

# ***OHCA Spring Expo***

# ***Come on Down!***

March 8th—9th, 2012  
Spirit Mountain Casino, Grand Ronde, OR

## **Terms & Conditions**

**Registration Agreement:** By agreeing to these Terms & Conditions with your registration, the facility is obligating themselves and the company to pay in full for the registrations submitted online via [www.ohcaonline.com](http://www.ohcaonline.com).

**Payment Policy:** Registration will not be confirmed without payment. Registrants who have not paid-in-full will not be admitted into the OHCA Spring Expo. Check payments will be accepted until February 3rd, 2012. After February 3rd, 2012, credit card payment is required at time of registration. Please mail your check in with your email invoice. You are not confirmed for the Spring Expo until your payment has been received. Any First & Second person registrations & Corporate Office registrations received after Monday, March 5th, 2012 at Noon will be considered a walk-in and will incur a \$50 walk-in fee.

**Confirmation Process:** Once your online registration & payment has been received & processed you will receive a confirmation. If you do not receive an email confirmation within 10 minutes, please contact OHCA at 503.726.5260

**Cancellation Policy:** Cancellations must be submitted in writing to Cynthia Maylath, Staff Accountant, at [cmaylath@ohca.com](mailto:cmaylath@ohca.com) to be valid. Refund given for cancellations made on or before February 29th, 2012. No refunds after that date. A substitute is welcome in your place. OHCA reserves the right to cancel any professional development opportunity that does not meet minimum registration requirements. No refunds, credits or transfers will be given for "no-shows."

**Early Bird Registration:** Registrations submitted by Friday, February 3rd, 2012 will receive a 10% Early Bird registration discount. All registrations received after that date will be charged the full registration rate

**Walk-in Policy:** Walk-ins are NOT guaranteed entrance into the Spring Expo. A walk-in fee of \$50 will be added onto First & Second person registration fee & corporate office registration fee. Walk-ins must pay registration fee in full upon arrival at the event. Any First & Second person registrations & Corporate Office registrations received after Monday, March 5th, 2012 at Noon will be considered a walk-in and will incur a \$50 walk-in fee.

**ADA (Americans with Disabilities):** You are invited to advise us of any required special accommodations at least two (2) weeks in advance of class date.

**Photo Release:** By attending the OHCA Spring Expo event, all participants agree to have their picture or image used by the Oregon Health Care Association. By attending, the participants understand that pictures or images will be used in a positive manner and the Oregon Health Care Association has unlimited use of any pictures or images taken at this event under this agreement.

**Register online at [www.ohcaonline.com](http://www.ohcaonline.com)!  
Questions? Contact OHCA at (503) 726-5260**

**Send Check Payments to:  
Oregon Health Care Association, 11740 SW 68th Parkway Suite 250, Portland, OR 97223**