



## 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.
- Only registered conference attendees may access NAGDCA meeting and event spaces. Individuals affiliated with sponsoring or attending companies who are not registered for the conference are not permitted to participate in or remain in conference areas. Attendees are required to wear their conference badge at all official events and functions.
- 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.
- Preliminary attendance rosters will be released in advance of the conference only to official sponsors as outlined in the sponsorship benefits packages.
  - **Email Policy:** The rosters may not be used for mass mailings or to directly promote a company's products or services. It may only be used to promote a company's session or speaker and to send invitations for events held in conjunction with the NAGDCA Annual Conference. Use of the list for any post-event communications is strictly prohibited.
- 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 Conference Code of Conduct.