



## **CBAA CONVENTION DELEGATE TERMS AND CONDITIONS**

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### **1. DELEGATE REGISTRATION CANCELLATION AND CONTINGENCIES**

- Delegates may cancel their registration in writing to [membersupport@cbaa.ca](mailto:membersupport@cbaa.ca), and receive a full refund until thirty (30) days prior to the convention, less an administration fee of \$50.00. No refunds will be issued thirty (30) days prior to the convention.
- Delegates who cannot attend may send an alternate individual from the same organization. Substitutions will be accepted until fifteen (15) days prior to the event.

### **2. BADGE PICKUP AND BADGE SHARING**

- Badges must be picked up by the attendee themselves; other attendees cannot collect badges on someone else's behalf.
- Attendees with Tradeshow Exhibit Only badges can pick them up at the registration booth on Thursday morning.
- Badge sharing is **strictly prohibited**. Attendees are required to wear their own badge at all times during the event.

### **3. PHOTOGRAPHY/VIDEOGRAPHY DISCLOSURE**

- For promotional purposes, photographic and video recordings may be taken during the event. As a registered attendee of the CBAA Convention, you agree to grant permission for CBAA to use your likeness in a photograph or video in any and all of its publications and presentations, including website entries, without payment or any other consideration; to authorize CBAA to alter, copy, exhibit, publish or distribute the photograph or video for purposes of publicizing future CBAA programs or for any other lawful purpose; to waive the right to inspect or approve the finished product, including written or electronic copy, wherein your likeness appears; that these materials will become the property of CBAA. **Registrants who do not wish to be filmed or recorded should advise CBAA in writing prior to the event by emailing [membersupport@cbaa.ca](mailto:membersupport@cbaa.ca).**
- CBAA shall not be liable for any Exhibitor's use of a photo/screenshots/video containing Registrants images or for Exhibitor's failure to obtain consent from Registrant.

### **4. PRIVACY POLICY**

CBAA is the sole owner of the information collected on our websites. We do not sell or rent this information to third parties or partners, unless clearly indicated. The importance of security for all personally identifiable information associated with our customers is of utmost concern to us. This site has security measures in place to protect the loss, misuse and alteration of the information under our control. When processing a transaction this information is safeguarded by our secure server, which meets and exceeds Payment Card Industry Data Security Standards (PCIDSS).

**Access to your information:**

1. Your personal information is accessible to CBAA Staff and Board of Directors.
2. Your banking/credit card information processed online is **not stored, nor is it visible or accessible by any employee or board member.**
3. CBAA does not sell or trade convention registration information with outside sources.
4. Convention registration information is only shared with explicit consent from the registrant.

The following information may be collected from event participants via email, telephone, website, or in person:

- Name
- Address
- Telephone numbers
- Email addresses
- Occupation
- Place of Employment
- Username for the Members-Only area
- Photographic image

To view our full Privacy Policy, please visit our website [here](#).