

# Child Care Aware® of America (CCAoA) Event Terms and Conditions: Attendees

## Attendee Code of Conduct

### *Respect & Inclusion*

- All attendees are expected to treat each other with respect, regardless of race, gender, age, sexual orientation, disability, religion, or any other characteristics. Discrimination, harassment, or intimidation of any kind is strictly prohibited.

### *Safety & Wellbeing*

- Attendees must prioritize their own safety and the safety of others. This includes following all health and safety guidelines, reporting any unsafe conditions, and not tampering with safety equipment or signage. If feeling unwell, individuals are encouraged to refrain from attending in person.

### *Professional Conduct*

- All attendees, speakers, and staff should maintain a professional demeanor at all times. This includes being courteous, using appropriate language, and avoiding any behavior that could be considered offensive or disruptive.

### *Reporting Procedures*

- **Criminal Activity**—Local law enforcement is the mandatory first contact for dispatch, once local law enforcement has been contacted, CCAoA Security Detail will be notified and serve as preservation/ safety of the circumstances until law enforcement is able to take lead. Attendees, CCAoA Staff, and CCAoA Security Detail, shall defer all guidance and action to law enforcement for the duration of any incident.
- **Code of Conduct Violation**—CCAoA Security Detail will be notified immediately and institute mitigation protocols; CCAoA Staff will then be notified for further action. In the event activity or violation is identified as having the potential to be criminal, CCAoA Staff and Security Detail will implement the Criminal Activity protocols.
- **Health Related Emergency**—In the event of a medical emergency experienced by an Event attendee, CCAoA Staff, Partner or Sponsor, local emergency services are

the mandatory first contact for dispatch. Once feasible, CCAoA Staff and Security Detail will be notified. CCAoA Staff and Security Detail must then alert the Venue and facilitate emergency service access to the area. CCAoA Staff and Security Detail will then serve as preservation/ safety of the circumstances until emergency services are able take lead.

### ***Consequences for Violators***

- Any behavior that violates the code of conduct may result in immediate removal from the event and potential prohibition from future events. Violators of the code of conduct will not be eligible for a refund. CCAoA reserves the right to take necessary actions to ensure a safe and professional environment.

## **Electronic Data, Media, and Communication**

### ***Data Use Disclosure***

- CCAoA will only use the information provided in the manner which this agreement describes. CCAoA will not sell or use your information to any person, company, or organization who is not a party to this agreement. CCAoA will not store your information beyond the purpose enumerated or necessary for the agreed upon activities.

### ***Sharing Data with Partner/ Sponsors***

- By signing the agreement for attendance, it is understood that CCAoA Partners and Sponsors will be in attendance and full participation in the activities. Those Partners and Sponsors may also have access to registrants' likeness and registration data. If an individual does not wish to have their data shared or used by CCAoA or its Partners, the individual must request in writing, via mail or electronic means, their data be prevented from disclosure. Requests received will be reviewed by CCAoA and within CCAoA's discretion, non-disclosure agreements may be furnished, or the requestor may receive notice of non-admittance for the event.

### ***E-mail Communications***

- Attendees agree to receive event-related information communications from CCAoA and its affiliates.

### ***Intellectual Property & Content Use***

- Without written consent and notification of distribution of content, an attendee or vendor's copying, recording, or distribution of presentations or materials does not constitute a transfer of ownership and is done so at the sole risk and responsibility of the distributor; CCAoA is not responsible for any loss, damage, or injury incurred through content distribution. If a distributor would like to make an authorized distribution of content owned by CCAoA, the distributor shall formally request such authorization prior to distribution. Requests for distribution agreements can be made in writing, via mail, or electronic mail, to CCAoA's Compliance Unit.

### **Media Release**

- I give permission to CCAoA to take and use photographs and video recordings of me at this event for promotional, educational, and informational purposes in print, online, and other media. I understand that these images may be used without further notice or compensation.
- If an attendee does not wish to have photographs or videos used by CCAoA or its Partners, the attendee must request in writing, via mail, or electronic means, that they be excluded from promotional footage. Requests received will be reviewed by CCAoA and within CCAoA's discretion. Attendees who request to opt out will be provided a 'NOMEDIA RELEASE' identification badge; it is the responsibility of the attendee to maintain clear visibility of said badge while participating in CCAoA events. CCAoA will diligently notify all participating Vendors/ Sponsors of this opt-out policy. Notification of this policy does not constitute a guarantee of any action or inaction on behalf of Vendors/ Sponsors or by CCAoA. Any injury, damages, or claims of violation of this opt-out policy by a Vendor/ Sponsors is the sole responsibility of the Vendor/ Sponsor and the affected attendee(s).

## **Well-Being, Protection, and Hazard**

### **Health and Safety Requirements**

- Attendees are required to comply with venue rules, emergency protocols, and any mandated health or local law enforcement guidelines.

### **Assumption of Risk**

- Attendees participate in the event at their own risk and are responsible for their personal belongings while in attendance at the event.

### **Accommodation Requests**

- CCAoA complies with all laws and regulations as it relates to the American Disability Act (ADA).
- Any individual that would like to request accommodation as it relates to accessibility can do so in writing, via mail or electronic means to CCAoA's Compliance Director, Na'tise Bankston.
- Individuals are asked to refrain from including any Personally Identifiable Information (PII) or information that is protected by Doctor-Patient Privilege or Health Insurance Portability and Accountability Act (HIPPA). Individuals agree that if CCAoA is unable to satisfy the requested accommodation, CCAoA will immediately notify the requestor. Upon that notification, attendance at the event will be at the sole discretion of the requestor. If the requestor determines non-attendance is necessary, CCAoA will issue a refund to the requestor. If the requestor determines they will still attend the event, they do so with complete understanding that CCAoA is not responsible for any damage or injury that may occur based on the formally notified inability to accommodate. Request must include:
  - Contact information of requester;
  - A description of the accommodation being sought;
  - Materials or supplies necessary for the accommodation (if applicable); and
  - At least one (1) alternative to the accommodation that the requestor would deem equitable to the original request.

### ***Force Majeure***

- CCAoA nor attendees shall be liable for failure to perform its obligations under this Events Code due to events beyond its reasonable control, including, but not limited to, strikes, riots, wars, fire, acts of God, and acts in compliance with any applicable law, regulation, or order (whether valid or invalid) of any governmental body. Any Party experiencing a force majeure event shall provide prompt written notice to the other Party describing the delay.

### ***Communicable Diseases***

- CCAoA will follow any preventative measures currently required by the centers for disease control and prevention (CDC) to reduce the spread of communicable disease including but not limited to COVID-19 ("communicable disease") at this event. However, attendees understand that there is always a risk that they may be exposed to or infected by a communicable disease by attending the event and that such exposure or infection may result in quarantine, serious illness, disability, or

death. Event attendees knowingly and freely assume all such risks, both known and unknown, even if arising from the negligence of the CCAoA, and assume full responsibility for my participation in the event. Event attendees hereby release, covenant not to sue, discharge, and hold harmless the CCAoA, officers, and employees with respect to any and all liabilities, claims, penalties, suits, demands, judgments, costs, interests, and expenses (including attorneys' fees) arising from or relating to the illness, disability, or death of the event attendee (or any person who may contract a communicable disease, directly or indirectly, from the event attendee), to the fullest extent permitted by law.

## **Event(s) Management**

### ***Transfer Policy***

- Event registrations may be transferred to another person within the same organization if the original registrant is unable to attend the conference. Rates are based on member / non-member standing and transfers will pay the difference between the member / non-member price at the time of the transfer or become a CCAoA member. Transfer requests must be submitted 30 days prior to the first day of the event by email to [info@usa.childcareaware.org](mailto:info@usa.childcareaware.org) and include the name of the original registrant, their organization, new registrant name, email address, and phone number.
- Requests for transfer not received by email (to [info@usa.childcareaware.org](mailto:info@usa.childcareaware.org)) or received later than 30 days prior to the event cannot and will not be honored; attendees will be responsible for the full registration fee.

### ***Cancellation Policy***

- Cancellations received more than 60 days prior to the first day of the event will incur a \$125 cancellation fee per cancelled registration. Cancellation requests received within 59 days of the first day of the event will not be refunded. Cancellations must be submitted via email to [info@usa.childcareaware.org](mailto:info@usa.childcareaware.org); requests for cancellation not received by email (to [info@usa.childcareaware.org](mailto:info@usa.childcareaware.org)) cannot be accepted and will not be honored. Refunds will not be given to attendees who do not show up for the event.