

## **2010 NCMA Conference Policies**

### ***Special Requests/Dietary Restrictions***

If you have any special requests, dietary restrictions or disabilities of which NCMA should be aware, please contact the AAIA Meetings Department at (301) 654-6664.

### ***Cancellation Policy:***

If a registered person is unable to attend, the registration fee less \$50 administration fee will be refunded in full if cancellation is received in writing by the AAIA Meetings Department on or before March 26, 2010. If a cancellation is received in writing between March 27 and April 11, 2010, 50% of the registration fee will be refunded. Sorry, no refunds after April 12, 2010. Substitutions are accepted at no cost at any time.

### ***Non-Member Conference Attendee Agreement:***

If you are registering as a "non-member" attendee by submitting this Conference Registration to NCMA, you are declaring that your intention is to attend the NCMA Knowledge Exchange Conference to participate in the events and take advantage of the learning experience offered by NCMA. In that spirit, you agree not to misuse this status as a means for soliciting business.

### ***Trade Show Exhibitor Agreement:***

By submitting this Exhibitor Registration to NCMA, you and all employees and associates of your company agree to support all events of the NCMA Conference. In that spirit, you and all employees and associates of your company agree not to schedule or hold any events that might conflict with the events, meetings and social functions of the NCMA conference. This would include meetings, product demonstrations, hospitality suites, lunches, dinners, golf and/or entertainment.