# **Event Information for Exhibit Sales Roundtable (ESR)**

## **Event Location**

The City Club of Washington, 555 13th St NW, Washington, DC 20004

## **Event Dates & Time**

**Exhibit Sales Roundtable** 

## February 13, 2020:

8:00 am Breakfast and registration

9:00 am First session

12:00 pm Networking Lunch

1:00 pm Second session

4:30 pm Adjourn

For up-to-the-minute information, please go to **Exhibit Sales Roundtable**.

## **ESR Policies**

#### As of September 2019:

ESR respects the information provided by our customers. This privacy statement discloses the type of information we capture about our customers, how we use it to communicate with our customers and how you can request to no longer receive communications from ESR.

#### **Our Customers:**

This policy applies to all customers of ESR, who include, but are not limited to, attendees, speakers, press and sponsors.

## **Customer Information and Use:**

Two primary types of information are gathered about our customers:

Financial information is used for or gathered during the registration process and includes, but is not limited to, credit card numbers and expiration dates. This information is used only to process the transaction.

Professional information includes, but is not limited to, name, title, company name, company address, phone number, and e-mail address. This also applies to questions answered on survey or registration forms, such as demographic information.

# **Opting Out:**

ESR will accept, implement and maintain any customer request to opt out of future e-mail communications from ESR. If you would like to opt out of all e-mail communications from ESR, please contact Sam Lippman at <a href="mailto:slippman@lippmanconnects.com">slippman@lippmanconnects.com</a> or 703.979.4904.

# Security:

This site utilizes a secure server to protect information.

# **Cancellation Policy:**

Full refunds will be allowed until January 30, 2020. After January 30, 2020, substitutes that meet ESR's eligibility requirements will be permitted.