



Conference Policies for Industry Members and Sponsors - Effective July 2019

- NAGDCA does not provide meeting rooms or space at the conference hotel for industry members/sponsors. Companies may coordinate and purchase their own rooms directly from the hotel. Please be respectful of scheduled conference activities and avoid meeting with clients during those times.
- Companies that sponsor are recognized by NAGDCA in accordance with the benefits outlined which may include promotion of company information. Company signage, beyond what is offered through sponsorship or the handheld signs used by companies to direct attendees to their private dinners, is not allowed in any space being used for the NAGDCA annual conference.
- 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 must comply with the affirmed Industry Members' Code of Conduct.