



## REGISTRATION & EVENT POLICIES

### REGISTRATION POLICIES

#### **Who May Attend NACA Events?**

No delegate will be allowed to attend any NACA events until their registration fees are fully paid. Delegates may register under only one membership category for any NACA activity. Any member who has an outstanding debt with NACA of more than 60 days must clear that debt before registering. NACA reserves the right to apply any funds held for or received by NACA from a debtor to any outstanding debt as well as any accumulated service or related charges where applicable, regardless of the purpose for which such funds were received or held by NACA. There will be a \$50 service fee for all returned checks.

NACA registration hours are available on the event page of the NACA website. All delegates must register during the stated hours. If delegates are arriving after the stated hours for whatever reason, their head of delegation must make arrangements to have the delegates' badges and other registration information available; otherwise, delegates who arrive after registration has closed for the day must wait until the following morning to register and will not be able to attend any event activities until they have registered.

#### **Badges**

Badges are required for entry to NACA events. Lost badges that need to be reissued will cost \$50.

A NACA event badge allows an attendee entry to the event but cannot guarantee admission to every session or meeting area. Admission is subject to venue capacity and other requirements. For example, certain sessions may be restricted from vendor Attendees. Badge sharing, splitting, and reprints are strictly prohibited.

#### **Day Pass Purchase**

Designated for all persons who wish to attend an event for only one day (NACA conferences) or two days (NACA Live) and have access to the entire event. Day pass registrations received by early registration deadline will include meals, if meals are provided on that day, those received after early registration deadline will not. A conference attendee can only purchase one day pass per person per conference. A NACA Live attendee can purchase up to two day passes per person. If the attendee wishes to attend all event functions for longer than outlined above, they must purchase a full delegate registration.

#### **Substituting Registration Names**

Substitutions (i.e., replacing one individual with another individual for the same event) will be granted. Please provide written notice of the change at least 10 days prior to the event.

#### **Spouse/Partner Registration**

Spouses and partners are welcome to attend NACA events. Spouses or partners will pay the regular registration fee for the event or Day Pass depending upon their length of stay. All event policies and procedures apply to spouses or partners in attendance whether they are school- or associate-member related.

#### **Special Needs/Accommodations**

Although the Association strives to make all events accessible to all participants, including individuals with a disability or special need where reasonably possible, not all special needs may be accommodated at all sites. If you desire special services because of a disability or special need, please indicate the special service(s) on your registration as soon as possible and AT LEAST SIX WEEKS IN ADVANCE of the first day of the event. If the Association is unable to provide the special service(s) you requested and you do not attend the event, the Association will refund your registration fee.

**Special Meals**

Special Meal requests (including allergies) should be included in the event registration no later than 5 business days prior to the start of the event. Requests received after this time may not be accommodated.

**No-Shows**

There are no refunds for paid attendees who do not attend the NACA events they were registered for. No credits for future events will be extended after the start date of the event that the attendee paid for.

**Refund of Registration Fees**

A 50% refund of registration fees will be given to any member when a written request for a refund is received by the NACA Office, no later than 14 days prior to the start of the event.

**Special Circumstance Refunds**

Refund policies registration fees are outlined in the respective areas of these policies. Any requests for refunds that include special circumstances making it impossible to adhere to the guidelines outlined in the individual refund policies must be forwarded in writing to the NACA Office within 30 days of the event for which the refund is being requested. Any request received after this timeline will not be approved. Any special circumstance refund request must include supporting material documenting the circumstances necessitating the request (e.g., a note from a physician for illness, information from local media regarding weather-related problems, etc.).

# EVENT POLICIES

## **NACA Event Safety & Responsibility Policy**

NACA is committed to providing a safe, productive, and welcoming environment for all event/meeting participants and NACA staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, NACA staff, service providers, and others are expected to abide by the NACA Civility Statement and the Event Safety & Responsibility Policy. This Policy applies to all NACA meeting-related events, including those sponsored by organizations other than NACA but held in conjunction with NACA events, in public or private facilities.

## **Personal Safety and Security**

NACA works diligently to provide a safe and secure environment at its meetings and events by working with venue staff to make sure meeting participants are safe. We ask that all attendees report any questionable or concerning activity to NACA staff so that they can take immediate action. No concern is too small; if you see something, say something.

- Be aware of your surroundings at all times.
- Use the buddy system when walking to and from the event venue, networking event locations during early or late hours.
- Don't wear your meeting badge on the street. Take it off as soon as you leave the building/venue.
- Don't carry a lot of cash or credit cards. Leave in your hotel room safe.
- Don't leave personal property unattended anywhere, anytime.

If it is an emergency or if you need immediate assistance, first call 911 then ask any NACA staff member or the on-site security personnel to help you.

## **Unacceptable Behavior**

NACA has zero tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants or our staff at our meetings. If you experience harassment or hear of any incidents of unacceptable behavior, NACA asks that you complete the information found on the Incident Report Form so that we can take appropriate action if necessary. In the event you do not receive a response to your filed report form within 20 days please direct an email to the Executive Director of NACA at [ambers@naca.org](mailto:ambers@naca.org)

- Harassment, intimidation, or discrimination in any form.
- Physical or verbal abuse of any attendee, speaker, volunteer, exhibitor, NACA staff member, service provider, or other meeting guest.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking any attendee, speaker, volunteer, exhibitor, NACA staff member, service provider, or other meeting guest.
- Disruption of presentations at sessions, in the exhibit hall, or at other events organized by NACA at the meeting venue, hotels, or other NACA-contracted facilities.

NACA reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund, in response to any incident of unacceptable behavior, and NACA reserves the right to prohibit attendance at any future meeting.

## **Responsible Drinking**

At some NACA networking events, both alcoholic and non-alcoholic beverages are served. NACA expects participants at our events who are 21 years of age or older and choose to drink to do so responsibly. NACA and meeting host event staff have the right to deny service to participants for any reason and may require a participant to leave the event.

## **Health**

The health and well-being of event attendees is a top priority and NACA continuously monitors recommendations from the Centers for Disease Control, World Health Organization, and US Department of State and follows their advice closely.

Do not attend the event if you feel unwell, have any signs of illness including a cough, runny nose, fever, shortness of breath, etc., or if you have been exposed to someone that is sick. Please see a healthcare professional immediately.

NACA encourages all attendees to follow these CDC Best Practices for everyday preventive actions to help prevent the spread of illness:

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating;

and after blowing your nose, coughing, or sneezing.

- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay in your hotel or at home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

### **Videotaping/Photography Consent and Policies**

NACA photographs and videotapes events and attendees. These photographs and videotapes may be used in any NACA materials and publications, and on the NACA website and social media. By attending this event, you, your delegates and/or the acts that you represent give NACA your consent to use photographs and videotapes in which you, your delegates and/or your acts appear.

NACA delegates or other persons may use photographic or other image and sound recording devices to record events and activities that take place during NACA events, as long as these activities do not interfere with the audience enjoyment of or participation in NACA events. Those photographing or recording events cannot interfere with showcase technical crew, stagehands, etc.

The following specific guidelines apply to any photography, videotaping or other recording at an NACA event:

1. Professional crews will not be allowed, except by NACA.
2. On-stage filming or placement will not be allowed. Recording must occur from the show floor.
3. Access to the soundboard will not be allowed.
4. Audience views cannot be obstructed.
5. Power must be self-contained (i.e., battery packs). Access to the event power supply will not be allowed.
6. Use of supplemental lighting will not be allowed.
7. Some forms of recording/taping may not be available at specific venues due to union or other facility regulations.
8. Recording/taping of some materials may require the permission of the owner of such materials, and it is the recorder's responsibility to obtain such necessary permissions.

If audience members, showcase crew or other technical, conference or facility staff complain about the position of a camera/operator, the camera/operator will be asked to move. If the camera/operator does not comply, they will not be allowed to continue taping.

BY USING VIDEOGRAPHIC AND/OR OTHER RECORDING DEVICES TO RECORD NACA EVENTS AND ACTIVITIES, THE RECORDER REPRESENTS THAT HE/SHE HAS OBTAINED ALL NECESSARY PERMISSIONS FROM ANY COPYRIGHT HOLDERS OR OTHER ENTITIES WHOSE RIGHTS MAY BE AFFECTED. THE RECORDER AGREES TO INDEMNIFY NACA, ITS EMPLOYEES, AGENTS, OFFICERS, DIRECTORS AND INDEPENDENT CONTRACTORS FROM ANY AND ALL LIABILITY ARISING FROM THE RECORDER'S VIDEOTAPING OR RECORDING ACTIVITIES.

### **Hold Harmless**

The registrant/applicant hereby agrees to hold harmless and indemnify NACA, the hotel and/or event facility against and for any and all costs, claims, damages, and expenses (including attorney's fees), of whatsoever nature, arising from or related to the violation by the registrant/applicant of any of the policies or procedures of NACA, or any act or omission of the registrant/applicant at or in connection with the NACA event. The term "applicant/registrant" includes the person submitting the application as well as any other person or persons appearing at or attending the NACA event in connection with the party applying.

### **Attendance at Showcase Events**

Attendance at showcase events is voluntary, and it is the responsibility of the attendee to determine whether a particular event poses a risk to the attendee. Some elements of risk may be associated with some showcase events. Some events may include hypnosis and some individuals may be more susceptible to hypnosis than others. The attendee accepts all responsibility for all consequences associated with attending showcase events and NACA is held harmless against all claims arising from any result of attending a showcase event.

### **Block Booking policies**

In order to be guaranteed NACA conference pricing school delegates need to submit a form at any level on-site for a particular act. From that point, conference pricing will be good for 45 days. If an institution does not submit any business for an

act via NACA 24/7 on-site, Associates are NOT REQUIRED to give conference pricing for that act.

#### INTEREST LEVEL REMINDERS:

- SI- (Strong Interest) A series or range of dates expressing interest in a particular act. Putting in this form is requesting follow up from an Associate without a commitment for booking.
- SD- (Single Date) A specific date expressing interest in a particular act. Putting in this form is requesting follow up from an Associate without a commitment for booking.
- CB: Contract If Block Forms- School fully intends to execute a contract if a block forms for a particular act. This should not be downgraded.
- CR: Contract Requested- School fully intends to execute a contract even if a block does not form for a particular act. This should not be downgraded.

### **NACA Event Cancellation Policies**

NACA reserves the right to cancel any program. Causes for cancellation may include, but are not limited to, low participation by schools and/or associates, acts of God, etc. In the case of a program cancellation, NACA will reimburse only those fees paid to NACA; any travel, lodging or other non-NACA fees will not be reimbursed.

### **Bias Definition**

Bias targets a marginalized identity whether real or perceived to be a part of a recognizable group or affiliation. Legally protected identities include: actual or perceived race, color, religion, national origin, gender, sexual orientation, gender identity, veteran status, or disability. NACA also recognizes that bias may occur as a result of one's actual or perceived age, ancestry, sex, gender expression, citizenship or immigration status, marital status, socio-economic class, or religious practice. The second list of identities are not legally protected identities in the United States but are affirmed through NACA's Core Values of diversity, multicultural competence, and human dignity.

NACA reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund, in response to any incident of unacceptable behavior, and NACA reserves the right to prohibit attendance at any future meeting.

### **NACA's Alcohol and Other Substance Abuse Statement**

The National Association for Campus Activities and the NACA® Foundation recognize the serious threats that alcohol and other substance abuse present to college populations, the entertainment industry, and to society as a whole. We realize that our Association is not immune to the problems associated with abuse. NACA is committed to addressing this issue through various activities, programs, and educational efforts on regional and national levels.

All NACA members and volunteers are encouraged to uphold the Association's statement in spirit and action; however, NACA has no responsibility for the conduct or behavior of event attendees.

Alcohol served outside of any official event (an official event is one endorsed or hosted by NACA) is not the responsibility of NACA but is instead the responsibility of the individual/group/firm coordinating, hosting, promoting, or holding the activity. All responsibility for determining whether participants at the activity are underage and for complying with applicable state and local laws rests solely with the individual/group/firm coordinating, hosting, promoting, or holding the activity, and is not in any way the responsibility of NACA or any of its employees or representatives.

In the event that NACA becomes the subject of a claim or loss arising from violation of this policy by any person, group or business entity, or service of alcohol at any non-official event, that person, group, or business entity agrees that it shall indemnify and hold harmless NACA from and against all resulting claims and losses, including NACA's costs and attorney's fees, that arise from or relate to violation of this policy and/or service of alcohol at said non-official event.