

**Sponsor & Exhibitor Attendee Roster Policy)**

**CoreNet Global Summits**

**(Please note: A signed copy of this document must be submitted to CoreNet Global prior to email distribution)**

CoreNet Global strives to continuously improve the attendee experience at its Global Summits around the world and the access to the CoreNet Global audience offered to sponsors and exhibitors. However, in recent years the increase in the number of sponsors and exhibitors – and the growing volume of emails being sent to conference attendees before, during and after the events – has jeopardized the positive experience the Global Summits offer. As such, it has become necessary to introduce a formal attendee roster policy to protect the interests of all involved and to ensure that the process is fair to all sponsors and exhibitors and conference attendee's inboxes are respected, going forward, CoreNet requires that all sponsors and exhibitors adhere to CoreNet's attendee roster policy. Thank you in advance for partnering with CoreNet Global to provide a positive, productive Global Summit.

CoreNet Global will provide an attendee roster to sponsors and exhibitors with contracts in good standing that have paid in full. The list will be sent on the following schedule:

- approximately two months prior to the event
- approximately one month prior to the event
- approximately one week prior to the event
- approximately one week after the event

No additional lists will be provided.

The list will contain name, company and mailing address for each paid registration who has not opted out of receiving vendor communications. All registrants have the option upon registering to opt not to receive communications from CoreNet Global or its vendors prior to completing the registration process. No party will contact any registrants that have opted out.

**Use of this roster is strictly limited to the following:**

- Sponsors and/or Exhibitors with a total Summit spend of \$15,000 or more are limited to two (2) messages per event registrant up to the event start date and one (1) messages per event registrant after the event start date
  - Sponsors and/or Exhibitors with a total Summit spend of less than \$15,000 are limited to one (1) messages per event registrant up to the event start date and one (1) messages per event registrant after the event start date
- **Electronic pre/post conference participant and vendor list sharing is strictly prohibited and the list will be kept strictly confidential.**
- **Use of the list for purposes other than participant outreach related to the Global Summit is strictly prohibited.**
- **Prior attendee lists from previous Global Summits may not be used whatsoever.**
- **In addition, sponsors and exhibitors must adhere to CoreNet Global's privacy policy:  
<http://www.corenetglobal.org/Belong/content.cfm?ItemNumber=12368&navItemNumber=13981>**

- All email must adhere to CAN-SPAM and other anti-SPAM regulations and include an opt-out link. For more information regarding CAN-SPAM regulations, go to: <https://www.ftc.gov/tips-advice/business-center/guidance/can-spam-act-compliance-guide-business>.
- Use of the CoreNet Global logo without CoreNet Global's prior written consent is strictly prohibited. CoreNet Global may refuse to rent its attendee list to any party in violation of these policies. Sponsors and exhibitors agree and acknowledges that they may not, either expressly or impliedly, assert that CoreNet Global endorses or in any manner supports its products and/or services.

**Important note:** A copy of all communications and marketing to registrants must be sent at the time of distribution to CoreNet Global at [jcarter@corenetglobal.org](mailto:jcarter@corenetglobal.org). If communications are not sent to CoreNet, it will be considered a violation of this policy.

Penalties for violating CoreNet Global's policy are:

1. First Offense – a written warning and a loss of email list.
2. Second Offense – loss of Summit attendance privileges for the following twelve (12) months for staff involved directly in the violation.
3. Third Offense – revocation of membership for violating organizations' staff
4. Fourth Offense – other remedies as may be allowed by law.

CORENET GLOBAL MAKES NO REPRESENTATION, WARRANTY, OR GUARANTY AS TO THE RELIABILITY, QUALITY, SUITABILITY, AVAILABILITY, ACCURACY OR COMPLETENESS OF THE MAILING LIST AND THE MAILING LIST IS PROVIDED STRICTLY ON AN "AS IS" BASIS.

This Agreement shall be governed in all respects by the laws of the State of Georgia.

**Company Name** \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_