



2019 IRS Nationwide Tax Forum - Attendee Policies

Attendee Policies

Any participant in the conference area must be registered and wear their 2019 forum badge at all times.

Conduct

- All attendees must conduct themselves in a professional manner at all times.
- Attendees must respect the space of other attendees.
- Attendees will not save seats for others; seats are first come first serve.
- Attendees will follow the instructions of event staff while in the event space.
- Attendees will adhere to directional signs and door signs in seminar rooms.
- All attendees are responsible for reading and understanding refund and return policies for vendor purchases.
- Any disputes with vendors are to be resolved with the vendor; neither the IRS nor show management will be involved with disputes.
- Attendees are NOT allowed at any time to distribute marketing material in conference space including hallways and restrooms.
- Attendees are NOT allowed to hold meetings with other attendees in conference space at any time.
- Any attendee that does not adhere to this policy can and will be asked to leave the conference by show management or show security with no refund.
- If an attendee disputes registration fees with credit card company after being removed from the conference, all Continuing Education credits earned will be forfeited.

Badges

- 2019 forum badges are required to access all Tax Forum functions, including seminar rooms, workshop rooms, the Exhibit Hall, and receptions.
- Badges must be visible at all times while at the forum.
- Participants acknowledge that standing around walls or in the doorway in seminar rooms is prohibited by fire codes and conference facility.
- Participants acknowledge that they may be asked to leave a seminar room that is full to capacity and attend another seminar for safety reasons.



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- Participants acknowledge that allowing others to use their forum badges is not allowed and offending parties can be asked to leave the conference without any refund of fees and the badge can be confiscated.
- Only one badge can be scanned per person. All participants **MUST** scan their own badge upon entry into the seminar room. Assistance is available if requested.

Children Policy

- Children will not be admitted in seminar rooms or the Exhibit Hall floor, for any reason, without registering as a participant and wearing the appropriate forum badge regardless of age.
- Children of any age are specifically prohibited from being on the Exhibit Hall floor during move-in and move-out hours.
- Children in the conference area must be accompanied by an adult at all times. No exceptions shall be granted.

Disabilities/Elderly

- Participants with disabilities will receive reasonable accommodations by request during registration and will be addressed by the conference administrators. Additional accommodations can be provided at a cost to participant. Personal devices will not be provided by the conference administrators.
- Seats are for paying participants only.
- Participants that require personal assistance must purchase a forum badge for anyone needing to be in the seminar room to assist. Personal assistants must be registered as paid attendees. No exception shall be granted.
- Anyone needing assistance may not be left alone in the conference area.

Cancellation Policy

- Registration fees are non-refundable and non-transferable to another person or another year. There is a \$25 charge for transferring a registration to a different forum location in the same year. This transfer must be completed before the start date of the forum for which an attendee was initially registered.
- There is a \$75 fee applied to all returned checks and credit card charge backs. All certificates will be held until fees are paid in full.