

**By registering for the AIA TN Conference on Architecture ("Event"), you agree to AIA Tennessee's registration policies, terms and conditions:**

## **DEFINITIONS**

**AIA TN Management:** Refers to The American Institute of Architects and its appointed officials, staff, and volunteers who are responsible for the organization, planning, and execution of the AIA TN Conference on Architecture.

**Event:** The AIA TN Conference on Architecture, a meeting for AIA members and others to learn more about latest trends, innovations and challenges in the field.

**Attendee:** An individual who has registered and received confirmation of their registration for the AIA TN Conference on Architecture.

**Trade Hall:** A showcase within the Event that features tabletops from companies, organizations, and institutions displaying the latest products, technologies, and services in architecture and design. It provides an opportunity for attendees to engage with exhibitors, learn about new developments, and network with industry peers.

## **CANCELLATION POLICY**

AIA will refund Attendee registration fees (less a \$75 service fee) and fees for tours and events when we receive your cancellation request in writing on or before July 12, 2026. No refunds for cancellations received after July 12, 2026, or for no-shows will be made.

Donations are not refundable.

To cancel your registration, email your request to [info@aiatn.org](mailto:info@aiatn.org). Cancellations and substitutions will not be accepted by phone. Credit card refunds will be processed within one week and issued to the credit card number on file. Check refunds are processed within six to eight weeks after the Event.

## **SUBSTITUTIONS**

Attendee substitutions may be made at any time prior to the start of the Event and may be made without penalty.

## **EVENT CODE OF CONDUCT**

By attending this Event, you acknowledge and agree to abide by the AIA's Event Code of Conduct.

## **PHOTO POLICY**

AIA TN reserves the right to use any photograph or video taken at Event, without the expressed written permission of those included within the photograph or video. AIA TN may use the photograph or video in publications or other media material produced, used or contracted by AIA TN including but not limited to: brochures, invitations, books, newspapers, magazines, television, websites, etc. By attending the Event, you waive and release any claims you may have related to the use of recorded media of you at the Event, including, without limitation, any right to inspect or approve the photo, video or audio recording of you, any claims for invasion of privacy, violation of the right of publicity, defamation, and copyright infringement or for any fees for use of such recorded media.

## **CHILDREN**

Children under the age 18 must be registered as an Attendee, have a badge, and be accompanied by an adult at all times.

## **CAMERAS AND RECORDING DEVICES**

Cameras and recording devices are not allowed in the education sessions.

## **BADGE POLICY**

Attendees are required to wear badges at all times while at the Event.

## **SUITCASING POLICY**

AIA TN has a no-solicitation policy. Unauthorized solicitation in the Trade Hall or other supplemental Event areas is strictly prohibited. This includes the distribution of samples, souvenirs, publications, etc., or other sales promotion activities. These activities may be conducted by paid exhibitors and sponsors only from within their respective booths. Anyone found violating this policy will be asked to leave immediately. No refunds for registration fees will be given if you are found to have violated this policy. Egregious and/or multiple violations of this policy may result in disqualification from future events at the discretion of AIA TN Management.

## **RELEASE AND WAIVER**

I hereby release, waive and forever discharge any and all liability, claims, and demands of whatever kind or nature against the AIA TN and its affiliated partners and sponsors, including in each case, without limitation, their directors, officers, employees, volunteers, and agents (the "Released Parties"), either in law or in equity, to the fullest extent permissible by law, including but not limited to damages or losses caused by the negligence, fault or conduct of any kind on the part of the Released Parties, including but not limited to death, bodily injury, illness, economic loss or out of pocket expenses, or loss or damage to property, which I, my heirs, assignees, next of kin and/or legally appointed or designated representatives, may have or which may hereinafter accrue on my behalf, which arise or may hereinafter arise from my participation in the Event. I hereby knowingly assume the risk of injury, harm and loss associated with my participation in the Event, including any injury, harm and loss caused by the negligence, fault or conduct of any kind on the part of the Released Parties.

## **MEDICAL ACKNOWLEDGMENT AND RELEASE**

The Event may have activities, including, but not limited to tours and outside activities associated with the Event.

I acknowledge the health risks associated with the Activity, including but not limited to transient dizziness, lightheaded, fainting, nausea, muscle cramping, musculoskeletal injury, joint pains, sprains and strains, heart attack, stroke, or sudden death. I agree that if I experience any of these or any other symptoms during the Activity, I will discontinue my participation immediately and seek appropriate medical attention. I DO HEREBY RELEASE AND FOREVER DISCHARGE THE RELEASED PARTIES FROM ANY CLAIM WHATSOEVER WHICH ARISES OR MAY HEREAFTER ARISE ON ACCOUNT OF ANY FIRST AID, TREATMENT, OR SERVICE RENDERED IN CONNECTION WITH MY PARTICIPATION IN THE ACTIVITY.

As a participant, volunteer, or Attendee, you recognize that your participation, involvement and/or attendance at any AIA TN Event or activity is voluntary and may result in personal injury (including death) and/or property damage. By attending, observing or participating in the Activity, You acknowledge and assume all risks and dangers associated with your participation and/or attendance at the Activity, and You agree that: (a) The American Institute of Architects, Tennessee (b) the property or site owner of the Activity, and (c) all past, present and future affiliates, successors, assigns, employees, volunteers, vendors, partners, directors, and officers, of such entities (subsections (a) through (c), collectively, the "Released Parties"), will not be responsible for any personal injury (including death), property damage, or other loss suffered as a result of your participation in, attendance at, and/or observation of the Activity, regardless if any such injuries or losses are caused by the negligence of any of the Released Parties (collectively, the "Released Claims"). BY ATTENDING AND/OR PARTICIPATING IN THE ACTIVITY, YOU ARE DEEMED TO HAVE GIVEN A FULL RELEASE OF LIABILITY TO THE RELEASED PARTIES TO THE FULLEST EXTENT PERMITTED BY LAW.

## **ATTENDEE DATA**

In connection with the Event, AIA will collect certain personal data from attendees, which may include but is not limited to name, contact information, professional affiliation, dietary preferences, and accessibility requirements.

Attendee data will be used solely for purposes related to Event planning, execution, and follow-up. Attendee contact information may also be used to send you updates and information about similar events or activities organized by us. By registering for the Event, you consent to the collection, use, and processing of your personal data as described in this clause.

AIA TN will not sell, rent or disclose your data to any third parties. We may also disclose your data if required by law or in the good faith belief that such action is necessary to comply with legal obligations or protect the safety of Events or the public.

AIA TN will provide Attendee contact information and email addresses to partners and sponsors of the Event. The information provided will only be used to inform the Attendee of promotions and networking opportunities with the partners and exhibitors.

## **AMENDMENT OF POLICIES, TERMS AND CONDITIONS**

AIA TN reserves the right to amend these policies, terms and conditions from time to time.

However, you will be subject to the policies, terms and conditions in force at the time you submit your registration.