Laserfiche Empower Conference Registration Terms and Conditions

These terms and conditions ("Terms") are an agreement between Compulink Management Center, Inc. dba Laserfiche ("Laserfiche") and you or the entity you represent ("you"). By registering for or participating in the Laserfiche Empower Conference ("Event"), you confirm that you have read, understand and agree to these Terms, the Laserfiche Terms of Use, and the Laserfiche Privacy Policy located at www.laserfiche.com. The Terms may be modified at any time by posting a revised version on the Laserfiche website ("Site") or by providing other notice to you. By participating in and/or attending the Event, you agree to the latest version of these Terms and any policies mentioned herein.

1. Registration. To register for the Event, you must complete the Event registration process and pay all required registration fees (if any) prior to any deadlines described on the Site for the Event. Registration for the Event is not considered confirmed until payment has been received and you have received a registration confirmation e-mail from Laserfiche. Each Event registration may only be used by the person named on the registration. Name badges used by anyone other than the actual registrant may be revoked without refund. You will be required to produce relevant Government-issued photo identification (passport, driver license or national ID card) when picking up badges at the Event, as well as when obtaining replacement of Event name badges. Lost Event name badges will incur a replacement fee.

2. Payment. Event payment must be made in full and in US Dollars. Payment must be made via credit card at the time you register for the Event. Once payment has been received, you may print an invoice/receipt from your registration record or request one from the Laserfiche Events Team at events@laserfiche.com. Admission to the Event will not be granted without payment being received in full. Laserfiche reserves the right to cancel your registration without notice for failure to pay in accordance with these Terms. Laserfiche is not responsible for any damages, direct or indirect, resulting from such cancellation.

3. Cancellation by You. All cancellations or substitutions must be made in writing and by e-mail to events@laserfiche.com or by fax to (562) 424-2118. No cancellations or substitutions will be accepted if made in any other format. Refunds will not be given to registrants who do not attend without cancelling in advance (no shows).

   - Event Registration: A full refund, minus a $50 processing fee, will be issued when a cancellation is received in writing at least 30 days prior to the first day of the Event. This does not apply to the bulk pricing promotion.
   - Name Changes: Name changes will be allowed up until 30 days prior to the first day of the Event. This does not apply to the bulk pricing promotion. The substituting attendee must be from the same company.

4. Event Program and Cancellation by Us. The Event program is subject to change. Laserfiche may cancel the Event at any time and may deny, limit or cancel a registration for the Event (including a confirmed registration) at any time. Laserfiche is not responsible for any damages, direct or indirect, resulting from such cancellation. If Laserfiche cancels the Event or your registration, so long as you are in compliance with these Terms, Laserfiche will issue you a full refund of any Event registration fee that you have paid. In the event of any cancellation by you or Laserfiche,
Sections 2–4, 6-7, 9-10 and 13 of these Terms will continue in full force and effect. Laserfiche will make reasonable efforts to immediately notify registrants of a cancellation.

5. **Code of Conduct.** You agree to behave in such a way as to create a safe, supportive learning environment while at the Event and any related events. You agree not to engage in disruptive speech or behavior or otherwise interfere with the Event or other individuals’ participation in the Event. You will comply with all applicable laws and agree not to engage in any form of harassing, offensive, discriminatory or threatening speech or behavior, including relating to race, gender, sexual orientation, religion or disability. Laserfiche may require participants engaging or threatening to engage in such behavior to leave the Event or related event immediately and such participants will not be eligible to receive a refund of any fees paid to Laserfiche related to the Event. If you witness such behavior, please promptly contact an Laserfiche staff member so direct action can be taken.

6. **Privacy.** Your contact details and other information provided by you will be handled in accordance with the information handling practices described in the Laserfiche Privacy Policy (https://www.laserfiche.com/legal/privacy/). By submitting information to Laserfiche, you attest that you comply and will continue to comply with all applicable privacy and other laws and regulations relating to protection, collection, use and distribution of Personal Data or Personally Identifiable Information. You consent to the collection, use and disclosure of the information you provide when registering for the Event by Laserfiche. Laserfiche will use the contact information you provide to send details and announcements related to the Event, and communicate about other Laserfiche offers, events or services. You can unsubscribe from promotional emails at any time by clicking the unsubscribe link in those emails.

7. **License to Use Items.** In consideration of the opportunity to participate in the Event, you grant to Laserfiche and its affiliates, agents, employees and assigns an irrevocable, nonexclusive, royalty-free right and license throughout the world and in perpetuity to reproduce, edit, publish, distribute or translate, for advertising, publicity and promotional purposes or for any other purpose relating to their business, all or any part of the following items ("Items"): (a) all still photographs and all audio and video recordings that Laserfiche or its independent contractors make of you or your voice or likeness in connection with the Event, including the right to use your name, likeness and biographical information, and (b) all materials (electronic or hard copy) submitted or presented by you in connection with the Event, including any materials submitted via social media handles associated with the Event. You consent to the use of the Items pursuant to the foregoing in perpetuity without compensation (unless prohibited by law) or additional consents from you and waive any moral rights you may have in the Items.

8. **Assumption of Risk.** You acknowledge and agree that your attendance and participation in the Event is voluntary. You agree to assume the risks associated with attending and participating in the Event to the fullest extent permitted under applicable law.

9. **Release of Claims.** To the extent permissible by applicable law, you (for yourself, your heirs, personal representatives, assigns, and anyone else who might make a claim on your behalf) hereby release Laserfiche and its affiliates, and their respective directors, officers, employees, contractors, representatives, agents, successors and assigns, from any and all claims, demands,
causes of action, suits, damages, losses, debts, liabilities, costs and expenses (including without limitation reasonable attorneys' fees and costs) that you may have now or in the future associated in any way with the Event or the Items.

10. **Limitation of Liability.** IN NO EVENT WILL (a) LASERFICHE BE LIABLE FOR ANY LOSS OF DATA, LOSS OF PROFITS, LOSS OF OPPORTUNITY, COST OF COVER OR OTHER SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, EXEMPLARY OR RELIANCE DAMAGES OR (b) THE AGGREGATE LIABILITY OF LASERFICHE FOR ALL OTHER DAMAGES IN CONNECTION WITH THE EVENT EXCEED $100 USD.

11. **No Solicitation.** Unless otherwise approved or authorized in writing by Laserfiche, attendees of the Event may not solicit employees or distribute material of any kind at anytime during the Event.

12. **Recording.** Audio, video, and cellular recordings of the Event and performances or sessions during the Event are not permitted; all audio and video recording devices are prohibited on the premises except. Any attempt by unauthorized personnel to record these events may result in the confiscation of and forfeiture of the recording device.

13. **Publicity.** You may not issue a press release or other promotional materials with respect to the Event at any time before, during or after the Event including any utilization of EMPOWER, Laserfiche, RUN SMARTER or other trade names or logos of Laserfiche without obtaining Laserfiche’s prior written consent to do so. Please contact us at press@laserfiche.com for any publicity and marketing inquiries.

14. **Jurisdiction; Venue; Arbitration.** This Agreement and all related documents, and all matters arising out of or relating to this Agreement, are governed by, and to be construed in accordance with, the laws of the State of California, without regard to the conflict of laws provisions thereof. All disputes relating to this Agreement will be settled by arbitration conducted pursuant to the Commercial Arbitration Rules of the American Arbitration Association in Los Angeles County, California. Judgment on the arbitral award is final and binding and may be entered in any court of competent jurisdiction.