



## **NAFER Event Participant Terms and Conditions**

### **Payment Policy**

Payment must be received in full by the conference date. Payment can be made by credit card online or by check.

### **Attendee Cancellation**

Registrations, cancellations and refund requests must be submitted by email to [naferstaff@nafer.org](mailto:naferstaff@nafer.org).

Cancellation Requests made on or before September 21, 2021 will receive a refund of 75% registration fee.

Cancellation Requests made after September 21, 2021 will receive a refund of 50% registration fee.

There are no refunds for no-shows. Any requests for refunds of room reservations must be made directly with the hotel.

### **Substitutions**

If you are unable to attend the conference, you may designate a substitute to fill your spot. The registration fee will be adjusted based on the substitute's NAFER member status. Please e-mail [naferstaff@nafer.org](mailto:naferstaff@nafer.org) no later than October 4, 2021 to request a substitution.

ON-SITE SUBSTITUTIONS WILL BE ASSESSED A \$150 ADMINISTRATIVE FEE.

### **NAFER Cancellation**

NAFER reserves the right to postpone, cancel or move the location of the NAFER Annual Conference due to any event beyond its control which makes it illegal, impossible, or commercially impracticable to hold the conference at the original time, date and/or location. In the event NAFER changes to a virtual only conference, differences between in-person registration and virtual registration will be refunded. Any requests for refunds of room reservations must be made directly with the hotel.



## **2021 Annual Conference COVID-19 Measures: Safety & Precautions & Duty of Care**

NAFER has adopted preventative measures to reduce the potential spread of the COVID-19 virus at our Annual Conference in accordance with current guidance provided by the U.S. Centers for Disease Control, Ritz-Carlton Hotels (Marriott Hotels) and local authorities.

All Attendees are expected to adhere to the guidelines set forth therein. You may find these measures and the ***Attendee Duty of Care*** on pages 5 and 6 of this document.

### **Liability Waiver**

Attendees agree to the terms and conditions set forth in the ***NAFER Annual Conference Liability Waiver and Assumption of Risk*** on page 8 of this document.

### **NAFER Annual Conference Code of Conduct**

NAFER is committed to maintaining an environment that respects the dignity of all individuals. NAFER is dedicated to providing a discrimination-free and harassment-free experience, including without limitation, at all NAFER conferences and events for everyone, regardless of race, color, religion, age, sex, national origin, disability status, physical appearance, body size, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local law.

All Attendees are expected to adhere to the ***Annual Conference Code of Conduct*** found on page 9 of this document.

### **NAFER Media Access Policy**

NAFER reserves the right to grant at its sole discretion access to TV, radio and print media organizations or individuals that have registered and received prior authorization from NAFER at least 72 hours prior to a NAFER event they wish to cover. NAFER retains the sole right to grant or refuse media access for any event or section of an event it operates.



### **Photo/Video Disclaimer**

NAFER conference registration implies consent that any pictures and video taken during the conference and conference related events can be used for conference coverage and promotional purposes. NAFER is able to use your likeness without remuneration.

### **Suitcasing and Outboarding**

NAFER does its best to protect the integrity of our sponsorship program and the interests of our partners. We strive to eliminate all solicitation from companies who do not have the proper authorization by NAFER to do so at the event, commonly referred to in the meeting industry as "suitcasing," or "outboarding." This practice does not pertain to conversations between receivers and other professional attendees, but rather between potential sponsors or industry partners who inappropriately registered for the event.

NAFER conference sponsors and exhibitors pay fees to market their products and services to attendees. These fees directly contribute to the success of our conference and organization as a whole. Any individual or company attempting to take advantage of the conference without supporting it jeopardizes the integrity of NAFER's sponsorship program and the ability to provide resources to our members.

Any event participant, not appropriately registered, found soliciting business in the exhibit hall, conference or event function space, hotel guest room or hospitality suite, restaurant, club, or any other public space during an NAFER conference will be required to either pay the prevailing exhibitor or sponsor fees as determined by NAFER or leave the event immediately without receiving a refund.

NAFER asks that any violations that are observed are reported immediately to NAFER.

### **Conflicting Events**

NAFER prohibits any member or attending organization from holding any promotional, social and/or educational events, meetings, receptions, etc. during the official dates and times of an NAFER event without prior approval from NAFER.



## **Conference Badges**

NAFER strictly prohibits any badge sharing, splitting or reprinting. All attendees must wear a badge for access to all NAFER sessions and events. Any violation of this policy may result in immediate removal from an event and cancellation of the registration, without receiving a refund. In addition, NAFER reserves the right to deny registration for future events.

## **Event Tickets**

When applicable, tickets are required for entry into NAFER events. Registered attendees may purchase additional tickets for their registered guest, when available. Guests may not be employed by any NAFER related industry organization.

## **Alcohol Consumption**

Event venues that NAFER contracts with will not serve alcoholic beverages at an NAFER event to anyone under the age of 21. We reserve the right to instruct any service provider of alcoholic beverages at an NAFER event to refuse service of alcohol to anyone who appears intoxicated, if so observed.



## **2021 Annual Conference COVID-19 Measures: Safety & Precautions**

As we plan for the in-person 2021 Annual Conference in October, the health, safety, and well-being of our attendees remains our top priority. While NAFER cannot guarantee that Annual Conference attendees will not become infected with COVID-19, NAFER has adopted preventative measures to reduce the potential spread of the COVID-19 virus at our Annual Conference in accordance with current guidance provided by the [U.S. Centers for Disease Control](#), [Marriott Hotels](#), [The Ritz-Carlton Marina del Rey](#), and safety guidelines provided by [American Hotel & Lodging Association](#).

In addition, NAFER will comply with all applicable requirements imposed by federal, state, or local health authorities for the locality in which the conference is taking place. However, the responsibility for a safe and healthy event environment is shared among the event organizers, event venues, and event attendees. Towards this end, all conference attendees are expected to comply with all applicable requirements imposed by federal, state, or local health authorities for the [locality](#) in which the conference is taking place, and in addition to our code of conduct, they are expected to adhere to and abide by the safety precautions NAFER has implemented to protect against the spread of COVID-19; these precautions are outlined in further detail below.

By registering for this event, attendees assert they have read and agree to the safety and precautions listed here, the Duty of Care outlined below, NAFER Code of Conduct, NAFER Annual Conference Liability Waiver and Assumption of Risk and NAFER Event Participant Terms and Conditions.



## NAFER Annual Conference Duty of Care

Attendees must attest to the following:

- They are not experiencing, or within the 14 days prior to the conference or event have experienced, [symptoms](#) associated with COVID-19.
- They have not traveled outside of the United States or in an area under a travel health advisory within the 14 days prior to the conference or event. If they have traveled outside of the United States, they have had a Covid-19 test with negative results within three (3) days of the conference or event and can provide such to NAFER staff.
- They have not provided care for or had close contact with any person with or reasonably suspected of having COVID-19, or with any person who traveled outside of the United States or to an area under a travel health advisory. If they have been in contact with any such person, they have had a Covid-19 test with negative results within three (3) days of the conference or event and can provide such to NAFER staff.
- They have not been advised by any health authority, government agency or regulation to self-isolate due to possible exposure to COVID-19.

In addition, attendees should self-monitor for signs and symptoms of COVID-19 and are asked to contact NAFER at (888) 778-5933 or [naferstaff@nafer.org](mailto:naferstaff@nafer.org) if you experience symptoms of COVID-19 within 10 days after participating in the NAFER Annual Conference. Any private health or personal data that may be received by NAFER in connection with such measures and precautions will be treated as confidentially as possible.

Once on site, attendees agree to regularly and thoroughly wash and/or sanitize their hands throughout the day. If requested by the conference or event venue, attendees agree to observe social distancing guidelines, and/or properly use facial coverings. To assist attendees in complying with these requests, the following protocols are in place:

- Conference Attendee Packs which will include necessary conference related information, name badges, lanyards, conference ribbons, and event tickets (if applicable).
- Disposable masks will be provided at the registration desk.
- Assigned registration times when possible.
- Appropriate signage/floor decals will be placed to reinforce spatial distancing and other safety reminders when necessary.
- Hand Sanitizer stations will be positioned throughout the hotel and meeting spaces for your convenience.



- All banquet tables, chairs, doorknobs, podiums, and A/V equipment will be thoroughly sanitized before and after each event.
- Increased cleaning frequency of key touchpoints in public areas.

Please note that by checking the box on the registration page, you agree to adhere to the precautions and policies contained herein and acknowledge and understand that you are knowingly and freely assuming all risks related to illness and infectious diseases, such as COVID-19, by attending this event. Further, as with our **Code of Conduct**, you understand that refusal to adhere to these policies and abide by these precautions may result in immediate removal from the event and cancellation of the registration, without receiving a refund.

These precautions and guidelines are subject to change based on requirements imposed by federal, state, or local health authorities for the locality in which the conference is taking place and guidance provided by the [U.S. Centers for Disease Control](#), [Marriott Hotels](#), and [The Ritz-Carlton Marina del Rey](#).

Any changes to these precautions and guidelines will be provided to Attendees within three (3) business days of changes being made.



## **NAFER Annual Conference Liability Waiver and Assumption of Risk**

As an attendee of the NAFER 2021 Annual Conference, I assume all risk and accept sole responsibility for any injury (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that attendee may experience or incur in connection with attending the NAFER 2021 Annual Conference. I hereby release, covenant not to sue, discharge, and hold harmless the National Association of Federal Equity Receivers (NAFER), its employees, agents, and representatives, of and from any such claims, including all liabilities, claims, actions, damages, costs, or expenses of any kind arising out of or relating thereto.

Specifically relating to the global COVID-19 pandemic, I acknowledge the highly contagious nature of COVID-19 and voluntarily assume the risk of exposure or infection by attending the NAFER 2021 Annual Conference, and that such exposure or infection may result in personal injury, illness, disability, and/or death. I understand that the risk of becoming exposed to or infected by COVID-19 at the NAFER 2021 Annual Conference may result from the actions, omissions, or negligence of others who may attend the event or their families, colleagues, or others with whom they may have contact. Accordingly, I understand and agree that this release includes any claims based on the actions, omissions, or negligence of the National Association of Federal Equity Receivers (NAFER), its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in the NAFER 2021 Annual Conference.

In addition to all other rules and regulations relating to my attendance at the NAFER 2021 Annual Conference, I agree to comply with all COVID-related procedures that may be implemented by the National Association of Federal Equity Receivers (NAFER) and The Ritz-Carlton Marina del Rey, including, but not limited to, mask-wearing and social distancing requirements and restrictions on certain activities that carry higher COVID-related risk, in order to protect as much as possible the health and safety of all NAFER 2021 Annual Conference attendees.



## NAFER Annual Conference Code of Conduct

The National Association of Federal Equity Receivers (NAFER) is committed to maintaining an environment that respects the dignity of all individuals. NAFER is dedicated to providing a discrimination-free and harassment-free experience, including without limitation, at all NAFER conferences and events for everyone, regardless of race, color, religion, age, sex, national origin, disability status, physical appearance, body size, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local law.

### Expected Behavior

- Treat others with respect, inclusivity, and consideration, recognizing that the conference is a place for diversity of thought, organization, and individuals.
- Communicate openly with respect for others, avoiding personal attacks.
- Wear your event badge at all times.
- Be mindful of your surroundings and others. Alert event staff if you notice any discriminatory, harassing, aggressive, or exclusionary behavior or speech as soon as possible.
- Respect the rules and policies of the meeting venue, hotel, NAFER contracted facility, or any other associated venue or site.
- Adhere to the **NAFER Anti-Discrimination and Anti-Harassment Policy**.

### Unacceptable Behavior

- Behavior that discriminates against anyone based on race, gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, age, language, religion or a groups or classes of people
- Inappropriate physical contact
- Unwelcome sexual attention
- Sexual images in public spaces
- Deliberate intimidation, stalking, or following
- Harassing photography or recording
- Sustained disruption of talks or other events
- Advocating for, or encouraging, any of the above behavior

If someone makes you or anyone else feel unsafe or unwelcome, please report it as soon as possible to NAFER's Executive Director or a member of the NAFER staff. Discrimination, harassment, and other conduct violations harm and detract from NAFER's mission and events for everyone. You can make a report either personally or anonymously. You also may make a report in writing, including by email, or orally in person.



NAFER will take immediate and proportionate corrective action if it determines that discrimination, harassment, or other conduct violation has occurred.

NAFER members or event participants asked to stop any discriminating, harassing, or other conduct violation behavior are expected to comply immediately. If someone engages in such behavior, NAFER retains the right to take any action to maintain a welcoming environment for all participants. This includes warning the offender of expulsion from the event with no refund in NAFER's sole discretion.

NAFER's full ***Anti-Discrimination and Anti-Harassment Policy*** can be found [here](#).