

By registering and attending IFAI Expo 2019, each person acknowledges and agrees to the following restrictions as the criteria of being accepted to attend.

### **Cancellations and Refunds**

If you cancel before Wednesday, August 28th, 2019 at 5:00 p.m. Central Standard Time (CST), you are eligible for a 50% refund; however, you will incur a cancellation fee of 20% of your total registration fees. Cancellation notifications must be emailed to Show Management at Events@ifai.com before this time. Substitutions from the same company will be accepted in writing without penalty.

Upon proper cancellation, 50% of the registration fee will be refunded, less the cancellation fee of 20% of your total registration fees, to the card associated with the original transaction.

No refunds of any kind will be made for cancellations received after August 28th, 2019 at 5:00 p.m. CST. No refunds will be given for “no-shows”, late arrivals, early departures, and/or anyone who fails to notify us by the cut-off date using the method listed above.

### **Substitutions, Transfers and Additions**

You may transfer your registration to another eligible party if you are unable to attend IFAI Expo 2019. Registration transfers must be made via email to Events@ifai.com. You may not however, “share” your badge or registration with someone else.

You may add additional registration items on a space-available basis. Additions may be made via email to Events@ifai.com or through your Attendee Service Center. You will be charged any additional registration fees at the time of the addition.

### **Travel and Hotel**

IFAI Expo 2019 attendees and exhibitors are responsible for securing their own travel and hotel accommodations and making payment for such. Cancellation of hotel reservations and/or any travel expenses incurred are the sole responsibility of each participant. IFAI Expo 2019 does not make any guarantees or in any way warrant the conference hotel, accommodations, or transportation.

Please remember that canceling, transferring or adjusting your registration does not automatically cancel/adjust your hotel and travel arrangements. Participants are responsible for managing their own travel accommodations.

IFAI has negotiated group rates for you and your guests. Staying in IFAI group hotels helps us keep your registration fees low! Book today, rooms are limited! Beware of housing poachers! ConferenceDirect is the ONLY authorized housing agency for IFAI Expo hotel rooms. Use only the links provided below. Any other companies claiming to represent IFAI or ConferenceDirect are misrepresenting themselves and should not be trusted.

### **Photography, Audio and Video Recording**

IFAI has a long-standing tradition of photography at IFAI Expo for use in the marketing of future events as well as for publishing in our trade magazines for informational and educational purposes. It's possible that by attending IFAI Expo 2019, your image and/or voice might be

captured during the normal course of such photography while on the trade show floor or attending educational seminars and Expo related events.

### **Badge Scanning and Registration Data**

You may be asked to scan your badge either at exhibit booths and/or session rooms but please note scanning of your badge is optional. When your badge is scanned by exhibitors and/or sponsors during IFAI Expo 2019 you are opting-in to receiving communications from that entity. If you register as an exhibitor, your contact info is permitted to be passed to other exhibitors. You will be subject to their communications and privacy policy and must opt-out with them directly.

### **Anti-Trust Compliance**

It is the policy of IFAI Expo 2019 and IFAI to comply fully with the antitrust laws. In order to comply with those laws and to prevent this event from being used for unauthorized activities you agree to follow our Compliance Program Concerning Federal Antitrust Laws by registering for this event. These policies will be strictly followed throughout this event in order to protect all registrations, IFAI Expo 2019, and IFAI. IFAI staff has periodically been briefed on the antitrust laws by IFAI counsel. If, during the course of this event a staff member requests a registrant cease and desist any discussion because of a potential risk, you are asked to cease such discussion immediately and follow the instructions of the IFAI staff person. For more information about our Compliance Program Concerning Federal Antitrust Laws, please contact IFAI at +1 800-225-4324.

### **Soliciting in the Exposition**

Suitcasing is strictly prohibited at IFAI Expo 2019. We reserve the right to escort any individual from IFAI Expo 2019 if they are reported to be soliciting at the event and are not an IFAI Expo 2019 sponsor or exhibitor. We encourage attendees to support the paid sponsors and exhibitors who, in turn, are supporting the industry.

### **Admittance and Removal**

In IFAI's sole discretion, without refund, we reserve the right to refuse admittance to or expel from the event anyone that we determine is behaving in a manner that could be disruptive to the event or any other attendee.

### **Views Expressed**

The views expressed by any IFAI Expo 2019 attendee, speaker, exhibitor or sponsor are not necessarily those of IFAI Expo 2019, IFAI or its representatives. All event attendees, speakers, exhibitors and sponsors are solely responsible for the content of any and all individual or corporation presentations, marketing collateral, advertising and online Web content.

### **Cancellation of Event and/or Education**

IFAI Expo 2019 organizers may at any time, with or without giving notice, in their absolute discretion and without giving any reason, cancel or postpone the conference, change its venue or any of the other published particulars, or withdraw any invitation to attend. In any case, neither the organizers nor any of their officers, employees, agents, members or representatives shall be liable for any loss, liability, damage or expense suffered or incurred by any person.

Although every reasonable effort is made to provide the speakers, topics, and sessions listed, some changes or substitutions may occur. Speakers and sessions are subject to cancellation or change up to and including the day the session(s) are scheduled to be held. Changes or cancellations are made at the discretion of IFAI and may be done without notifying attendees. If sessions are changed or canceled no refunds should be expected. Agreement to attend the IFAI Expo acknowledges acceptance of this provision.

### **Code of Conduct**

By registering to attend IFAI Expo 2019 you are agreeing to and expected to conduct yourself in a professional and safe manner. Expectations include but are not limited to respect for commonsense rules for public behavior, personal interaction, common courtesy, and respect for property. Any behavior or act found to be in violation of these guidelines will result in the immediate removal of all parties participating in said behavior or act without refund. Please contact an IFAI Staff Member if you feel you have been subject of such violations or if you see violations occurring. IFAI Staff Members can be identified by branded clothing and nametags.

### **Recording/Live-Streaming of Sessions/ Pictures**

IFAI Expo 2019 does not allow the photographing, recording, or livestreaming of any session or events unless express permission is given by the speaker, facilitator, or event organizer. No booth on the show floor may be photographed, recorded, or livestreamed in any way whatsoever for personal or commercial use. This rule is to protect the intellectual property of our speakers, facilitators, and exhibitors. Anyone found to be in violation of this rule will be removed from the event without refund.

### **Liability Waiver & Release**

In consideration of your registration and attendance of IFAI Expo 2019, you waive any and all claims that you or any future agent or heirs has or may have in the future against IFAI, IFAI Expo 2019 their agents, employees, servants, and officials and release them from all risks, liability and covenant not to sue them for any expense, loss, damage, personal injury, including loss of life, disability, property damage, or property theft, including reasonable attorneys' fees and litigation expenses, or actions of any kind that you may suffer or sustain, before, during or after IFAI Expo 2019, unless such was caused by the gross negligence of IFAI.