Sample Terms and Conditions

Terms and Conditions (T&Cs) are unique to each Event and will vary in relevance and scope depending on the Organizers needs. Typical T&Cs will set forth the parameters regarding where/how to register, the process to register, and certain protections that the Organizer wants to clearly state and the time of registration.

While creating a Registration Form in Expo Pass the Event Organizer will be required to upload their T&Cs as well as their Refund Policy (if the event is charging a registration fee). Please note that documents must be in .txt format to be uploaded into Expo Pass.

Here is a very basic sample of a T&C for and event that is charging a registration fee:

[Name of Event] Terms and Conditions of Event Participation:

1.To participate in the Conference Participants must:

a.) Register for the Conference, which can be done exclusively via an on-line form available at the Conference's website; and b.) Pay the Conference fee, as defined by the Organizer c.) During their registration process, participants must fill all fields marked (*). Participants thereby guarantee that all the details provided are correct.

2. The Organizer reserves a right to modify the list of speakers and/or the agenda for reasons beyond its control.

3. The Participants shall be fully liable for any damage they cause both in the venues involved in any Conference activities and in their accommodation.

4. The Organizer reserves a right to alter the Conference date for reasons beyond its control. In such event, Participants shall have a right to cancel their participation free of charge. The Organizer shall not be responsible for covering any additional expenses of the Participants made in association with the Conference.

5. The number of Conference registrations is limited. Participants will be enlisted on a first come first serve basis.

6. By registering, Participants accept these Regulations.

For events that are not charging a registration fee, the Terms and Conditions (T&Cs) are typically very basic and may only cover a brief description of the event as well as registrant expectations should a previously registered attendee become unavailable to attend the event.

Here is a sample of a T&C for and event that is <u>not</u> charging a registration fee:

[Name of Event] Terms and Conditions of Event Participation:

1.To participate in the Conference Participants must:

a.) Register for the Conference, which can be done exclusively via an on-line form available at the Conference's website; and b.) during their registration process, participants must fill all fields marked (*). Participants thereby guarantee that all the details provided are correct.

2. The Organizer reserves a right to modify the list of speakers and/or the agenda for reasons beyond its control.

3. The Participants shall be fully liable for any damage they cause both in the venues involved in any Conference activities and in their accommodation.

4. The Organizer reserves a right to alter the Conference date for reasons beyond its control. In such event, the Organizer shall not be responsible for covering any additional expenses of the Participants made in association with the Conference.

5. The number of Conference registrations is limited. Participants will be enlisted on a first come first serve basis. If you are unable to attend the event please notify us at least 48 hours prior to the event start date so that another potential attendee can be extended an invitation from our waiting list.

6. By registering, Participants accept these Regulations.
