

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

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

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. 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: _____