

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 9th 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!

SEPT 22 5:00 PM: EARLY Registration Rate Ends
OCT 25 5:00 PM: REGULAR Registration Rate Ends – Last Chance to Pre-Register!
AFTER OCT 25 5:00 PM: ON-SITE Registration Rate Only, on a space-available basis

REGISTRATION FEE, BASED ON PACKAGE SELECTED, INCLUDES:

-  **Monday:** CAADS Members Only Day: CAADS Annual Membership Meeting & Luncheon, Exhibits
-  **Tuesday:** Continental Breakfast, Exhibits, Keynotes, Luncheon, 2 Courses, Exhibits Reception & Gift Basket Raffle
-  **Wednesday:** Continental Breakfast, 1 Intensive Course, Luncheon, Closing Session
- 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 SEPT 22, 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. 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 OCT 25, 2017**.

NEVER ATTENDED A CAADS EVENT? FIRST TIMERS SAVE!

You get a **10% discount** if you have never attended a CAADS event. See the "1st 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 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 Oct 25, 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 "1st 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, 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 **Oct 25, 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 9th Street, Suite 701 | Sacramento, CA 95814**
 - FAX** registration form to **(866) 725-3123.**
 - WEB** www.caads.org to download a Registration form and return it by email to 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 | Web: www.caads.org