



## CSBA's Counties Conference Notices

General notice for CSBA's 2026 Counties Conference in Marina del Rey, California. Please review carefully.

Attendees must comply with all procedures and protocols established by the conference venue, hotels, transportation providers, and CSBA and all directives of the venue, hotel, transportation providers, and CSBA.

As a condition of attendance, registrants will be required to acknowledge and agree to a liability release confirming that they voluntarily assume all risks associated with attending the event and release CSBA from related liability.

Attendees will also be required to acknowledge and agree to abide by CSBA's Events Code of Conduct. Noncompliance with the Code of Conduct may result in an attendee's removal from the event and exclusion from future events. Further, **CSBA reserves the right to remove any attendee from event**, whether or not there's been a violation of protocol, policy, or directors, if CSBA believes, in its sole discretion, that doing so is in the best interests of CSBA and beneficial to creating a collaborative, inclusive, professional event environment.

Attendees understand the following:

- By attending CSBA's Counties Conference, attendees consent to the recording and capturing of their image and/or voice in any non-private space and authorize CSBA to use attendees' photographs, video, and audio recordings for any CSBA purpose.
- CSBA and event staff reserve the right to photograph and record event activities for promotional and archival purposes.
- Attendees should not leave personal belongings such as briefcases, water bottles, backpacks, purses, coats, book bags, laptops, tablets, or mobile devices, unattended in meeting rooms or public areas. Such items are the responsibility of their owner and CSBA will not be held responsible for their safekeeping should they become lost or stolen. Additionally, any unattended items may be subject to removal by security upon being discovered.
- CSBA reserves the right to remove any attendee from event, whether or not there's been a violation of protocol, policy, or directors, if CSBA believes, in its sole discretion, that doing so is in the best interests of CSBA and beneficial to creating a collaborative, inclusive, professional event environment.

### Housing policy

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All hotel reservations require a valid credit card guarantee. To avoid incurring a cancellation penalty, guests must provide advance notice of their cancellation. We recommend clarifying the cancellation policy directly with the hotel, as each establishment may have its own unique policies. Failure to arrive on your scheduled arrival date will result in a penalty equal to one (1) night's room and tax. In addition, your reservation will be canceled in its entirety. Penalties for early departure are enforced and vary by hotel. Make sure to verify your departure date with your hotel upon check-in.

The negotiated block of rooms has a reservation cutoff date of **Tuesday, Sept. 1, 2026**. After the cutoff date, rooms may be given on a space-available basis, and the special group discount may not be available.

## Cancellation by CSBA

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CSBA reserves the right, in its sole discretion, to cancel, postpone, or modify the Counties Conference at any time, with or without notice. If CSBA cancels Counties Conference, CSBA sole obligation and registrants' exclusive remedy shall be limited to a refund of registrations fees. To the fullest extent permitted by law, CSBA will not be liable for, and expressly disclaims responsibility for, any other costs, expenses, or damages incurred by registrants or any third party in connection with Counties Conference, including but not limited to registrants' personal or business costs associated with participation at Counties Conference. Please also note that after the housing deadline, hotel reservations within the Counties Conference room block become personal and must be cancelled directly by the registrant. See Housing Policy above for further information.

## Cancellation of registration by registrant

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All cancellations must be submitted in writing no later than 11:59 p.m. (PST) on **Monday, Sept. 8, 2026**. There is no refund for no-shows. Requests for refunds will not be reviewed until after the event, and responses to requests may take an additional 8-10 weeks. Direct all cancellation requests to [register@csba.org](mailto:register@csba.org).

### Conference ticket policy

For cancellations received by **Thursday, July 30, 2026**:

- A full refund will be issued.

For cancellations received prior to 11:59 p.m. (PST) on **Thursday, Sept. 3, 2026**:

- A 25% processing fee will be applied, and the balance of your registration fee will be refunded.
- Substitutions may be made with another individual within the registrant's LEA.

For cancellations received after **Thursday, Sept. 3, 2026**:

- No refunds will be issued.
- Substitutions may be made with another individual within the registrant's LEA by Tuesday, Sept. 22, 2026. You must visit the onsite registration desk to make changes to your registration.

## Release from liability to CSBA

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All attendees agree that, as a condition to register for Counties Conference, they must complete a separate Release of Liability to CSBA.

CSBA notifies registrant for in-person attendance as follows:

The novel coronavirus, COVID-19, is a worldwide pandemic, which is extremely contagious and can cause serious illness and death. Though appropriate health and safety measures and precautions will be taken, CSBA cannot guarantee that you will not be exposed to, contract or spread COVID-19 while attending a CSBA event or activity. Please note that any in-person interaction at CSBA's Counties Conference may increase your risk of contracting or spreading COVID-19.

With full acknowledgement of the above notice, I wish to attend the in-person meetings of CSBA's 2026 Counties Conference, so I agree to the following:

- I understand that my attendance and participation in the above event could pose a risk of exposure to COVID-19 or other contagious or infectious disease to me.
- I freely assume any risk of harm or injury to me that my attendance or participation in the event may cause, and I release CSBA from all liabilities, costs and damages that I may incur thereby.
- I understand that by this release and waiver, I give up my right to bring any claims, including for personal injuries, death, disease, property loss or any other loss, that may be released and waived under applicable law.
- I understand that this release and waiver prevents me from seeking damages in any way against CSBA, whether such damages are known or unknown, foreseen or unforeseen, or occur now or in the future.

## Minors

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CSBA's Counties Conference programming is designed for adult audiences. Some conference sessions, discussions, and events may include mature subject matter or language that may not be appropriate for individuals under the age of 18.

- Any minor in attendance must be accompanied and supervised at all times by a parent, guardian, or designated adult chaperone.
- Certain events at the conference will have alcohol available. No one under 21 will be admitted into events where alcohol is served. Please be prepared to show valid ID if requested.
- CSBA reserves the right to deny access to specific sessions or events where age restrictions apply.

## Accessibility

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CSBA is committed to providing an accessible and inclusive experience for all attendees. The following services are available to ensure full participation in the event:

- **Wheelchair accessibility:** The venue is fully accessible, including wheelchair access to seating areas, restrooms and entrances. If additional assistance is needed, please inform CSBA prior to the event.
- **Reserved seating:** Accessible seating for individuals with mobility impairments can be provided. Requests for reserved seating should be made ahead of time to ensure availability.

If you require accommodations or have specific needs related to mobility, vision, hearing or other areas, please contact [countyboard@csba.org](mailto:countyboard@csba.org) at least 72 hours prior to the event. While CSBA will make every effort to accommodate requests, please note that late requests may not be able to be fully accommodated. CSBA will provide guidance on how to reserve these services and ensure that necessary arrangements are made to support your participation.

## Mobile app policy

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The Counties Conference app has features that allow fellow meeting attendees to know and contact each other. By participating in certain conference events, you grant CSBA the right to upload your name, company and company's primary address and phone number in your profile to the Counties Conference event app, which will be available to registered attendees only.