



The Voice of the 1031 Industry

FEA EVENT PERSONAL ACCOUNTABILITY, DISCLOSURES AND CANCELLATION POLICIES

Personal Accountability Commitment

By registering for and attending FEA's Annual Conference and/or Midyear Meeting, you agree to:

1. Stay home if you develop a fever or have had exposure to any contagious illness, including COVID-19 within two weeks of traveling for the event.
2. Stay in your hotel room and notify FEA Staff if you develop a fever at or learn you had contact with someone who is diagnosed with any contagious illness including COVID-19 within two weeks before traveling to the FEA Annual Conference and Midyear Meeting.
3. Abide by and engage in Health and Safety measures as defined by the CDC, event venue or FEA, including:
 - a. Physical distancing.
 - b. Wearing a mask when in public areas.
 - c. Being respectful of others.
4. If you develop a fever and/or other symptoms related to a communicable disease including COVID-19 within seven (7) days of attending the event, notify FEA staff.

Use of Audio and Photographic Images

Participation in FEA events (including both virtual and live events and activities) constitutes an agreement by the attendee to the use and distribution of the attendee's image and/or voice in photographs, videos, electronic reproductions and audiotapes of such events and activities by FEA and third parties, including but not limited to the venue host, the host city, the destination management company and any local convention or visitor's bureau. The foregoing blanket permission does not apply speakers when they are giving schedule presentations. Scheduled speakers retain the right to negotiate whether and to what extent their presentations can be recorded, copied, archived, and/or disseminated. Still images of speakers during their presentations are, nevertheless, permitted to be made and disseminated as provided above.

Hotel Room Block Audits

By registering for FEA events and activities, you consent to hotel room block audits including the contracted hotel(s) sharing the names and information of guests booked within the FEA room block(s) with FEA and FEA sharing the list of event registrants with the hotel(s) for purposes of hotel room block audits.

Cancellation, Refund and Substitution Policies

Registration fees are per person and include admission to all outlined FEA functions. No refunds are given for no shows.

Please note that registration fees do not include hotel accommodations, airfares, transportation or optional tours and activities. Spouses, significant others and children must pay the applicable registration fee if attending FEA Annual Conference and Midyear Meeting functions. Only those individuals who register and have FEA Conference or Midyear Meeting name badges/tickets may attend FEA Conference or Midyear Meeting events.

Attendee Registration Cancellation and Refund Policy

The FEA will provide specific cancellation and refund policies for each event including the annual conference and Midyear Meeting. For purposes of the 2021 FEA Conference, no attendee registration refunds are given after August 27, 2021, and no refunds are given for no-shows. Cancellations received on or prior to August 27, 2021, will be refunded less a \$100 processing fee per individual. Full refunds are given if you are ill or have been in contact with someone diagnosed with a contagious illness, such as COVID-19 or the flu or in the case of a family emergency. Substitutions are allowed. Please email meetings@1031.org to substitute a current attendee registration.



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Sponsors Cancellation and Refund Policy

No refunds will be given for Sponsorship cancellations. FEA will work with the sponsoring company to ensure proper advertising exposure before, during and after the event to honor the sponsorship.

Cancellation of FEA Annual Conference and Midyear Meeting

Should any cause (such as fire, strike, or Acts of God, etc.) beyond the control of FEA arise prior to the opening date of the Annual Conference and Midyear Meeting causing its cancellation, it is understood and agreed that FEA will attempt to reschedule the event as near the original date and site as possible.

- FEA is not responsible for any other costs incurred by pre-registrants in connection with the conference.
- This policy may be reviewed and altered on a case by case basis by the FEA Board of Directors.

Postponement:

In the event the FEA Annual Conference and Midyear Meeting is postponed for any reason, all fees associated with the event will be transferred to the new dates.

- If you are not available on the new dates a refund for attendee registrations will be given minus a \$50 processing fee.
- No refunds will be given for sponsorship cancellations. FEA will work with the sponsoring company to ensure proper advertising exposure before, during and after the event to honor the sponsorship.
- This policy may be reviewed and altered on a case by case basis by the FEA Board of Directors.

Virtual Alternatives:

In the event the FEA Annual Conference or Midyear Meeting is offered virtually because of forced cancellation, no refunds beyond the standard refund policy will be given unless a reduced registration fee is offered for virtual attendance (whether attendees, exhibitor or sponsor). If reduced fee is offered, the difference between the virtual registration fee and live registration fee will be refunded.

- This policy is in place if a live event is forced to change to a virtual event or to add a virtual component.
- If the event was originally planned as a live event with a virtual component, and the attendee, exhibitor or sponsor registered under the live event fee, made the decision to attend virtually instead, the event's registration and/or cancellation policy will be in effect.

Questions about any of these policy statements may be directed to Denise Hoffman, CMP, Event Management Professional at meetings@1031.org.