



## 2018 Conference Registration Form October 23 & 24 Embassy Suites, Hampton, Virginia

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Registration:** *(Registration includes breaks and working lunches)*

**VAACE Member Registration:**

- \$150.00 \*Must be postmarked by October 10<sup>th</sup>
- \$175.00 Onsite

**Non-VAACE Member Registration:**

- \$200.00 \*Must be postmarked by October 10<sup>th</sup>
- \$225.00 Onsite

**Presenters (1per workshop) /board members:**

- \$100.00 \*Must be postmarked by October 10<sup>th</sup>  
(Includes VAACE/COABE membership)

**Save time, Pay ONLINE!**

Secure credit card payments may now be made for conference and membership fees.  
Visit [vaace.org](http://vaace.org) for more details and forms!  
*Online Registration is now open.*

**Meals:**

**Total Registration:** \_\_\_\_\_

**Working Lunches Meals - note special dietary request**

- Vegetarian
- Vegan
- Gluten Free

**Additional fees:**

- \$0.00 VAACE/COABE Membership – Lead Workshop Presenter
- \$30.00 VAACE Membership Dues (New or Renewal)  
*(Please note, the membership year is Oct 1, 2018 through Sept. 30, 2019)*

**Total Membership:** \_\_\_\_\_

**Grand Total:** \_\_\_\_\_

Amount enclosed: \_\_\_\_\_ Check # \_\_\_\_\_ Purchase Order # \_\_\_\_\_

**Purchase Orders:** Please list names of all participants on the purchase order with the dates attending and include the name and address of the fiscal agent. Purchase Orders will be invoiced for the amount issued.  
**VAACE Tax-Exempt # 54-1283575**

**Cancellation Policy:** All requests for refunds must be received in writing by October 10, 2018.  
After October 10<sup>th</sup>, no refunds will be issued, although another staff member may take your place.

Return registration to: Betsy Mathias, Registration Chairperson  
6120 North Danford Street  
Fredericksburg, VA 22407  
540-850-2088 (cell)  
[bcmathias@aol.com](mailto:bcmathias@aol.com)

Hotel reservations are the responsibility of each registrant. Visit:

[http://embassysuites.hilton.com/en/es/groups/personalized/P/PHFCCES-V18-20181021/index.jhtml?WT.mc\\_id=POG](http://embassysuites.hilton.com/en/es/groups/personalized/P/PHFCCES-V18-20181021/index.jhtml?WT.mc_id=POG)