

National Recreation and Park Association (NRPA)

Policies and Terms of Registration

All NRPA Policies and Terms of Registration are adopted in consideration of and, in the best interest of conference attendees, NRPA and the conference host facilities.

Statement of Liability

NRPA and sponsors of the 2015 Annual Conference claim no liability for the acts of any exhibitors at or for this meeting, or for the safety of any attendee while in transit to or from this event. NRPA and sponsors of this function shall not be liable for any delays or failure in performance or interruptions of services resulting directly or indirectly from any cause or circumstance beyond the reasonable control of the organization including but not limited to, acts of God, acts of public enemy, war, accidents, fires, electrical, mechanical, or structural failures or breakdowns, strikes, labor disputes, postal delays, explosions, governmental order or regulations, and curtailment of airline services.

NRPA reserves the right to cancel this function without penalty. Attendees who purchase non-refundable airline tickets do so at their own risk. The total amount of any liability of NRPA will be limited to a refund of the attendance fee.

Recognizing the nature of receptions and the potential for alcohol abuse at conferences, all NRPA sponsored events will offer non-alcoholic drinks. **No alcohol will be served to anyone under the age of 21.** Conference participants are responsible for their own well being and neither NRPA and/or sponsors will be held accountable for any events or occurrences resulting from excessive drinking, recklessness or negligence on the part of any conference participant.

NRPA and attendees of this function, under the terms of registration, agree to defend, indemnify and hold harmless each other, to include officers, employees and agents from and against any and all liabilities, loss, claims, expense, actions, or causes of action, arising out of or resulting from any act taken or committed by the attendees or organizers of this function or any third party except for the willful misconduct or gross negligence of the other party. **Furthermore, attendees and guests participating in optional tours or off-site institutes (OSI's) that may include/allow participation in physical, strenuous or dangerous activities that could create the potential for serious injury or death acknowledge that participation is voluntary and is done at the participants own risk. All participants must sign a separate waiver for each tour/OSI/activity prior to participating in the event. The waiver of liability will be provided by the tour operator at the event location.**

Attendees are asked to present a Photo ID at registration in order to collect registration materials. You may only collect your individual registration packet. This procedure is in place to protect your registration materials from getting lost and to allow NRPA to monitor accurate attendance. Registration materials will not be provided without a photo ID. Furthermore, you agree not to allow any other individual to participate in your place either at the conference, during the registration process, or any other conference-related activity including acceptance of these terms of registration.

Conference Host Facility Rules and Regulations

Attendees, under the terms of registration, agree to abide by and follow all rules, regulations, policies and procedures, as well as direction and guidance given by officials of the Conference host facility.

Students

Students must be full time (12 hours undergraduate, 8 hours graduate) and must provide one of the following forms of verification of student status: an original letter on the institutions' letterhead signed by any qualified representative from your university program, student id with valid dates, or transcript. **All student registrations that fail to submit a form of verification will be charged the Young Professional Package registration fee.**

Guests and Spouses

Guest and spouse registration is available to individuals who are not in the field of parks and recreation who would like to accompany a registered individual to Conference events. This registration type includes participation in parties and daily admission into the Expo Hall. Guests and spouses are not permitted to attend educational sessions, the Research Symposium, or to assist at a booth in the Expo Hall. Members and Exhibitor booth personnel are not eligible to register as guests.

Volunteers

Volunteers receive a discounted registration based on the number of hours they volunteer. If a volunteer does not complete their assigned hours, they will be held accountable to pay the remainder of the registration fee. A valid form of payment must be provided during the registration process.

Refunds

Cancellations must be submitted in writing by Thursday, August 13, 2015, no later than 5p.m. EDT and will incur a \$100 fee. No refunds will be issued if postmarked after Thursday, August 13, 2015.

Submit cancellations by:

Mail: NRPA c/o Wyndham Jade, 6100 W. Plano Parkway, Suite 3500, Plano, TX 75093

Fax: 972.349.7715

Email: nrpa@wyndhamjade.com

Payment Method

Registrants not providing NRPA with a method of payment will be considered an incomplete registration and will not be able to attend NRPA conferences until payment has been made. NRPA accepts Checks, Purchase Orders, VISA, MasterCard, Discover, and American Express as forms of payment.

Purchase Orders

Registration form(s) or a copy of the online confirmation must accompany all conference purchase orders. Registrant will need to provide NRPA with a valid Purchase Order number, copy of the Purchase Order with clear instructions in order to process registration. NRPA has the right to contact the company issuing the purchase order to confirm its validity. If you register by purchase order and you are not paid in full by August 17, 2015 you will not receive your conference materials in the mail and will need to pick them up at registration. If you are not paid in full by the start of the conference you will not be given your materials or be allowed to attend unless the balance is paid. Any registration fee unpaid after September 17, 2015 will incur a \$100 processing fee. Any discounts, including Early Bird, that were applied to the registration will be negated and the full registration cost will be applied.

Official Housing Block

Hotel contracts are negotiated for the benefit of housing NRPA Conference delegates, exhibitors, speakers and volunteers – anyone registered and attending the Annual Conference. These contracted rooms are placed in an Official Housing Block and sold ONLY through NRPA's official Housing Bureau: Wyndham Jade. NRPA reserves the right to remove anyone from the Official Conference Housing Block that is not registered for the Conference 30 days before the first day of the Conference.

Photographs/Videos

Any photos or videos taken during NRPA-sanctioned events may be used by NRPA for promotional use (i.e. brochures, association publications, web-based mediums – blogs, websites, e-newsletters). Participants are reminded of this condition of registration and we appreciate your consent of use. **No cameras are permitted in the exhibit hall without express written permission from NRPA.**

Smoking

For the comfort and health of all attendees, smoking is not permitted at any NRPA sponsored function. This includes general sessions, concurrent sessions, workshops, luncheons, receptions, and in the exhibit hall. Attendees should adhere to any signage preventing or authorizing smoking in certain locations.

Children and Infants

Due to the nature of the NRPA conference, children under the age of 18 are not permitted access to NRPA education sessions, meals, or social events. Additionally, no one under the age of 21 will be served alcohol at NRPA events and attendees may be asked to produce identification to confirm their age. Children may visit the exhibit hall during exhibit hall hours only, but must be accompanied by a parent or guardian; additionally, children 5 years of age and younger must be secured in a stroller or carried by a parent/chaperon at all times. The parent or guardian must also sign a release of liability form before the child/children are allowed to enter the exhibit hall. Anyone 18 years old and above will need to purchase an exhibit hall only pass in order to enter the exhibit hall. Parents traveling with small infants, including mothers who are breast feeding, are ultimately responsible for making all necessary arrangements for the care and well being of children or infants. Please plan ahead so that you are able to fully participate in an NRPA conference or educational program. Children and infants will not be permitted into educational sessions. This is to protect the interests of all attendees, the quality of our sessions and learning environments, and the overall value returned by our programs to participants. To obtain advance information on local support services, we recommend you contact your hotel's front desk or concierge and inquire directly for assistance and information. Many hotels offer day care or babysitting services that may be scheduled in advance.

Badges

Conference attendees are reminded that it is important to wear your badge at all times during Conference hours, sessions and events. This allows you uncomplicated access to all conference events allowed by your registration package. **However, please remember to remove your badge when you are outside of the NRPA events.**

Conference Etiquette

To make the conference experience an enjoyable event for all attendees, we ask that you please keep the following in mind:


As a courtesy to our speakers, please refrain from the use of pagers or cell phones during presentations. And, please keep in mind that participants of this conference are in attendance to learn. Therefore, in consideration of all attendees we ask that you please take any conversations that are unrelated to the program outside session rooms.

In order to accommodate environmental sensitivities of some of your peers, if at all possible, please do not wear scented products while attending the conference, especially the sessions. Please also consider that moderation and restraint in the use of perfume, cologne or scented products in sessions and events greatly enhances the ability of individuals who suffer from chemical sensitivities, such as MCS, to fully participate in this valuable educational forum.

Conference Accessibility

As a national organization serving an industry that embraces accessibility and full participation in all of our programs, NRPA is dedicated to providing access and reasonable accommodations to people of all abilities that meet ADA guidelines. All NRPA-sanctioned events are accessible. NRPA staff will assist attendees of our

programs with any reasonable accessibility accommodations to ensure a full experience for all. In order to plan effectively, NRPA respectfully asks that individuals needing special accommodations provide our staff with advance notice and pertinent information on your registration form. You may also indicate your desire for a member of the NRPA staff to contact you directly to discuss your individual needs. NRPA will continue to make every effort to accommodate requests we receive on site.

To easily locate accessibility services, look for this symbol  throughout the conference, on our web site and in attendee materials.