2026 ANNUAL CONFERENCE EXHIBITOR POLICIES & NOTICES

PAYMENTS, CANCELLATIONS & UPDATES

WASBO ACCEPTS THE FOLLOWING PAYMENT METHODS:

- Electronic Check (ACH)
- Credit Card - Visa, MasterCard, Discover or American Express

CANCELLATION REQUESTS RECEIVED:

- **By Friday, April 3, 2026 (11:59 PM PT)**: Eligible for a 50% refund of the booth registration fee. The remaining balance is retained as a cancellation fee.
- **After Friday, April 3, 2026:** No refund will be issued.

No-shows are also subject to no refund. Please note the 2026–27 WASBO membership fee ($300) is non-refundable.

BOOTH CHANGES, UPDATES & SUBSTITUTIONS:

Booth registration changes, updates and substitutions will be accepted through Sunday, March 15, 2026 (11:59 PM PT).

All updates and substitution requests received beginning Monday, March 16, 2026 will be **subject to a $150 change fee**.

284 LEE ST SW SUITE 132 TUMWATER, WA 98501
ADMIN@WASBO.ORG | 360.528.2025 | WWW.WASBO.ORG

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BOOTH PRIZE GIVEAWAYS

Exhibitors are solely responsible for managing their own prize drawings and giveaways. Each exhibitor must clearly post their drawing time at their booth and notify winners through the WASBO Event App. **All prizes must be claimed directly at the exhibitor's booth by 2:00 PM on Thursday, May 14.** Please note WASBO will not collect, store or distribute any prizes on behalf of exhibitors.

EVENT LEAD RETRIVALS

Lead retrieval is included with your booth registration. Exhibitors will receive desktop access to the WASBO Event App portal to capture attendee information digitally for post-event follow-up.

Contact information collected through the lead retrieval system is intended solely for legitimate business follow-up related to conversations held during the conference. Exhibitors may not share, sell or add attendee information to external marketing lists without explicit consent. When reaching out post-conference, exhibitors are expected to follow standard email best practices, including providing clear identification and an option to unsubscribe. WASBO reserves the right to limit or revoke lead access in future events if attendees report abuse or misuse of information.

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ACCESSIBILITY REQUESTS

WASBO is committed to providing a welcoming, inclusive, and accessible conference experience for all participants. If you require accommodations to fully participate, please let us know during registration or contact the WASBO office at admin@wasbo.org by Friday, April 10, 2026, so we can make every reasonable effort to assist.

CODE OF CONDUCT & HEALTH

WASBO strives to ensure that all programs and events are safe, respectful, and professionally enriching for every attendee. By registering, you agree to adhere to WASBO's Code of Conduct, which outlines expectations for behavior and participation throughout the event. WASBO is not responsible for any injuries, loss, illness, or damages you may sustain due to the actions or negligence of others, unforeseen circumstances or events beyond WASBO's control.

By attending, you acknowledge your responsibility to follow any health, safety, or facility-specific procedures that may be in place during the event to support a safe and inclusive environment for all participants. Masking is welcome and all attendees are expected to treat one another with respect.

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PHOTO & RECORDING NOTICE

By attending the WASBO Annual Conference, you acknowledge that photos, video and audio recordings may be captured during, at or while traveling to and from the event site. WASBO reserves the right to use such media for educational, promotional and archival purposes.

You also acknowledge that the event technology used for the conference may monitor participant engagement such as session attendance and booths visited in the exhibit hall to enhance the attendee and exhibitor experience.

If you prefer not to be photographed or recorded at/during the event, please note this during the registration process or inform a WASBO staff member or photographer onsite.

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