



Registration Policies

The following applies to all AGCVA events, including district events, unless otherwise specifically noted.

- A. All specific policies including penalties will be conspicuously posted with all registration information.
- B. All event registrations submitted less than one (1) week before the start of the event or on-site may incur additional fees. Penalties shall be between twenty (20) to fifty (50) percent of the regular registration amount.
- C. All events with a registration fee shall have a member and a non-member fee, the latter of which shall be at least one hundred (100) percent higher than the member fee.
- D. All event registrations will be made through AGCVA's website at www.agcva.org. Phone and/or email registrations are not accepted.
- E. Prospective members may receive complimentary registration for an event up to three (3) times in a two (2) year period. This excludes the Annual Convention and Summer Conference. Prospective members must contact the Staff Liaison to receive complimentary registration.
- F. Cancellations: Unless otherwise noted, all registrations cancelled more than one (1) week before an event may offer a full refund, cancellations less than one (1) week will be offered no refund, however, substitutions are allowed.
- G. Any exceptions granted to these policies must be made in consultation with the Staff Liaison and with approval of the CEO.

Event Policy

For the purposes of the following policies: "Event" means any meeting, conference, class, or other event that AGCVA organizes and conducts; and "Registrant" means any individual who is registered to attend an event or who attends an event.

Code of Conduct

Registrant agrees to abide by the following while attending an event:

- **To treat all AGCVA employees, AGCVA volunteers, venue employees, presenters, sponsors, vendors, and all other registrants with courtesy and respect.** At a minimum, this means that registrant will refrain from any bullying, harassing, and other offensive conduct, whether physical or verbal, that creates a hostile environment. Examples include any inappropriate or unwelcome touching and any disparaging remarks pertaining to race, religion, national origin, gender, gender identity, ethnicity, age, disability, sexual orientation, pregnancy, disability, citizenship status, or any other category protected by federal, state, or local law.
- **To comply with AGCVA's antitrust policy.** At a minimum, this means that registrant will refrain from any discussion or other conduct that would even imply an agreement with others on any



of the following: how your company will price its work in the future (including any pricing methods, discounts or rebates), the owners, subcontractors and suppliers with whom your company will do business, the markets in which your company will compete, or the compensation that your company will provide to its employees.

- **To obey all applicable laws and venue policies.**
- **To avoid disruptive noise and behavior.** At a minimum, this means that registrant will silence mobile devices for the duration of each event session, conduct any side conversations outside event session rooms, and refrain from disorderly behavior resulting from drug or alcohol use.
- **To be mindful of the safety of others and to report any dangerous situations that the registrant observes to AGCVA, venue staff, or other appropriate authority.**
- **To be mindful of the health and wellness of others.** At a minimum, this means staying home if you're experiencing symptoms of a contagious illness (such as fever, cough, or other flu-like symptoms) leading up to the event and isolating and/or masking yourself if you develop such symptoms during the event.

If AGCVA observes or receives reports that a registrant has failed to abide by the above, then AGCVA may take whatever actions it deems appropriate. For example, AGCVA may require a registrant to leave the event without a refund, notify registrant's employer, and/or prohibit the registrant from attending future AGCVA events.

Image Release

Registrant consents to be photographed and recorded (video or audio) while attending the event, and to allow AGCVA to include photographs or recordings of Registrant in AGCVA's promotional and archival materials, without payment of any kind. This consent does not include consent for AGCVA to record a presentation if the presenter has executed a speaker agreement that expressly excludes such consent.

Registration Policy

Each event is subject to its own registration cancellation and refund policy. Please consult the event website, marketing materials, or AGCVA staff for the applicable registration policy.

Event Cancellation

In the event that AGCVA cancels an event due to an occurrence or situation outside its reasonable control (a "Force Majeure Occurrence"), AGCVA will not be responsible for refunding registration fees or reimbursing registrants' expenses. A Force Majeure Occurrence would include but is not limited to an act of God, disaster, fire, war or threat of war, terrorism or threat of terrorism, civil disorder, threat to public health or safety, curtailment of transportation facilities, labor dispute, government regulation, government shut-down, and executive order.

Adopted: April 25, 2025