



## ENTERTAINMENT POLICY

### On Entertaining Attendees at CoreNet Global Summits

CoreNet Global requires that, without prior agreement, no private business, social or educational activities are arranged that would in any way compete with the Summit schedule of events for the duration of the conference. This policy is subject to revision.

#### Definitions (events this policy refers to includes but is not limited to):

##### Private Events:

By invitation-only, for 12 or more guests. These events may be held on or off-site at the discretion of the host. Private events will not be published in the onsite final program. Please note that CoreNet Global is not involved in the coordination of these events including logistics and venue selection. **The hosting of a private event is reserved for Summit exhibitors, sponsors and annual Silver and Gold Strategic Partners.**

#### Entertainment Schedule

***We ask that you do not schedule activities during the unauthorized times detailed below:***

Day/Date	Authorized Times	Unauthorized Times
Tuesday, 13 March 2018	<b><i>20:30 onwards</i></b>	<b><i>Before 20:30</i></b>
Wednesday, 14 March 2018	<b><i>17:30 onwards</i></b>	<b><i>Before 17:30</i></b>
Thursday, 15 March 2018	<b><i>17:30 onwards</i></b>	<b><i>Before 17:30</i></b>

#### Chapter Events:

Those organized and hosted by CoreNet Global local chapters must be held in the designated venue and timeslot and cannot be held during the times authorized for private events. Chapters must complete a separate chapter event application form sent to chapter leaders and submit by the required deadline. Limited space available. Contact Erin Halten at [ehalten@corenetglobal.org](mailto:ehalten@corenetglobal.org) for more details.

## **Distribution of Promotional Materials:**

Distribution of promotional materials at any CoreNet Global Summit venue, on or offsite, including but not limited to brochures, gift items, publications or flyers is strictly prohibited without prior written approval by CoreNet Global. For a list of venues & approval, please contact Fred Hernandez or Katie Witters at [promotions@corenetglobal.org](mailto:promotions@corenetglobal.org).

## **Enforcement/Penalties:**

We appreciate your cooperation and adherence to these policies. We regret that any infringements of this policy will be brought to the attention of the CoreNet Global Board of Directors. The board will review circumstances surrounding any violations and will determine whether penalties will be applied.

**Penalties for violating** CoreNet Global's Entertainment Policy are:

1. First Offense – a written warning.
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 staff involved directly in the violation.

## **Registration of Private Events:**

All private events must be approved by & registered with CoreNet Global. To register your event, please complete the form below and email to [registration@corenetglobal.org](mailto:registration@corenetglobal.org). Your event will be processed within 48 hours of receipt. If you have any questions please contact Henry Rosales at [hrosales@corenetglobal.org](mailto:hrosales@corenetglobal.org)

**PRIVATE EVENT REGISTRATION**

Hosting Organization:		
Contact:		
Telephone:		
On site Contact (if different)		
Telephone:		
Fax:		
E-Mail:		
Date/ Time of Event:		
Location of Event:		
Departure Time:		
Mode of group transportation used:	Mini- coaches Charter buses	Limousine <input type="checkbox"/> transfers Guests on own Other: __
Name of transportation		
Event Start Time:		
Event End Time:		
# of Guests Invited/ Expected		