

## Booth Space Cancellation/Downgrade Form

Please make note of the refund policy listed below.  
Email all completed forms to [exhibits@nacds.org](mailto:exhibits@nacds.org)

### Company Cancelling/Downgrading Exhibit Booth Space

Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

### Individual Completing Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Company Booth Logistics Coordinator

Same as above

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Reason for Cancellation/Downgrade

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

### Booth/Private Meeting Space Cancellation/Downgrades Policy

All booth cancellations and requests to downgrade contracted booth and meeting space must be submitted in writing. Exhibitors who are unable to occupy and use the contracted exhibit space, should forward this completed form, or letter to the NACDS Exhibits Department. Cancellation form or letters may be emailed to [exhibits@NACDS.org](mailto:exhibits@NACDS.org).

- Upon Cancellation, all complimentary and paid registrations will be cancelled. Paid registrations will be subject to the cancellation and refund schedule outlined in Section I, #4, "Individual Cancellations and Substitutions" of the [2020 Total Store Expo Rules & Regulations](#).
- Exhibitors opting to relocate their presence into a shared booth more than seven (7) days after contracting their original booth will be considered a booth downgrade and will be subject to the applicable schedule and associated fees.
- NACDS reserves the right to invoice Exhibitor the cancellation/downgrade fee balance in the event booth payments made are less than the fee amount. Exhibitor's ability to participate in future NACDS events may be impacted due to unpaid cancellation/downgrade fees.
- Upon booth downgrade, Exhibitor's complimentary registration allotment will be reduced in accordance with the exhibitor's new booth size. Exhibitors will be required to pay for previously complimentary registration at the appropriate rate.
- NACDS reserves the right to relocate downgraded booth spaces to a more suitable location in the exhibit hall.

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### Refund Schedule

#### **Received in writing September 16, 2019 – March 13, 2020:**

- Cancellations will be refunded minus an administrative fee equal to 25% of the contracted booth/meeting space price.
- Downgrades will be refunded the difference in cost, less a 25% administrative fee applied to the difference in cost between the original booth and the downgraded booth.

#### **Received in writing March 14, 2020 and later:**

- Companies whose Booth Cancellation/Booth Downgrade Form is **received on or after March 14, 2020 will forfeit any refund.**
- Exhibitors who fail to attend forfeit the entire booth fee.

### Other

- NACDS reserves the right to invoice the exhibitor for the cancellation/downgrade/relocation fee, in the event booth payment(s) made do not fully cover the amount owed. All unpaid balances may impact the Exhibitor's ability to participate in future NACDS events.
- Exhibitors opting to relocate their show presence into a shared booth more than seven days after contracting exhibitor's original booth and before the posted booth cancellation deadline will be assessed a fee equal of the rate of half (50%) of the exhibitor's original booth price. Beginning on the posted booth cancellation deadline, exhibitors will remain responsible for the entirety of their contracted booth space should they opt to relocate into a shared booth.

### Authorizing Individual

Name: \_\_\_\_\_ Company: \_\_\_\_\_

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