

NAGDCA Conference Policies for Industry Members and Sponsors

- Sponsors are not permitted display areas for company information.
- Payment for sponsored item/function must be made prior to the first day of the annual conference (where applicable).
- Preliminary attendance rosters will be released in advance of the conference only to official industry member sponsors as outlined in the sponsorship benefits packages. Rosters are not to be used for mass mailings but can be used to send client invitations for events during the NAGDCA conference.
- Mass distribution of brochures, flyers, or other materials to conference delegates prior to or during a conference or meeting is not permitted without prior written consent from the Executive Board.
- Once inside 90 days of the start of the conference, two night's room and tax will be assessed for each cancelled reservation except in the case of a one night stay where one night's room and tax will be assessed. NAGDCA will charge the responsible company/organization for these charges. These fees will only be assessed if NAGDCA incurs a hotel attrition fee for not meeting its contracted room block.
- Private events planned by industry members may not be scheduled during any portion of an official conference event or function (includes "meet and organize" time).
- Planning for all private, non-conference scheduled corporate events are the responsibility of industry members, as well as retaining their own event insurance for these activities.
- Industry members can use an imprint of "NAGDCA (current year)" on client gifts given out at client outings. Use of the NAGDCA logo is not permitted.
- Securing meeting rooms at the conference hotel for your company's team to gather is allowed on a first come first serve basis, pending space availability, but **should not** be used for current/potential client meetings. We want to ensure plan sponsors are able to participate fully in the educational sessions and networking opportunities.
- Industry members must comply with the affirmed Industry Members' Code of Conduct.