NAGDCA Annual Conference Policies for Industry Attendees and Sponsors

1. Individuals affiliated with an industry attendee or sponsor, including company employees, clients, guests, and representatives, must be registered for the conference to participate in or remain in NAGDCA conference meeting or event space. Attendees are required to wear their conference badge at all official events and functions. Sponsors are responsible for ensuring that their guests and representatives comply with the conference registration and access requirements.

2. NAGDCA does not provide meeting rooms or space at the conference hotel for industry attendees/sponsors. Companies may coordinate and purchase their own space directly from the hotel. Please be respectful of scheduled conference activities and avoid meeting with clients during those times.

3. Private events hosted by industry attendees or sponsors may not be held during any portion of an official conference event or function, including designated "meet and organize" time. Planning and management of private, non-conference corporate events are the responsibility of the hosting company, including obtaining any necessary event insurance.

4. Private events hosted by industry attendees or sponsors may not be held at the same venue selected for an official NAGDCA Annual Conference offsite event. To assist with event planning, NAGDCA will provide, upon request, a list of venues under consideration for its offsite event(s) in January or February. Once a venue has been selected, NAGDCA will notify sponsors of the selected venue. Attendees and sponsors are expected to make reasonable efforts to select an alternate venue for private events.

5. 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 handheld directional signs for private events, is not permitted in NAGDCA conference or event space. Company signage placed in NAGDCA's space, even if provided by the hotel, may be removed.

6. Preliminary registration lists will be released in advance of the conference only to official sponsors as outlined in the sponsorship benefits packages.

    - **Email Policy:** The registration lists 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 invite attendees to company-hosted events held in conjunction with the NAGDCA Annual Conference. The list may not be shared with or provided to any third party. Use of the list for any post-event communications is strictly prohibited.

7. 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.

8. Once inside 90 days of the start of the conference, NAGDCA may charge a company/organization for hotel cancellation fees associated with reservations made through its room block. Two nights' room and tax will be assessed for each cancelled reservation, or one night's room and tax for reservations with a one-night stay. These charges will only be assessed when the cancellations result in NAGDCA incurring hotel attrition fees under its conference contract.

9. Industry members must comply with the Conference Code of Conduct.

Updated: 10/21/2026