

# Terms and Conditions

This registration agreement (the “**Agreement**”) is made by and between CVTA (“**CVTA**”) and registrant. This Agreement includes and incorporates by reference the Privacy Policy/Terms of Use posted in the footer below. All written notice and requests, including requests for a copy of the posted Registration Terms and Conditions, as well as the Privacy Policy/Terms of Use, shall be sent to CVTA at [ccatwood@cvta.org](mailto:ccatwood@cvta.org) or CVTA, 44 Canal Center Plaza, Suite 120, Alexandria, VA 22314.

## **CANCELLATION POLICY**

If circumstances or policies in your organization change and you can no longer attend CVTA Conference, you may cancel your registration by providing written notice to CVTA Conference Organizer at the contact information stated above. Please remember that canceling your registration does not automatically cancel your hotel and travel arrangements. Individuals are responsible for canceling their own hotel and travel reservations.

CVTA will refund conference registrations, minus any fees incurred by the association, to any member or non-member who gives notice in writing fourteen (14) days or more before the start of the conference. Cancellations must be sent through a recorded medium such as certified mail or email to the contact as stated above. Any cancellation of less than fourteen (14) days are not eligible for monetary refunds, but CVTA will apply this admission to the next upcoming conference. Cancellations must be sent through a recorded medium such as certified mail or email as listed above. The date of cancellation is calculated by the date when a CVTA employee receives the correspondence. Transaction fees are calculated by determining actual credit card fees charged and may vary by provider. CVTA will initiate a refund onto the original card used and will do so within a reasonable time-period. CVTA is not responsible for any non-availability of funds due to bank processing or provider waiting periods, and is not responsible for any losses resulting from the non-availability of funds. Parties not able or interested in attending the next upcoming conference may transfer their attendance admission. Parties not able or interested in attending the next upcoming conference who do not transfer their attendance admission will not receive a refund.

## **CANCELLATION DUE TO DEATH**

In the event of a cancellation based on death or grave illness, CVTA will refund all charges with no transaction fee penalty.

## **NON-MEMBER ATTENDANCE POLICY**

Non-members may attend one conference only as a non-member. A Non-member can request that CVTA waive this policy to allow their attendance. However, the association is under no obligation to grant such waivers.

## **SUBSTITUTION POLICY**

Substitutions, including those made on-site, are allowed with the written permission of the original registrant provided that the substitution is employed by the same company as the registrant. You may submit your request via email or mail.

### **PAYMENT BY CHECK**

If you are paying by check, please note that the check must be postmarked by the corresponding deadline date in order to receive that pricing. A purchase order is not an accepted form of payment. *If you arrive on-site with a balance due, you will be required to pay the full on-site price for the package selected.*

### **CONFERENCE STUDENT/ACADEMIC RATE**

If you are registering under the student/academic rate, proof of your student/academic standing will be required when you check in on-site. Students must bring a copy of their class schedule showing a minimum of twelve (12) units or credits and a valid student ID. Students must also be **at least 18 years old** at the time of attendance. Full-time professors must bring a valid, accredited university ID. Failure to produce proof of academic status will result in a charge of the full on-site CVTA Conference registration fee of \$2,595.

### **CONFERENCE GOVERNMENT RATE**

Current full-time employees of U.S. federal, state or local government agencies and current full-time employees of international government agencies are not charged for their Conference registration fees. To qualify for the discount, you must show your current, valid government identification card during registration check-in.

### **PHOTOGRAPHY, AUDIO AND VIDEO RECORDING**

CVTA's Conference is held in a private space, therefore CVTA prohibits participants, exhibitors, sponsors, news organizations or other companies from photographing or video or audiotaping some CVTA Conference activities in such spaces unless CVTA has given permission to do so. CVTA reserves the right to use images taken at the Conference with your photograph and/or likeness in future marketing materials.

### **ADMITTANCE**

In its sole discretion and without refund, CVTA reserves the right to refuse admittance to or expel from the CVTA Conference anyone that it determines is behaving in a manner that could be disruptive to the CVTA Conference or any other attendee.

### **VIEWS NOT NECESSARILY THAT OF THE ASSOCIATION**

The views expressed by any CVTA Conference attendee, speaker, exhibitor or sponsor are not necessarily those of CVTA Conference, CVTA Conference Organizer or EMC Corporation. All CVTA Conference 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.

### **FORCE MAJEURE**

CVTA shall not be held responsible for any delay or failure in performance of its obligations hereunder to the extent such delay or failure is caused by fire, flood, strike, civil, governmental or military authority, acts of God, acts of terrorism, acts of war, epidemics, the availability of the Venue or other similar causes beyond its reasonable control and without the fault or negligence of CVTA or its subcontractors. For one or more of such reasons, CVTA may postpone, reschedule or cancel the event without liability on the part of CVTA. In the event Conference cannot be held or is postponed pursuant to this section, CVTA shall not be liable to attendee for any damages, costs, or losses incurred, such as transportation costs, accommodations costs, or financial losses. CVTA will review refund and/or fee transfer requests, submitted in writing, for approval on a situational basis.