



FBINAA National Annual Training Conference

Conference Policies, Terms & Conditions

Sponsor/Exhibitor Registration Submission and Acceptance

Due to the circumstances surrounding the COVID-19 pandemic, sponsor/exhibitor registration is considered provisional and subject to modification or cancellation. The FBINAA will communicate and confirm directly with registrants about changes that might affect the cost, duration, activities, and events. The FBINAA reserves the right to cancel registration submissions at its discretion.

Sponsor/Exhibitor Registration Cut-off

Registration for all sponsors/exhibitors must be submitted by Friday, July 14, 2023. No badges will be distributed onsite for unregistered sponsors/exhibitors.

Email conference@fbinaa.org for questions or comments.

Sponsor/Exhibitor Badge Registration & Substitution Policy

Every booth is allotted a number of badges for their team. If you would like any additional badges for the conference, they are available to purchase through the ESC for \$1,000.00 each additional badge. This must be purchased before the registration cutoff date of July 14, 2023.

Replacement of a registered sponsor/exhibitor by a business colleague/coworker will be accepted. A \$50 processing fee will apply to all substitutions if notified in writing via email to conference@fbinaa.org by July 8, 2022. Starting July 9th and onsite, a \$100 processing fee for badge substitution or replacement will apply. A substitute registration form must be submitted for the replacement.

Hotel Booking Policy

Conference registration is required before Sponsors/Exhibitors may reserve rooms at a group rate designated at a specific hotel by the Conference. The room reservation link is in the registration confirmation email.

One hotel room maximum can be reserved per registered exhibitor. If more than two rooms are required, email us at conference@fbinaa.org for instructions.

Hotel room reservations within the conference block will be reviewed regularly and compared to registration lists. Room reservations that do not have an accompanying conference registration or do not comply with the above guidelines are subject to cancellation.

Attendees are solely responsible for hotel reservations and subject to the hotel cancellation policy. Contact information for the hotels that are part of the conference block can be found [here](#).