



The Fine Print

- **Early Bird Discounted Rates** apply through 11:59 pm EDT on 4/14/2023. After that date, regular fees apply.
- **Hotel Reservations:** When ACCI contracts with a conference hotel, the hotel sets goals for number of sleeping rooms used in return for meeting space. If ACCI does not *pick up enough sleeping rooms*, the association has to pay for *empty rooms* which will raise the registration fee the next year. Thank you for staying at the site hotel. Hotel information appears on the ACCI Annual Conference 2023 webpage. Special circumstances? Contact the ACCI Office.
- **We will not be able to refund the conference site hotel discount amount** if you do not enter the discount code in the correct place on the summary page *before* you enter payment information as seen [here](#). If the price does not get reduced by \$100, **STOP**. Contact the office immediately so we can help!
- **Payment** is due at the time of registration, or in the case of purchase orders/checks, within 30 days of receipt of invoice from ACCI. Payment by credit card is strongly encouraged. It is a secure system.
- **Cancellations/Refunds:** To receive a full refund minus a \$75 administrative fee, all cancellations must be requested in writing and received by the ACCI Office by 5:00 pm EDT on Friday, April 14, 2023. No refunds requests will be honored after that date. However, we will welcome substitutions without penalty, with written request. Special circumstances are considered on a case-by-case basis by contacting the ACCI Office.
- **EventMobi:** Look for updates on EventMobi and emails that will be sent closer to the event.

For more information or to ask questions:

ACCI Office

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