



2021 CADA Convention Policies

By registering for the CADA State Convention
all attendees agree to the below policies.

Payment Policy: All funds must be received by **February 12, 2021**. Any registrations with unpaid balances as of **February 12, 2021** may be released to other potential attendees.

Check payment Policy: All checks must be received in full by **February 12, 2021** in order for an attendee's registration spot to be guaranteed and not released to other potential attendees.

Registration Deadlines: Pre-registration ends **Friday, February 5, 2021**. After February 5, 2021, you must wait and register onsite with onsite prices. Do not mail any payment after February 12, 2021; please bring your paperwork and payment with you to onsite registration.

Payment Types: We accept payment in the form of a check (made payable to CADA), cashier's check, or credit card (VISA, MasterCard, Discover or American Express). **We DO NOT accept Purchase Orders.**

Cancellation Policy: All cancellations must be received in writing before **February 5, 2021** and are subject to a \$35 administrative fee. Cancellation received in writing by **February 5, 2021** will be refunded less a \$35 administrative fee. No refunds after **February 5, 2021**. Please send your cancellation request to info@cada1.org. **All attendees must cancel their registration regardless of if payment has been submitted or not – if you fail to cancel your registration you will be required to pay for your convention registration.**

Substitution/Transfer Policy: Transfers made in writing prior to February 5, 2021 will be assessed a \$35 administrative fee to transfer a registration to another individual. If you are transferring a member to a non-member attendee, the difference in registration fees will be charged as well. All name badges are prepared the week after pre-registration closes on February 5, 2021. Therefore, any transfer requests after February 5, 2021 should be brought to the registration desk onsite along with the \$50 on-site substitution fee.

No Children: This is a professional, adult conference - no children will be admitted to sessions, events, or exhibit hall. Attendees and their guests are to treat all convention attendees, convention center staff, and CADA personnel involved with the convention in a professional and courteous manner. Argumentative behavior, disruptive behavior, and any form of harassment is unacceptable and will not be tolerated.

Photo/Video Release: Photographs/videos may be taken for non-commercial use by CADA and its vendors, and that by the registrant submitting registration they are consenting to CADA or its vendor's use of any pictures of the registrant.

Liability Policy: By registering for this event, all attendees hereby assume all of the risks of participating in all activities at CADA/CASL Events, including but not limited to, any risks that may arise from the negligence or carelessness of CADA/CASL, their subsidiaries, affiliates, directors, officers,

employees, partners, contractors, agents, representatives, volunteers, successors and assigns (collectively, the "Host") and/or from dangerous or defective equipment or property owned, maintained, operated or controlled by the Host. Attendees waive, release, and discharge the host from any and all liability, including but not limited to, liability arising from the negligence of the Host or myself, for my death, disability, personal injury, property damage, property theft, or any other damage or actions of any kind which may affect or impact me in any way arising from the Activity. Attendees indemnify, hold harmless and promise not to sue the Host from any and all liabilities or claims made as a result of my participation in the Activity, whether caused by the negligence of the host, myself, or otherwise.

Suitcasing Policy: As defined by the International Association of Exhibitions and Events, suitcasing is a practice on the part of any attendee who is observed to be soliciting business in the aisles or other public spaces, and/or in another company's booth. In order to distribute information to and conduct business with attendees, you must have a booth in the exhibit hall. All materials must be distributed from the booth and not in the public areas of the convention. Any person violating or suspected of violating this policy may be removed from the conference, prohibited from attending the remainder of the conference and prohibited from attending future CADA conferences at the sole discretion of CADA staff.