

Smartsheet ENGAGE – 2019 User Conference

Updated: April 8, 2019

Terms and Conditions

Your Privacy - All information you provide, or that we collect about you, in connection with the Smartsheet ENGAGE – 2019 User Conference (the “Conference”) will be saved, stored, processed, transmitted and/or deleted in accordance with these Terms and Conditions.

Consent to Email - By registering for the Conference, you agree to be contacted by Smartsheet via phone or email with Smartsheet-related information or updates.

Valid Email Required - You will be asked to provide a valid company email address in order to register for the Conference. If you do not provide such email address, your Conference registration may not be processed.

Badges / Photo ID - When you check-in at the Conference, we will verify your identification prior to assigning you your badge. Typical government-issued forms of identification will be accepted – e.g., drivers’ licenses or passports. Note that you will need a badge to enter the Conference. Badges may contain technologies that help us provide a better user experience and track attendance at various sessions.

Sharing Registration Information - You consent to the sharing of your name, company, title, and email address with certain Conference sponsors if you swipe your badge at the applicable sponsors’ tables.

Schedule Changes - Smartsheet reserves the right to modify Conference details as we see fit. We will make efforts to keep the Conference registration site current for your convenience.

Cancellations and Transfers - Registration fees are transferable to another person within your company. If you have registered but are no longer able to attend, the following policies apply:

- **Conference:** You can request a full refund through June 30, 2019. If you cancel between July 1, 2019, and September 15, 2019, you will be assessed a \$500 cancellation fee. If you cancel after September 15, 2019, you will not receive a refund.
- **Pre-Conference Training:** You can request a full refund through June 30, 2019. If you cancel between July 1, 2019, and September 15, 2019, you will be assessed a \$200 cancellation fee. If you cancel after September 15, 2019, you will not receive a refund.
- **Post-Conference Certification:** You can request a full refund through June 30, 2019. If you cancel between July 1, 2019, and September 15, 2019, you will be assessed a \$50 cancellation fee. If you cancel after September 15, 2019, you will not receive a refund.

Photography / Video - We may take photographs and/or video during the Conference, or have them taken for us, and collect recordings of your voice and likeness. By attending the Conference you consent to Smartsheet’s use of these recordings, without payment of any kind, for any purpose, which may include use in our marketing materials and publications and for our internal business purposes.

No Liability - Smartsheet will not accept liability for damages of any nature you may sustain during the Conference, or for loss of or damage to your personal property.

Event Safety / Your Conduct - The safety and security of all Conference attendees is very important to us. By attending, you agree to abide by: the Smartsheet Event Code of Conduct; all rules provided by any venue operating official conference events; and all applicable fire, safety, and health regulations. If you violate any of the foregoing rules or regulations or otherwise act in an unsafe or careless manner at any time during the Conference: (1) Smartsheet may remove you from the Conference without liability to you and you will not receive any full or partial refund; and (2) you agree to defend, indemnify, and hold harmless Smartsheet and its employees, officers, directors, and agents against all third-party claims, losses, or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney’s fees) arising out of the conduct giving rise to such violation.

Subject to change - These terms and conditions are subject to change prior to the Conference at Smartsheet’s discretion. Please check the Conference website (www.smartsheet.com/engage) for updates.