

Smartsheet ENGAGE – 2017 User Conference

Terms and Conditions

Updated: 4/13/17

Your Privacy. All information you provide, or that we collect, in connection with the Smartsheet ENGAGE – 2017 User Conference (the “Event”) will be saved, stored, processed, transmitted and/or deleted in accordance with the Smartsheet Privacy Policy, which you can view here: <https://www.smartsheet.com/privacy>.

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

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

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

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:

- **Main conference:** You can request a full refund through June 30, 2017. If you cancel between July 1, 2017, and September 11, 2017, you will be assessed a \$400 cancellation fee. If you cancel after September 12, 2017, you will not receive a refund.
- **Academy Training:** You can request a full refund through June 30, 2017. If you cancel between July 1, 2017, and September 11, 2017, you will be assessed a \$200 cancellation fee. If you cancel after September 12, 2017, you will not receive a refund.

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

Photography / Video. We may take photographs and/or video during the Event, or have them taken for us, and collect recordings of your voice and likeness. By attending the Event 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 Event, or for loss of or damage to your personal property.

Event Safety / Your Conduct. The safety and security of all Event attendees is very important to us. By attending, you agree to abide by: any Code of Conduct made available to you by Smartsheet; all rules provided by any venue operating official conference events; and all applicable fire, safety, and health regulations. If you act in violation of the foregoing rules or regulations or in an unsafe or careless manner at any time during the Event: (1) Smartsheet may remove you from the Event 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 at Smartsheet's discretion. Please check the Event website (www.smartsheet.com/ENGAGE) periodically to view the latest version.