

## Booth Space Cancellation Form

Please make note of the refund policy listed below.  
Fax or email all completed forms to (703) 683-5678 or [exhibits@nacds.org](mailto:exhibits@nacds.org)

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

### Company Booth Logistics Coordinator

Same as above

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

### Company Cancelling Exhibit Booth Space

Same as above

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Reason for Cancellation

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### Booth Cancellation Policy

**March 30, 2018** is the final date to submit the Exhibit Booth cancellation form to receive a refund; fax or email the completed form to (703) 683-5678 or [exhibits@nacds.org](mailto:exhibits@nacds.org). Upon NACDS receipt of the completed Exhibitor Cancellation form or letter, booth fees will be refunded per the following schedule:

- Companies whose form is received on or before **December 31, 2017** will be refunded in full, **less an administrative fee equal to 10% of the total contracted price.**
- Companies whose form is received between **January 1, 2018 and March 30, 2018** will be refunded in full, **less an administrative fee equal to 25% of the total contracted price.**
- Companies whose form is received **on or after March 31, 2018 will forfeit any refund.**
- **Exhibitors who fail to attend forfeit the entire booth fee.**

### Booth Size Downgrades Policy

- Downgrades in booth size received in writing on or before **December 31, 2017** will be refunded the difference in booth cost, **less a 10% administration fee, to be applied to the difference between the original booth size and the cost of the new size.**
- Downgrades in booth size received in writing **January 1, 2018 through March 30, 2018** will be refunded the difference in cost, **less 25% administrative fees, to be applied to the difference between the original booth size and the cost of the new size.**
- Downgrades in booth size received **on or after March 31, 2018 will not be subject to a refund.**
- **NEW:** NACDS reserves the right to relocate downgraded booth spaces to a more suitable location in the exhibit hall.

### Authorizing Individual

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_