



Updated 10/25/2022

Submitting your registration form and payment and clicking the acknowledgment button below constitutes an agreement on your part to accept and understand the following disclaimer & waiver details, policies, and general terms and conditions of GBTA Convention 2023.

1. Disclaimer & Waiver

As an attendee, I agree to pay in full the registration fee that is applicable to my registration category. Listed membership discounts are only given to current Global Business Travel Association ("GBTA") members in good standing. All others must register at the non-member rates in effect on the respective date at the time of registration.

As a condition of my participation in this event, I hereby waive any claim I may have against GBTA, its officers, directors, employees, or agents and GBTA's affiliates, their respective officers, directors, employees, and agents (including, without limitation, any agent acting on its behalf) (the "Released Parties"), or against the presenters or speakers, for reliance on any information presented, and release GBTA from and against any and all liability for damage or injury that may arise from my participation or attendance at the program. I further understand and agree that all property rights in the material presented, including common-law copyright, are expressly reserved to the presenter, speaker, or to GBTA. This Waiver and Release is specifically binding upon my heirs and assigns and is knowingly given.

I agree and acknowledge that I am undertaking participation in GBTA Convention events and activities as my own free and intentional act and am fully aware of the risks involved in attending public gatherings, including possible exposure (through exposure to contaminated objects, as well as through personal contact) to contagious diseases or illness (including COVID-19), or physical injury might occur to me because of my participation in these events. I give this acknowledgment freely and knowingly that I am, as a result, able to participate in GBTA Convention events, and I do hereby assume responsibility for my own well-being and warrant that I am abiding by state/local laws regarding health and safety. These terms and conditions extend and applies to all unknown, unforeseen, unanticipated, and unsuspected injuries, disease or illness, damages, loss, and liability, and the consequences of them, as well as those disclosed or known to exist. I expressly waive all provisions of any state, federal, local, or territorial law or statute providing that releases will not extend to claims, demands, injuries, or damages that are unknown or unsuspected to exist at the time to the person executing the release. This Waiver and Release is specifically binding upon my heirs and assigns and is knowingly given.

I agree and acknowledge if an emergency or other incident occurs in which, in the sole judgment of the Released Parties or medical personnel, requires medical treatment or care, I hereby consent to such treatment. I understand and agree that any and all medical treatment rendered to me by, or at the request of, any Released Party is not an admission of obligation to provide, or continue to provide, any such medical treatment and also is not a waiver by any Released Party of any right under these terms and conditions. This Waiver and Release is specifically binding upon my heirs and assigns and is knowingly given.

This event will be photographed, videotaped, and live-streamed. By participating in GBTA Convention and any associated events, I consent to photography, live streaming, and video recording (including but not limited to images, photographs, voice, or likeness) and its/their release, publication, exhibition, or reproduction to be used for promotion or any other purpose by GBTA, its affiliates and representatives without compensation. By participating in Convention-related events, I release GBTA, its officers, directors, employees, and all persons involved from any liability connected with the taking, recording, digitizing, publication production, and use of photographs, computer images, and video recordings or live streaming. I waive all rights I may have to any claims for payment or royalties in connection with any use, exhibition, streaming, webcasting, televising, or other publication of these materials, regardless of the purpose of sponsoring, exhibiting, broadcasting, webcasting, or other publication irrespective of whether a fee of admission or sponsorship is charged. I also waive any right to inspect or approve any photo, video, live streaming, or audio recording taken by GBTA or the person or entity designated to do so by GBTA. All media become the property of GBTA. Media may be displayed, distributed, or used by GBTA for any purpose. If I furnish photographs or videos of the events to GBTA, I agree that GBTA has a non-exclusive, royalty-free, worldwide, perpetual license to use, reproduce, post, display, create derivative works



based upon, self-license, or sub-license your photographs in any form, manner, or media now known or later invented without limitation, for any commercial or noncommercial purpose.

I understand that by registering for GBTA Convention 2023, I provide consent; (1) to receive updates about GBTA Convention 2023 and other GBTA offerings, and (2) to be included on the official GBTA Convention 2023 attendee list that may be posted and separately distributed to official GBTA sponsors and exhibitors for marketing purposes. I can modify this consent at any time by emailing gdpr@gbta.org.

I understand by allowing an exhibitor or sponsor to scan my badge throughout the Convention, and I am opting-in to receiving communications from that entity. I will be subject to their communications and privacy policy and must opt-out with them directly.

The information you submit, including your personal information, will be shared with and accessible to GBTA Convention 2023, and will be subject to the terms of [GBTA](#) Convention 2023. Information that you may choose to share with individual exhibitors or companies on your Planner will be shared with them under the terms of GBTA's Convention 2023 policy.

If another individual participates in my place per GBTA substitution policy, the new registrant agrees to this disclaimer and waiver by default of transfer.

2. COVID-19 - Updated Guidelines and Requirements Will Be Provided to All Registrants Before the Event.

The health and safety of our employees and attendees are a priority. The venue, service providers, and GBTA will work together to take reasonable precautions to follow any CDC or local government guidelines for health and safety at events.

Aligned with Texas Department of State Health Services guidance, GBTA **will not** require attendees to present proof of vaccination, submit a negative COVID-19 test, nor participate in daily health checks to obtain entry into the Convention Center or any GBTA Convention activities. In accordance with TDSHS guidance, masks are not required to be worn during Convention. These measures are still recommended, if you so choose on a personal basis, for your safety and the safety of others.

If national, state, or local public health guidance changes before Convention begins, we will update our protocols and our attendees accordingly. To note, inbound international travelers to the United States are still required to fulfill any entry requirements mandated by the U.S.

Individuals who fall within any of the categories below should not attend the GBTA Convention. By attending the GBTA Convention, you certify that you do not fall into any of the following categories:

- Individuals who currently or within the past fourteen (14) days have experienced any symptoms associated with COVID-19, which include fever, cough, and shortness of breath, among others.
- Individuals who have traveled at any point in the past fourteen (14) days either internationally or to a community in the U.S. that has experienced or is experiencing sustained community spread of COVID-19; or
- Individuals who believe that they may have been exposed to a confirmed or suspected case of COVID-19 or have been diagnosed with COVID-19 and are not yet cleared as non-contagious by state or local public health authorities or the health care team responsible for their treatment.

I agree to self-monitor for signs and symptoms of COVID-19 (symptoms typically include fever, cough, and shortness of breath) and contact GBTA if you experience symptoms of COVID-19 within 14 days after participating in the GBTA convention.

GBTA expects all attendees to comply with these elevated protocols throughout the event. Should an attendee be found violating protocols multiple times, GBTA will ask the attendee to leave the event at which point the attendee will not be



allowed to return and their event registration will be canceled. Registration cancellation may result in financial responsibility for the attendee. GBTA will not provide reimbursement or credit of any kind incurred resulting from non-compliance and cancellation. Thank you in advance for helping us demonstrate safe event protocols to the industry!

Updated info will be posted on <https://convention.gbta.org/> and updated COVID-19 Guidelines and Requirements Will Be Provided to All Registrants Before the Event.

3. General Terms & Conditions

A. Privacy Policy

Your data privacy and security are important to us. When you register for this event, GBTA will process and manage your data in accordance with our legitimate interests for hosting an industry event as described further in our [privacy policy](#). Inquiries related to compliance with GDPR or our privacy policy may be directed to gdpr@gbta.org.

B. Single Sign-On (SSO) Notice

GBTA uses a singular database as our system of record and interacts with other systems, such as event registration systems, through Single Sign-On ("SSO"). In addition to the benefits for the end-user to have a single authentication process for our GBTA Convention platforms, it provides the organization a layer of security in the ability to protect data in our primary system. As data privacy and security become even more paramount, under GDPR, this allows us to monitor and maintain how any individual's data is stored, used, and updated from a singular view. Additionally, it protects the organization's data accuracy by eliminating duplication of records and incomplete or erroneous data. Inquiries related to compliance with GDPR or our privacy policy may be directed to gdpr@gbta.org.

C. Payment Policy

Full payment is due at the time of registration, and a 4% service fee will be charged for credit card payments and 3% for PayPal. These fees are nonrefundable. GBTA does not allow payment via wire, check, purchase order, or cash. The registration data is subject to audit. In case of error or incorrect self-selection of member types/pricing, the "Registration Center" reserves the right to correct the error and charge the appropriate fees. If there is a discrepancy, your registration and membership records will be updated accordingly. Should you owe any additional registration fees due to the audit, you will be notified via email, and within two business days, the credit card that is on file will be charged the difference.

Please note that your registration will not be complete until your payment is received, and you will not be able to receive your badge credentials and convention materials.

GBTA reserves the right to cancel unpaid registrations (and any affiliated hotel reservations) within 30 days of registration or no later than 20 days prior to Convention 2023, depending on the date of registration.

D. Group Payment Policy (Exhibitors and Sponsors)

Group registrant(s) opting to pay for a group of registrations by wire transfer should have the full and correct payment submitted to the appropriate channels within 30 days of the time of registration. If there is a balance due and full payment is not received within the allotted 30 days, all registrations and housing reservations tied to these unpaid invoices will automatically be canceled and will be subject to current registration rates should you wish to re-register for the Convention. Any bundled membership will not be processed/activated until payment is received.

For information on where to send wire, electronic funds transfers, ACH, or other payment options, please contact gbtasupport@cvent.com. GBTA does not allow payment via purchase order. GBTA will charge a \$50 wire fee for each transaction, and GBTA will charge a 4% service fee for credit card transactions and 3% for PayPal transactions. These fees are nonrefundable.

E. Badge Sharing and Reprint Policy



Badge sharing, splitting, or reprints made outside of the official GBTA registration system are strictly prohibited. Any attendee found in violation of this policy will be removed from the Convention, and all badges will be revoked.

A fee of \$95 will be charged for a single badge reprint. A maximum of one badge reprint is permitted for lost or misplaced badges. Additional reprints will be charged the onsite registration rate.

F. Convention 2023 Cancellation Policy

There will be a cancellation fee of 75% of the paid registration fee for cancellations received by **June 30, 2023**. No refunds for cancellation will be issued beginning on July 1, 2023. There are no refunds for the 5K Awareness Run/Walk, donations, or tickets to the welcome reception. Cancellation for GBTA Convention 2023 does not cancel membership dues paid during the registration process. GBTA charges a 4% service fee for credit card payments, a 3% fee for PayPal, and a \$50 fee for any ACH/Wire payments. These fees are nonrefundable.

Discount or special promotion codes are only available on new registrations, and refunds are not available to any existing registrations.

Canceling your registration will not automatically cancel your housing reservation; however, GBTA reserves the right to cancel the room(s). Room(s) will be canceled within seven days if the room cancellation has not occurred. To cancel your hotel room(s), please contact GBTAConvention@onpeak.com. GBTA will not reimburse cancellation or no-show fees charged by the hotel.

G. Convention 2023 Substitution Policy

Substitutions are permitted, and a fee of \$95 will be charged for each paid substitution. **After Monday, July 31, 2023**, no substitutions will be allowed. Instructions will be sent to the substitute. The substitute must register as a new attendee by completing a new registration and securing housing. In some cases, the original registrant's registration category may differ from the substitute's registration category and may result in a price difference. No full or partial refunds will be issued on registration transfers.

To initiate a Convention 2023 substitution or request a transfer of funds, please contact GBTA Registration Customer Service at gbtasupport@cvent.com with the following information: Original Convention 2023 Registrant's name, Original Convention 2023 Registrant's email address, Original Convention 2023 Registrant's confirmation number, and the name and email address of the substitute. GBTA Registration Customer Service will respond with further instructions.

H. Postponement

GBTA reserves the exclusive right to modify, postpone/reschedule or cancel programs for any reason, including but not limited to emergency, pandemic or epidemic, inclement weather, or other "acts of God." If there is an event cancellation, every attempt will be made to reschedule, and GBTA has the right to transfer registration fees to the rescheduled event date. GBTA will not be responsible for reimbursement of any participant's expenses related to an event's cancellation or postponement. If a canceled event cannot be rescheduled, GBTA has the right to determine an equitable basis for the refund of a portion or all of the registration fees after cancellation due to consideration of circumstances and expenditures.

I. Suitcasing Policy

"Suitcasing"/soliciting is prohibited. Suitcasing is the act of soliciting business in the aisles of the Expo, public spaces in, around, and outside the convention center, in another company's booth, within indoor or outdoor public spaces in any convention hotel, including the hotel lobbies, foyers, or walkways to the convention center (excluding the use of approved hospitality suites and business lounges). GBTA recognizes that suitcasing may also take the form of commercial activity conducted from a hotel guest room or hospitality suite, a restaurant, club, or any other public place of assembly. For the purposes of this policy, suitcasing violations may occur at venues other than the exhibitor's booth and at other events. Violations of this provision by an exhibitor, sponsor, non-exhibitor, or attendee will constitute a breach of contract. The violating attendee, exhibitor, sponsor, non-exhibitor, or group will immediately cease and desist unauthorized activities.



Attendee will remove any equipment or materials contained in the Expo or elsewhere and forfeit all payments to GBTA pursuant to this contract. Additional fees will be charged to the attendee for each violation, and a loss of priority points will occur. Additionally, the attendee will be responsible for any damages to GBTA.

GBTA Convention is a noncommercial forum. Under no circumstance may any hosted event be used as a place for direct promotion of a presenter or company's product or service. Loss of priority points, ejection from the Convention, and a minimum financial penalty of \$2,500 can occur if any company is found to violate any rules.

GBTA Convention participants may not organize or sponsor any activities that conflict with the official GBTA Convention program or sponsored events during official convention hours. The scheduling of product presentations or hospitality activities during any GBTA official Convention events such as but not limited to the Expo, education sessions, annual business meeting, main stage, main stage lunch, the 5K run/walk, or other convention events is strictly prohibited. Under no circumstances should sales or any other individual gatherings occur during official GBTA Convention events involving multiple buyers (direct members/travel managers) from multiple companies. Our partners have made significant investments in specific parts of the GBTA Convention. We want all delegates to enjoy this annual, one-of-a-kind experience without distraction.

GBTA will have final approval to allocate any requested hospitality suites or hotel space within the designated GBTA hotel blocks. Suites must be operated in good taste and may only be operated outside of official GBTA Convention and Expo activities. Loss of priority points, ejection from the Expo floor, and a minimum financial penalty of \$2,500 can occur if any exhibitor, sponsor, or supplier company is found in violation of any rules.

J. Intellectual Property Permissions

Speakers or companies that submit artwork, upload, or link any material (including but not limited to images, text, documents, and/or video files) to the website are solely responsible for the content of such material and for gaining required permissions under copyright, trademark, trade secret or other applicable law for the use of such material. By submitting any such material, the submitting speaker or company represents and agrees that it has obtained the necessary permissions referenced above.

K. Travel and Hotel Reservations

Attendees are responsible for securing their own travel, hotel accommodations and making payment for such arrangements. Cancellation of hotel reservations and/or any travel expenses incurred are the sole responsibility of each individual attendee.

L. Errors and Omissions

GBTA is not responsible for errors or omissions. Schedules, speakers, and program content are subject to change.

M. GBTA's Values

GBTA is an organization focused on its participants. GBTA Convention is designed to increase interaction, engagement, collaboration, connectivity, and community, in a fun and safe learning environment.

GBTA endorses the principles of equal opportunity to participants without regard for race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran. GBTA does not discriminate against persons with physical or mental disabilities. Should participants require reasonable accommodations to participate at GBTA's Convention, a request should be made to Nicole Seely, Senior Event Manager, at nseely@gbta.org.

We value the participation of each member of the community and endeavor to deliver an enjoyable and fulfilling experience. Convention participants are expected to conduct themselves with integrity, courtesy, and respect for others and maintain the highest level of professionalism at all conference programs and events, whether officially sponsored by GBTA or not. All attendees, speakers, organizers, volunteers, partners, vendors, and staff at any GBTA event are required to observe the following Code of Conduct.



GBTA Convention
2023

Dallas
August 13-15

GBTA is dedicated to providing a harassment-free conference experience for everyone, regardless of gender, sexual orientation, disability, physical appearance, body size, race, or religion. We do not tolerate harassment of Convention participants in any form. All communication should be appropriate for a professional audience including people of diverse backgrounds and cultures. Sexual language and imagery are not appropriate for the conference. Do not insult or defame participants. Harassment in any form, sexist, racist, or exclusionary jokes are not condoned at GBTA Events. Participants violating these rules may be asked to leave the conference at the sole discretion of GBTA. Thank you for helping to make this a welcoming event for all.

N. Acceptance

I acknowledge that I have read the above terms and conditions. By registering for and attending GBTA Convention, I hereby agree that I accept the terms stated herein and indemnify and hold harmless the Released Parties from and against any and all claims, damages, obligations, losses, liabilities, costs or debt and expenses (including reasonable attorneys' fees) resulting from attendance at GBTA Convention and events.