

## 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

\_\_\_\_\_  
 \_\_\_\_\_

### Cancellation Policy

**April 14, 2017** is the final date to submit the Exhibit Booth cancellation form; 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 **January 1, 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 2, 2017 and April 14, 2017** 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 April 15, 2017 will forfeit any refund.**
- Downgrades in booth size received in writing by **April 14, 2017** 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 April 15, 2017 will not be subject to a refund.
- Exhibitors who fail to attend forfeit the entire booth fee.

### Authorizing Individual

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_