

Distributor Team Registration Form

Sept. 11–14, 2023 | Omni Louisville Hotel | Louisville, KY

Registration deadline is April 21, 2023. There will be no on-site company registration at CDBX. CDBX participants must be CDA members. Distributors must participate for the entirety of CDBX. Please note—you may also register online at CDBX2023.expotracker.net.

HOTEL INFORMATION

Hotel costs are separate—please make participant hotel reservations directly with Omni Louisville Hotel (visit www.cdaweb.net/CDBXhotel).

>> Complete each part below in detail for correct processing.

DISTRIBUTOR COMPANY REGISTRATION *Please confirm information is correct—it will be included in the CDBX guide.*

Company name _____

Company address _____

City _____ State _____ Zip _____ Country _____

Phone _____ Fax _____

COMPANY WEBSITE (THIS WILL BE SUPPLIED TO PARTICIPATING MANUFACTURERS/SUPPLIERS.) _____

COMPANY PROFILE (50 WORDS OR LESS—THIS DESCRIPTION WILL BE SUPPLIED TO MANUFACTURERS/SUPPLIERS FOR APPOINTMENT PLANNING.)

SERVICE AREA _____

☐ Check here if your company is attending CDBX for the first time.

DISTRIBUTOR TEAM LEAD CONTACT *(THE TEAM LEAD CONTACT WILL RECEIVE ALL CDBX RELATED COMMUNICATIONS.)*

Team Lead Contact name _____

Title _____

E-mail address (required) _____ Contact phone _____

City _____ State _____

☐ Team Lead Contact will attend CDBX. ☐ Team Lead Contact will not attend CDBX.

DISTRIBUTOR TEAMS

>> To maximize the number of meetings for your company at CDBX, it is recommended that your company create both a Tobacco Team and Non-Tobacco Team. The only requirement is that each team has at least one member from your company. You may create more than two categories. If your company does create multiple teams, please indicate them in the Team Category spaces below.

☐ Our company will have _____ (number) individual meeting team(s) at CDBX.

Team 1 Category _____ Team 3 Category _____

Team 2 Category _____ Team 4 Category _____

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DISTRIBUTOR TEAM MEMBER REGISTRATIONS *INDIVIDUAL TEAM MEMBER REGISTRATIONS MAY BE ADDED THROUGH AUGUST 1, 2023, AND DO NOT HAVE TO BE ENTERED AT TIME OF COMPANY REGISTRATION. PLEASE CONFIRM ALL TEAM MEMBER INFORMATION IS CORRECT—IT WILL BE INCLUDED IN THE CDBX GUIDE.*

Team Member name _____ **Team Member** category assignment _____

Title _____

Company name (if different) _____

City _____ State _____

Phone _____ E-mail address _____

Team Member name _____ **Team Member** category assignment _____

Title _____

Company name (if different) _____

City _____ State _____

Phone _____ E-mail address _____

Team Member name _____ **Team Member** category assignment _____

Title _____

Company name (if different) _____

City _____ State _____

Phone _____ E-mail address _____

Team Member name _____ **Team Member** category assignment _____

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Team Member name _____ **Team Member** category assignment _____

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City _____ State _____

Phone _____ E-mail address _____

Team Member name _____ **Team Member** category assignment _____

Title _____

Company name (if different) _____

City _____ State _____

Phone _____ E-mail address _____

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By registering for CDBX, company agrees that registered on-site participants will include president/CEO, division/department heads, senior executives and/or applicable personnel.

>> _____ *Initial to agree to above terms.*

REGISTRATION FEE

CDBX Distributor Registration Fee \$495

The distributor registration fee for the Convenience Distribution Business Exchange (CDBX) is \$495 per distribution company regardless of the number of teams or team members.

PAYMENT DEADLINE

April 21, 2023

CANCELLATION POLICY & TERMS AND CONDITIONS

- Requests for refunds for cancelled registrations must be received by CDA by June 16, 2023. No refunds will be given for cancellations made on or after June 17, 2023. Cancellations made after deadline will be charged published registration fees of \$495 per distributor company.
- CDBX Attendee Terms and Conditions are found on page 4 of this form.

>> _____ *Initial to agree to Cancellation Policy & Terms and Conditions.*

METHOD OF PAYMENT

☐ **Credit Card.** ☐ VISA ☐ MasterCard ☐ American Express ☐ Discover

CREDIT CARD # _____ EXP. DATE _____

NAME ON CARD _____ SIGNATURE _____

BILLING ADDRESS FOR CARD _____

☐ **Company Check.** Make check payable to Convenience Distribution Association.

- Please fax/email the completed form, and include copy of completed form with your check payment when mailed.
- Registration is reserved but not final until full payment is received.
- Due to ongoing USPS delays, please email or call Michelle Grimm at michelleg@cdaweb.net or 703-208-1647 to let us know your form/payment is on the way.

RETURN THIS FORM VIA ONE METHOD:

Email to: JennF@cdaweb.net

Fax to: 703-573-5738

Mail to: Convenience Distribution Association
11250 Roger Bacon Drive, Unit 8
Reston, VA 20190

Due to ongoing USPS delays, please email or call Michelle Grimm at michelleg@cdaweb.net or 703-208-1647 to let us know your form/payment is on the way.

KEY DATES AND DEADLINES

- April 21 Registration and payment deadline.
- June 5 MeetMax system opens to rate and rank distributor teams.
- June 16 Deadline to complete rating and ranking process.
- July 17 Week of July 17, meeting schedule distributed to Team Lead Contact—begin planning agendas.
- Sept. 11 Business exchange meetings begin!

CONVENIENCE DISTRIBUTION BUSINESS EXCHANGE: ATTENDEE TERMS AND CONDITIONS

Any Attendee who is present at the Convenience Distribution Business Exchange (CDBX) automatically agrees to the Terms and Conditions set forth below. These Terms and Conditions apply to each person (Attendee) regardless of whether they have received a formal registration.

Refund Policy for Conference Registrations. All CDBX registration sales are final and nonrefundable past the published refund dates. A registration may be transferred to another individual, provided that this individual is not already registered and the individual qualifies for the type of registration being transferred.

Indemnity. To the extent permitted by law, the Attendee agrees to protect, indemnify, defend, and hold harmless CDBX, the conference hotel(s) and their respective employees, officers, directors, and agents against all claims, losses, or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees) arising out of or connected to the actions or failure to act in accordance with the Terms and Conditions by the Attendee, its employees, officers, directors, or agents, except those claims arising out of the other party's gross negligence or willful misconduct.

Registration Badge. The Attendee's registration badge must be worn at all times during the CDBX. Access to the CDBX facilities will not be granted to those without proper credentials. Replacement badges may be obtained at the CDBX registration desk at no charge.

Day, Time, and Content Modification. The CDBX's schedule and content is subject to change, and published as an indication only. CDBX reserves the right to modify sessions, activities, and times. Attendees should confirm the CDBX schedule and all CDBX sessions and activities prior to arrival, and may do so at www.cdaweb.net or by calling 703-208-1649. CDBX shall not be liable to the Attendee for any damages, costs, or losses incurred such as transportation costs, accommodations costs, or financial losses, associated with Attendee's failure to confirm the CDBX schedule.

Business Exchange Team Meetings. Individual supplier and distributor team business exchange meeting schedules are provided to each team prior to the CDBX via email and available to team primary contact(s) online. A minimum of one team attendee is required to attend each scheduled business exchange meeting. Failure to attend scheduled business exchange meetings may result in future prohibition from attending the CDBX.

Prohibited Activities. "Outboarding" at the CDBX is strictly prohibited. Outboarding occurs when companies or individuals set up meetings or other events either at the CDBX venue or outside the CDBX venue that conflict with official CDBX meetings or events. Attendee agrees that Attendee will not plan, attend, or otherwise participate in an Outboarding event that takes place during the published CDBX hours of operation. Attendees shall not develop, facilitate, or host any program, free or paid, during the course of CDBX which competes with CDBX without the prior written permission of CDBX. Engaging in any prohibited activity described in this section will result in immediate cancellation of Attendee's registration badge without a refund, and future prohibition from attending the CDBX.

Registration, Hotel, and Travel Accommodations. Hotel accommodations are not included in Attendee registration fee(s), and are subject to availability and will be allocated on a first-come, first-served basis.

Photography and Filming. Professional photographs, audio, and video will be captured during the CDBX. Attendees hereby grant CDBX and its representatives permission to photograph and/or record them at the CDBX, and distribute, both now and in the future, the Attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Photography or Recording Usage by Attendees. Photography, audio recordings, and video recordings are not permitted without the prior written consent of CDA. All requests for press passes must be made in advance of the CDBX to Alex Swaim at alexs@cdaweb.net.

Force Majeure. Attendance at the CDBX is subject to acts of God, government authority, pandemic, disaster, or other emergencies, any of which make it illegal or impossible for CDBX or the conference hotel(s) to provide the facilities and/or services for the CDBX, or make it illegal or impossible for the Attendee to utilize the hotel(s) for the CDBX. CDBX and any registration relating to CDBX may be cancelled for any one or more of such reasons by written notice from CDBX to the Attendee without any CDA or CDBX liability.

COVID. A determination by the conference hotel, CDA, or CDBX that CDBX shall not occur due to any COVID rule, regulation, or policy by the CDC, any governmental agency, or hotel safety policy shall be considered a force majeure event and the terms and conditions relating to force majeure herein shall control.

Cancellation and Postponement. In the event that the CDBX cannot be held or the event is postponed due to events beyond the control of CDBX, CDBX shall not be liable to the Attendee for any damages, costs, or losses incurred, including, but not limited to, transportation costs, accommodations costs, or financial losses. Under such circumstances, an Attendee may choose to have its registration fee refunded in full.