS membership dues are paid in full, or payments are current on an approved dues payment plan.

Non-members are encouraged to visit the **CAADS Web site** at [www.caads.org](http://www.caads.org) and click on **Join Now** to view/print CAADS Membership Benefits & Dues Rates and the Membership Application. **Applications and payment must reach CAADS no later than April 12, 2017 to get the *Members Only* registration discounts. Sorry, we are unable to accept / process applications for membership at the event.** For assistance with joining CAADS, call Kathryn Atkinson at (916) 552-7400.

## GROUP DISCOUNT FOR MEMBERS-ONLY!

CAADS Members may take the group discount when more than one person from a Member center/organization (same physical site) registers for the event.

**To receive the discount, a separate registration form for EACH person in the group must be submitted TOGETHER (at the same time),** with payment.

The first person is the one with the highest registration rate in the group and pays "1<sup>st</sup> Registrant" rate. Each additional person from the SAME SITE pays "Additional Registrant" rate as shown on the registration form. *Each person at the event must register. **Sorry, NO name badge sharing.***

## REGISTRATION CHECKLIST

(PLEASE REVIEW CAREFULLY, INCOMPLETE REGISTRATIONS WILL NOT BE PROCESSED)

- Complete a **separate registration form for each person** attending. You may photocopy a blank form or go to the meetings tab at [www.caads.org](http://www.caads.org), to print.
- Print clearly** or type, please.
- Follow each STEP in sequence to be sure registration is complete.** Incomplete forms will be returned and not processed
  - Step 1:** Registrant's contact information. Enter the **registrant's name, as it should appear on name badge.**  
*If you don't yet know who will be attending, write in "To Come," and tell us the name when you have it.*
  - Step 2:** Check the registration package that best fits your center/organization needs. Check the fee for the package selected.
  - Step 3:**
    - A. Check the box next to each course you will attend.** Remember, you can **only select ONE course during the same time period.**
    - B.** Let us know if you will stay for the Exhibit's Reception on Wednesday evening.
    - C.** If you need Continuing Education credit, use the **separate CE Order Form.** Select your "CE Type" and indicate the CE's you are purchasing.
    - D.** Choose carefully; no course changes can be made after **April 12, 2017**, due to limited meeting space and session materials.
  - Step 4:** **Complete payment section** for package selected. **Make checks payable to CAADS** or use credit/debit card section of the form.
  - Step 5:** **Return your completed form with payment to CAADS.** Three options below:

**MAIL** registration form with payment to: **CAADS | 1107 9<sup>th</sup> Street, Suite 701 | Sacramento, CA 95814**

**FAX** registration form to **(866) 725-3123.**

**WEB** [www.caads.org](http://www.caads.org) to download a Registration form and return it by email to [caads@caads.org](mailto:caads@caads.org).

**Payment accepted by Check or Credit/Debit Card: Mastercard, Visa, and Discover only.**

*Please keep a copy of your completed registration form for your records.*

For Assistance or Confirmation of Your Registration, Please Contact the **Event Registrar** at CAADS

**Tel:** (916) 552-7400 | **Fax:** (866) 725-3123 | **Email:** [caads@caads.org](mailto:caads@caads.org) | **Web:** [www.caads.org](http://www.caads.org)