



**Annual Healthcare Supply Chain Conference**  
*Linking The Supply Chain Together*

**Monday May 9 - Wednesday May 11, 2016**

## **SHOW POLICIES**

### **Cancellations:**

Notification of cancellation and requests for refunds can be made through the Conference Secretariat by emailing [registration@astonevents.com](mailto:registration@astonevents.com) before April 29, 2016. Cancellations will be subject to a \$50 administrative fee. No refunds will be issued for cancellations received after that date.

### **Substitute Delegates:**

Substitute delegates are permitted with advanced notification to [registration@astonevents.com](mailto:registration@astonevents.com).

### **No Shows:**

No shows are responsible for payment and will be billed.

### **Badge Sharing:**

Badge sharing is permitted for the Annual Healthcare Supply Chain Conference on full (2-Day or 2-Day + PD Day) registrations only. Badge sharing is not allowed for the PD Day.

A maximum of 2 persons sharing per registration is allowed (one per day). Same day sharing (ie – one person in the AM and another in the PM) is not permitted.

Please register only the person attending on day 1. The day 1 attendee must return their name badge to the conference registration desk prior to their departure. Once the name badge has been returned a second badge in the name of the person attending day 2 will be prepared.

*Please note:* Only one set of conference handouts/bag per registration. The handouts will be provided to the day 1 attendee. It is up to this person's discretion on whether or not they wish to leave the items for the day 2 attendee.

Should you wish to share your 2 day registration please email advanced notification to [registration@astonevents.com](mailto:registration@astonevents.com).

### **Meals:**

**Full** registration types include Continental Breakfast and Lunch on the day(s) of your attendance. A Networking Reception is including with Tuesday registration types. Meals are not included on **½ Day** Professional Development Day registration.

### **Note:**

All registration types/fees will be reviewed and adjustment to your rate will be made if necessary.

Online registration closes May 6, 2016. Payment must be received by that date in order to pick-up your name badge on-site.