

Cancellation, Refund, and Substitution Policies

Please carefully review our policies before registering. For clarification, please [email](#) or [call](#) us.

- All cancellation / refund requests made by September 1, 2020, will incur a \$100.00 service and processing fee. Notification can only be made through [email](#).
- All cancellation / refund requests after October 1, 2020, will receive a refund of the amount paid and incur a \$250.00 service and processing fee. Notification can only be made through [email](#).
- Refunds will not be made because of weather conditions or travel situations encountered in your home, "connecting", or conference host locations.
- Registration may be transferred to a substitute delegate (with no additional charge).
- Registration may not be transferred to a future Equity Summit.
- No refund amount will be granted for no-shows.
- In the unlikely event the conference is cancelled, Equity Institute will refund 100% of the registration fees paid.

Terms and Conditions

ACCEPTANCE OF TERMS:

I authorize the San Mateo County Community College District (SMCCCD) to charge my credit/debit card for this one-time payment of my bill as indicated above.

Dietary Restrictions and Food Allergies:

Attendees with special dietary needs that are medically necessary have the responsibility to make the event staff aware of their needs. Event staff will use reasonable efforts to pass special need information on to the catering staff regarding food allergies and dietary restrictions. Caterer is solely responsible for the preparation of the food and SMCCCD has no control other than to confirm with the caterer they have been made aware of the special dietary needs and are accommodating the need.

Because of the number of meals served and the number of items used, along with food product changes from food vendors, it cannot be guaranteed that every allergen in the food served will be identified and labeled.

Attendee acknowledges and understands that there is a possibility of cross-contamination of food prepared in the caterer's kitchen, and Attendee agrees to assume the risk. SMCCCD cannot assume any liability for adverse reactions to food consumed, or items one may come in contact with while eating at the event. Attendees with life-threatening food allergies who may need to use an Epi-Pen or other similar treatment should be carrying their own and be able to administer them. College event staff are not trained to administer Epi-Pens and cannot provide or administer them.

Attendee acknowledges that there are certain risks of physical injury or illness associated with consumption of food at the event, up to and including death. Attendee acknowledges and hereby states that participation in this Activity is entered into as a free and voluntary act. By attending and registering for the conference I agree to these terms and conditions, Attendee hereby releases SMCCCD and its employees and agents from any liability whatsoever related to any adverse reaction to food consumed or which attendee came in contact with while at the event. Attendee understands that by agreeing to these terms, attendee gives up substantial legal rights that attendee may otherwise have to recover damages.

Directory Information:

We attach great importance to protecting our attendees' personal data and maintaining privacy. We will not sell your personal information to outside parties.

Photo Release:

I understand that while at the event or its related activities I may be photographed or videotaped. I agree to allow my name, photo, video or film likeness or reproductions thereof made through any media, including electronic media, to be used for any legitimate purpose including but not limited to use on a website, social media or brochure. To the fullest extent allowed by law, I hereby grant a non-exclusive, royalty free right to use my name and likeness to the San Mateo County Community College District. I am legally competent to agree to this Release, or I am the parent or legal guardian signing on behalf of the minor to whom this release applies.