Missouri Park & Recreation Association (MPRA)
Conference Policies and Terms

All MPRA Policies and Terms of Registration are adopted in consideration of and prepared in the best interest of conference participants, MPRA, and the conference host facilities.

Code of Conduct

MPRA is dedicated to providing a safe, productive, and welcoming environment for all conference participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, MPRA staff members, service providers, and all others involved. Conference participants are expected to abide by this Code of Conduct throughout all MPRA events.

MPRA has zero tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants or our staff members at our events. If you notice that someone else is being subject to unacceptable behavior, or have any other concerns, please notify MPRA Staff or a Board Member as soon as possible.

Conference Accessibility

As an organization serving an industry that embraces accessibility and universal participation in all our programs, MPRA is dedicated to providing access and reasonable accommodations to people of all abilities that meet ADA guidelines. MPRA staff will assist attendees of our programs with any reasonable accessibility accommodations to ensure a full experience. To plan effectively and without disclosing medical information, MPRA respectfully asks that individuals needing accommodations provide us with advance notice, when possible, and pertinent information during the registration process.

Conference Badges

Registration is required to attend all conference events and to enter the Exhibit Hall. Conference attendees are reminded to always wear their badges during conference hours, sessions, and events. This gives you easy access to all conference events included in your registration package. Failure to wear a badge may result in an attendee's removal from the conference. Lost badge replacement is $10 with appropriate identification.

Registration Availability

Delegates: The following registration types are available until the advertised deadline:

> **FULL DELEGATE PASS:** Includes all education sessions, CEUs, meetings, and meal tickets (with RSVP).

EDUCATION ONLY PASS: Includes all education sessions, CEUs, and meetings (no meals, unless purchased à la carte).
TUESDAY PASS: Includes Tuesday education sessions, CEUs, meetings, and Tuesday social ticket.
WEDNESDAY PASS: Includes Wednesday education sessions, CEUs, meetings, a Wednesday lunch ticket, an expo hall pass, and a Wednesday dinner ticket.
THURSDAY PASS: Includes Thursday education sessions, CEUs, meetings, and an Awards Banquet ticket.
RETIREE PASS: This pass is for members who have retired from the field of parks and recreation and includes all education sessions, CEUs, admission to the exhibit hall, and all meal tickets (with RSVP).
EXPO ONLY PASS: Includes admission into the exhibit hall on Wednesday (for parks and recreation professionals only).

After the deadline, no meal tickets will be available; only the Education Only pass will be available for purchase.

Exhibitors: Booth locations are first-come, first-served. Payment is required to reserve booth space. All booth attendees must be employed by the company that purchased the booth space.

Conference Etiquette

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

- Silence your electronic devices and refrain from talking on your cell phones during presentations.
- Keep in mind that participants of this conference are in attendance to learn; any conversations that are unrelated to the program should be taken outside the session rooms.

Conference Host Facility Rules and Regulations

Attendees, under the terms of registration, agree to abide by and follow all laws, rules, regulations, policies, and procedures, as well as direction and guidance provided by MPRA and the conference host facility. Attendees will not injure or deface the walls, floors, or any part of the conference host facility or of any of their property or the property of MPRA or its exhibitors, contractors, or attendees.

Payment

Delegate registrations must be paid before you arrive at the event. MPRA accepts checks, VISA, MasterCard, Discover, and American Express as valid forms of payment. We can not accept PO Numbers as payment.

Sponsors must pay in full before their logo is added to any marketing materials.

Exhibitors must pay in full to secure a booth.

Photographs/Videos

MPRA and its hired photographers have the exclusive right to photograph and video MPRA events. Any photos or videos taken during MPRA-sanctioned events may be used by MPRA 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 to use. Participants grant to MPRA the right to use participants' names or representations in connection with MPRA educational and marketing materials.

Consumption of Alcoholic Beverages

Use of alcoholic beverages is restricted to those 21 years old or above. Conference attendees will be carded.

Refund and Cancellation Policy

Delegates: All cancellations must be submitted in writing. Cancellations made prior to 21 calendar days before the event are subject to a $75 processing fee. Cancellations made 7 to 20 calendar days before the event will only be accepted for documented medical emergencies and are subject to a $75 processing fee. Absolutely no refunds will be given if the request is made within 7 calendar days of an event. Substitutions are allowed with no additional fee. Please contact the MPRA Office with any questions or to make changes to your registration.

Exhibitors: All booth cancellation requests must be submitted in writing. Cancellations made prior to 21 days before the event are subject to a $75 fee. NO REFUNDS will be given within 21 days of the event. Substitutions are allowed for booth attendees with no additional fee. Please contact the MPRA office with any questions or to make changes to your registration.

Liability

Attendees of the Missouri Park and Recreation Association (MPRA) Conference participate in events freely. Attendees understand that any risks associated with games, events, activities, or any other portion of the MPRA Conference are self-assumed and are not the liability of MPRA, the event venue, or any other contracted meeting space used in conjunction with the MPRA Annual Conference & Expo.