



# 52<sup>nd</sup> ANNUAL CONFERENCE

February 2<sup>nd</sup>– February 5<sup>th</sup>, 2022

Palm Springs, California

## IMPORTANT REGISTRATION INFORMATION FOR ATTENDEES & EXHIBITORS

CAFAA's Annual Conference planning goal is an in-person event February 2nd – 5th, 2022 at the Hilton Hotel in Palm Springs, CA. We are looking forward to being able to gather once again to network and to obtain first-hand product and code information.

However, as we have all experienced in the past year and a half, goals have been impacted in ways beyond good planning. With that in mind, we are going to do our best to plan our event in such a way as to be able to react to the changing COVID landscape as quickly as possible

**Attendees and Exhibitors: registration for the event will open on November 01, 2021, at 12:01am.**

=====

**For all:** CAFAA, in partnership with the venue provider, will adhere to all governmental COVID mandates in effect for the event's time frame. Unless mandated, CAFAA will not require proof of vaccination, nor will we require attendees to wear Masks.

**For all:** we will require that all registration fees are paid by Jan 27, 2022. If registration is submitted after that date, registration fees must be paid in full at the time of registration. We may not be able to honor registrations submitted after the cutoff date depending on capacity limitations of the meeting and exhibition spaces.

**For all:** our cancellation policy for the 2022 conference will be to provide a full refund if the State mandates that we must cancel our event, regardless of when that mandate is enacted. If you, as an individual, need to cancel your attendance, you must do so by Jan 27, 2022, to receive a full refund.

=====

**For Exhibitors,** in the past, the order of registrations has set the order of Exhibit Table selection. This will remain the same, however, what will be different for the 2022 event, is that the actual selection of the Exhibit tables will not occur until 2-3 weeks prior to the event. This delay in table selection will allow us to configure the meeting rooms to conform to any social distancing requirement in place for the date(s) of our event based on the number of Exhibitors who will be attending. Table selection will occur in the order of registration; however, your registration fees must be paid to select your table(s).

**For Exhibitors:** depending on the number of Exhibit tables sold and social distancing requirements, we may setup tables in both the Plaza Ballroom as well as the Tapestry room (which is the large room near the entrance to the bar at the Hilton) If both rooms are used for the Vendor Reception, both will have food and beverage stations as well as seating for guests. The Foyer connecting the two exhibition rooms, may have Exhibit tables and food and beverage station(s) as well, depending on demand.

=====

IT IS IMPORTANT THAT YOU ALL REGISTER FOR THIS EVENT, IN ADVANCE OF THE PAYMENT DUE DATE, SO THAT WE CAN UNDERSTAND HOW MANY PEOPLE MAY BE ATTENDING AND HOW MANY EXHIBITORS WE WILL BE HOSTING.

THE NUMBER OF PEOPLE REGISTERING WILL BE USED TO CONFIGURE OUR MEETING SPACES TO CONFORM TO THE MANDATES IN EFFECT. IT IS IMPORTANT TO NOTE THAT CAFAA WILL CONFIGURE THE MEETING SPACES IN SUCH A WAY AS TO CREATE AS MUCH SOCIAL DISTANCING AS POSSIBLE REGARDLESS OF MANDATES.

=====

**REGISTRATIONS:**

This will be the first year that we will be using our website platform to collect and manage the Annual Conference registration process. After your registration information is entered online, the system will generate a confirmation and an invoice for your conference fees (if applicable), which may be paid online or by check.

Use the fillable REGISTRATION form to organize the information that will be required to register. If you need to provide Golf Registration information, use the fillable' Golf Registration form.

Then, you can either:

Use the form to enter your own registration, when online registrations opens on 11/01/21. Do not send the form to CAFAA, if you will be registering yourself

**\*\*OR\*\***

Send the form to CAFAA by email (info@cafaa.com, or by fax (888-607-5959) to enter the registration for you.

**If you are an EXHIBITOR, GOLD EXHIBITOR SPONSOR, or SILVER EXHIBITOR SPONSOR, your registration will establish the order of your Exhibit table selection. Therefore, we recommend, that you email your registration form, starting on November 01, 2021, starting at 12:01am to set the order. We will enter your registration form online for you.**

Contact us at info@cafaa.com or by phone at 888.607.5959 if you need additional information.

**HILTON PALM SPRINGS RESORT  
400 East Tahquitz Canyon Way  
Palm Springs, CA 92262  
(760) 320-6868**

**CAFAA  
P.O. Box 1459  
Fremont, CA 94538-0013  
(888) 607-5959 Email: info@cafaa.com**

10/01/21