

Notification of an exhibitor's decision to cancel assigned exhibit space at the annual meeting exhibition must be submitted in writing. Cancellation of exhibit space means that the exhibitor:

- Forfeits access to AAO 2020;
- Forfeits the use of the assigned exhibit space; and
- Releases previously assigned hotel rooms and meeting space.

Cancellation Schedule

| | |
|-----------------|------------------|
| Without penalty | 14-Aug |
| 30% penalty | 15 Aug - 11 Sep |
| No Refund | 12 Sept - 13 Nov |

The Academy's receipt of an exhibitor's notice of cancellation from **Saturday, August 15** to the final payment date, **Friday, September 11** subjects the exhibitor to a cancellation penalty equal to thirty percent (30%) of the total cost of space assigned.

The Academy's receipt of an exhibitor's notice of cancellation on or after Saturday, September 12 subjects the exhibitor to a cancellation penalty equal to one hundred percent (100%) of the total cost of space assigned. **However, in the event, the Academy finds it necessary to cancel the annual meeting following directives from the Centers for Disease Control and Prevention (CDC), National Institute of Health (NIH), the World Health Organization (WHO), and/or state and local health authorities, exhibitors will have the option to:**

- *rollover AAO 2020 booth payments to secure 2021 exhibit space at 2020 rates, or;*
- *participate in a virtual meeting where any difference in pricing would be refunded, or;*
- *request a full refund for any exhibit space payments made.*

If a refund is chosen, exhibitor will be required to pay the increased exhibit space rental fees for AAO 2021.

The Academy's receipt of an exhibitor's notice to downsize booth space after Friday, August 14, will result in a fifty percent (50%) penalty on the original island booth size and fifty percent (50%) of the linear booth cost.

An exhibitor that cancels its participation on or after Saturday, September 12, and has an unpaid balance must pay the balance before exhibiting at future Academy meetings.