



## AEC Registration and Cancellation Related Matters

General Notice: Please review the following notice carefully if you will be attending the 2021 CSBA Annual Education Conference (AEC) in San Diego California.

Due to prevailing circumstances around the COVID-19 outbreak, CSBA is offering in-person attendance and virtual attendance registration options for its 2021 AEC.

CSBA reserves the right to cancel in-person attendance at any time for the health and/or safety of attendees or its employees. If CSBA cancels in-person attendance, CSBA will automatically transfer all in-person attendees to virtual registration and refund the difference in registration fees.

In-person attendees shall be required to follow procedures and protocols established at the conference venue and hotels to ensure the health and safety of all attendees. In-person attendees also shall be required to execute a release of liability form, by which the attendee shall agree to voluntarily assume all risks related to exposure to COVID-19 or other contagious or infectious disease and to release CSBA from any liability related to such exposure.

### Registrant's Change of Registration

A registrant may change their registration from in-person to virtual attendance to someone in their same booking ID (i.e. company or district) until the virtual registration deadline (Thursday, Dec. 2). There will be no refunds accommodated for registrations that change. Any additional fees due to and from a registrant for changing registration shall be calculated on the basis of registration fee applicable at the time of the registrant's request.

### Cancellation of Registration by Registrant

Cancellation/refund request for any registration, in-person or virtual, must be submitted in writing no later than close of business on November 17, 2021, two (2) weeks prior to the start date of the conference. A 25 percent cancellation fee shall apply for each registration (excluding ticketed meal functions which are fully refundable). Direct all cancellation and refund requests to [csba@maritz.com](mailto:csba@maritz.com).

## Trade Show Cancellation (for Exhibitors only)

- » If CSBA cancels the in-person Annual Education Conference or Trade Show associated with it, exhibitors shall receive a full refund of the exhibiting and badge fees.
- » If notice of cancellation by an exhibitor is made before 5:00 p.m. (PST) July 31, 2021, a 50% refund of total booth fees paid will be issued. No refunds on booth fees will be issued on booth space cancelled after July 31, 2021. Any reduction in booth space will be treated the same as a booth cancellation and will be refunded accordingly. Compliance Deposits will be refunded for all cancellations received prior to the 2021 conference.
- » Exhibiting and badge fees are not refundable to exhibitors who cancel after July 31, 2021.

## Release from Liability to CSBA

The novel coronavirus, COVID-19, is a worldwide pandemic which is extremely contagious and can cause serious illness and death. Though we are taking appropriate health and safety measures and precautions, CSBA cannot guarantee that you will not be exposed to, contract, or spread COVID-19 while attending a CSBA event or activity. Please note that any in-person interaction at the CSBA Annual Education Conference may increase your risk of contracting or spreading COVID-19.

I wish to attend the In-Person Meetings of CSBA's 2021 Annual Education Conference and Trade Show, so I agree to the following:

- » I understand that my attendance and participation in the above event could pose a risk of exposure to COVID-19 or other contagious or infectious disease to me.
- » I freely assume any risk of harm or injury to me that my attendance or participation in the event may cause, and I release CSBA from all liabilities, costs, and damages that I may incur thereby.
- » I understand that by this release and waiver, I give up my right to bring any claims, including for personal injuries, death, disease, property losses, or any other loss, that may be released and waived under applicable law.
- » I understand that this release and waiver prevents me from seeking damages in any way against CSBA, whether such damages are known or unknown, foreseen or unforeseen, or occur now or in the future.