



Event Registration, Refund and No-Show Policies

Registration Fees:

Registration fees for the event are as follows.

Registration Type	Early Bird Until 3/1/19	Advanced Until 4/15/19	Regular Starting 4/15/19	One Day Only
Member	\$450	\$525	\$545	\$125
Non-Member: State/Territory/ Allied/Agriculture	\$745	\$825	\$845	\$199
Non-Member: Industry/Associate	\$845	\$925	\$945	\$199
Non-Member: Recipient Agency	\$600	\$675	\$695	\$150
Federal Government	\$450	\$525	\$545	\$199
Spouse or Guest*	\$80	\$80	\$80	N/A

*Note: Any registrant signed up as a Guest or Spouse, will only be authorized to attend the receptions and breakfasts. To participate in the Pre-Conference Workshops, General Sessions, and Breakout Sessions participants must pay the full registration fee.

Early Bird Registration Fees

To qualify for the early bird registration rate; online or mail registrations must be submitted by 11:59 PM EST the last day of the early bird registration period. Any registrations received after

that date will be charged in accordance with the timeline posted above and on the website.

Payment

Registration fees may be paid online using PayPal and/or by mail with a check or money order. All payments or copies of an approved purchase order are to be received prior to or on the first day of the event to gain access to the conference.

Substitutions, Cancellations, Refunds and No-show Policies

- ❖ Substitutions and cancellations must be coordinated directly with an ACDA Staff Member via mail or e-mail. Contact information can be found on your ACDA Conference Registration invoice. A confirmation e-mail, notating the changes, will be sent to the requesting party.
- ❖ Substitutions may be requested at any time without **Penalty**.
- ❖ Social outing cancellations must be requested 14+ days prior to the event to qualify for a refund. A refund will not be granted for cancellations within 14 days of the social outing.
- ❖ **No-Shows:** Registrants who fail to attend the conference and do not contact ACDA Staff prior to the conference start date with a cancellation request, via mail or e-mail will automatically forfeit all registration fees.

Deadlines for the refund of attendee registration fees:

- **Up to 45 days prior to the event date** – Full refund will be issued.
- **45 days or less prior to the event date** – Refund less a \$100 penalty.

If, in the sole discretion of the Executive Board, an extraordinary circumstance occurs, the board may consider a waiver of the cancellation penalty on a case-by-case basis. If an attendee feels that he/she has experienced an extraordinary circumstance, he/she should email ACDA Staff with as much information as possible. The appeal will be brought to the board for discussion and a decision vote. The applicant will be notified within 5 business days after the final decision is made.

ACDA Entertainment Policy

In meeting ACDA's goals to provide educational and networking opportunities for members and initiate and strengthen strategic working relationships, members should maintain the highest standards of professionalism.

ACDA is a unique association where federal, state, industry, allied, associate, and recipient agencies have an open forum for discussion. Agencies purchasing items are working together with membership categories that profit from such purchases. The position of some members is such that other members could exert a subtle but powerful influence over certain matters or decisions.

ACDA members must be united in efforts to support American Agriculture, provide nutritious foods acceptable to customers, and to strengthen and maintain the integrity of Food Distribution Programs. As a member of ACDA, each of us represents all products as they further these causes rather than advocating any single item, company, or program.

ACDA's Annual National Conference (ANC) is the primary educational and networking opportunity for members to further these causes. ACDA's ANC is distinct from other national and state events where manufacturers/processors and brokers/distributors showcase their products and services to customers. The spirit of ACDA's ANC should be one of unity in cooperation to strengthen Food Distribution Programs rather than in competition for any one product or company.

Membership categories, which financially profit from services to membership categories that purchase their products, services, etc., should not conduct activities during the ANC such as the following: large group meal outings; supplying free or complimentary admission tickets or passes to sporting, social, entertainment, or cultural events; hospitality suites; funding of registration or travel costs to attend ANC for any membership category, their families, or other staff; or product promotion or research conducted during ANC. Likewise, membership categories, their families, or other staff that purchase products, services, etc. should not participate in or accept the above activities. The purpose of the above illustration is designed to provide guidance and allow the membership to grasp the sense of ACDA's distinctiveness, not to list every activity that is discouraged.