Church Benefits Association (CBA)
Policy on Non-Members, Guests and Vendors
Attendance at the Annual Meeting

1. Registration is required of everyone attending the CBA Annual Meeting.

2. **Non-Members:** A non-member, other than a guest or vendor, may be invited to the Annual Meeting but must become a CBA member to attend subsequent CBA Annual Meetings, unless otherwise approved by the CBA Executive Committee.

    The exception to this rule is that members may invite their advisors and consultants as non-member attendees. Advisors and consultants may attend all sessions of the Annual meeting and participate in all meal functions; they are not required to join in order to attend more than one meeting. Invited advisors and consultants of a member must be verified by the appropriate member before registration will be accepted.

    Non-members must wear a name badge while attending CBA functions and observe all conference policies.

3. **Guests:**
    a. Guests are not industry members, but rather spouse, family, or friends of CBA members who may attend social and meal functions (but not business portions) of a meeting.
    b. Invited guests of members are strictly prohibited from setting up displays or soliciting members.
    c. Guests must wear a name badge while attending CBA functions and observe all conference policies.
    d. Except as provided in 3.a. above, guest registration is not available to vendors.

4. **Vendors:** The CBA Planning Committee will identify the outside vendors, including speakers, that can attend the meeting, their authorized activities before or during the Annual Meeting and the fee charged to participate in the Annual Meeting. Vendors must wear a name badge while attending CBA functions and observe all conference policies. Vendors may not, without written permission of the CBA Chair, Planning Committee Chair, or Topical Interest Committee convenor, participate in panel discussions, learning communities, or Topical Interest Committee meetings.

Approved by the CBA Executive Committee on August 18, 2023.