



## **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 11, 2024 will receive a full refund.

Cancellation requests made between September 11, 2024 and October 2, 2024 will receive a full refund, less a \$150 administrative fee.

There will be no refunds given for cancellations made after October 3, 2024.

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 September 30, 2024 to request a substitution.

ON-SITE SUBSTITUTIONS OR SUBSTITUTIONS MADE AFTER SEPTEMBER 30, 2024 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.

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

By registering for the NAFER 2024 Annual Conference, attendees 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 2024 Annual Conference. Attendees 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, attendees acknowledge the highly contagious nature of COVID-19 and voluntarily assume the risk of exposure or infection by attending the NAFER 2024 Annual Conference, and that such exposure or infection may result in personal injury, illness, disability, and/or death. Attendees understand that the risk of becoming exposed to or infected by COVID-19 at the NAFER 2024 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, attendees 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 2024 Annual Conference.

In addition to all other rules and regulations relating to my attendance at the NAFER 2024 Annual Conference, attendees agree to comply with all COVID-related procedures that may be implemented by the National Association of Federal Equity Receivers (NAFER) and the Grand Hyatt Hotel, 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 2024 Annual Conference attendees.

### **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 5 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 or sponsoring 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.

## **NAFER 2024 Annual Conference Financial Hardship Policy**

NAFER allows for Financial Hardship requests. All requests for financial aid should establish the hardship and the specific request for assistance and be sent via email to the NAFER Executive Director at [naferstaff@nafer.org](mailto:naferstaff@nafer.org). The Executive Director will determine the scholarship based on the need. Reduced rates are extended to government employees.



## NAFER Annual Conference Code of Conduct

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### 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](#).