



I. Acceptance of Terms

It is important that you read all terms and conditions carefully as by registering for, attending, and/or utilizing event services, you agree to the collection, use, and sharing of your personal data for the purpose of your participation in this event.

II. Collection of Data

Registration

By registering for this event, you are providing to the American Frozen Food Institute (AFFI) personal information such as name, organization, job title, address, email, phone and dietary needs. The collection of this information is to provide you with services as it relates to your attendance at this event. Without this information, AFFI will be unable to guarantee the provision of said services.

You agree that the information you provide during the registration process is accurate, true, and complete. You have the right and responsibility to update any incorrect or out of date information in a timely manner. Provision of erroneous information may result in the failure to receive important updates and information about the event. You may update your registration by contacting AFFI at events@affi.org.

By registering, you also agree that AFFI may use information collected during the registration process to notify you with information about AFFI and/or the event such as: reminders, updates, logistical changes in the event, membership offers, and post-event satisfaction data collection.

Your agreement to how the data is collected, used, shared, and stored is specific to that information which is necessary to plan and facilitate doing business at this event, and permit industry networking throughout the year.

Payment

Electronic payment for event registration is taken and managed in Cvent and processed by Cvent Payment Services. Sponsorship payment is taken via NetForum and processed by BluePay.

Attendance

During the event, it may be necessary for attendees to verify their personal information provided during registration as it relates to event attendance. This personal information is for the sole purpose of verification of previously collected data to confirm your identity, accommodations, and delivery of services at the event. Failure to provide this information during attendance may result in the inability to render services to the attendee.

Additionally, this event provides opportunities for networking with other attendees. Personal information shared during networking is the sole responsibility of the attendee. Attendees



should exercise sound judgment concerning sharing of personal information with others and should take necessary steps to ensure privacy and protection of said information as AFFI shall not be responsible for information shared in this capacity during the event.

III. Data Use

You agree that the data collected shall be used in the planning and facilitation of this event and to render event services to the attendee before and after the event. Additionally, you agree that the data collected from you may be used by AFFI as business intelligence to enhance attendee experience by improving products and services offered. Additionally, you agree that AFFI may also leverage collective, non-attendee specific, demographic information for the marketing of AFFI products and services.

You agree that the AFFI may use data collected to investigate, respond, and resolve customer issues which includes any security investigations, fraud, or other violations of this agreement. This may include third parties contracted to assist with the resolution of these issues.

IV. Data Sharing

By registering for this event, you agree that the AFFI may share the personal data provided for logistical purposes including, but not limited to: securing lodging, transportation, catering, and other routine event services on your behalf with the venue, event sponsors and exhibitors and any third-party suppliers which are required to deliver event services on location. This sharing of data shall be limited to only that which is necessary in the fulfillment of the service.

AFFI contracts with third party suppliers in the fulfillment of service delivery for this event including, but not limited to printers, operational system providers, etc. You agree to allow AFFI to share your personal data limited to the fulfillment of these services and understand that AFFI will require that all third-party suppliers abide by these terms in their fulfillment of said services.

Legal Disclosures

It is possible that AFFI will need to disclose information about you when required by law, subpoena, or other legal process or if we have in good faith belief that disclosure is reasonably necessary to 1.) investigate, prevent, or take action regarding suspected ethics violations, actual illegal activities, or to assist government enforcement agencies; 2.) enforce our agreement with you; 3.) investigate and defend ourselves against any third-party claims or allegations; 4.) protect the security or integrity of our services; 5.) exercise the rights and safety of AFFI, you, personnel or others. We will attempt to notify you about any legal demands for personal data when appropriate in our judgement, unless prohibited by a court of law or court order or when the request is an emergency.

AFFI, our suppliers, and or partners do not share or sell your personal data with third parties for their direct marketing purposes without your permission.



V. Data Storage

You agree that AFFI will retain the personal information provided and maintain accurate records of this event in addition to the provision of services. All data is retained and stored in perpetuity for historic record of this event. You have the right to request that your personal information be deleted or a portion thereof; however, AFFI will retain information which is reasonably necessary to meet accreditation standards, meet regulatory requirements, resolve disputes, maintain security, prevent fraud or abuse, or enforce this agreement.

VI. Data Security

AFFI is dedicated to the protection of your personal information and as such has set forth policies and safeguards around data collection, use, sharing, and storage. A copy of this policy may be found at [Privacy Policy - AFFI - American Frozen Food Institute](#).

VII. Contact Information

For questions concerning this policy, how to delete your profile, alter opt in authorization, or other concerns, please contact AFFI at:

Lily Pennington
AFFI Manager of Education and Member Engagement
lpennington@affi.com

VIII. Acknowledgement of Disclosure

By continuing with this registration, I confirm that my consents and approvals set forth above are freely given, specific, informed, and unambiguous.

Photograph Use

During this event, AFFI may take photographs of you which may be posted to social media. By registering, you agree to give AFFI permission to utilize your photograph as it relates to the event, future marketing of said event, and/or on social media. Also, during this event, other conference attendees may take photographs or post images on social media. AFFI does not accept responsibility for photographs taken by other attendees in the execution of this event.

ADA Accommodations and Dietary Needs

ADA needs and dietary preferences will be shared with event staff, the conference hotel as well as off-site restaurants, caterers, vendors or venues providing services to the conference only as needed to fulfill the attendee's request.