Cancellation of Exhibit Space

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 2021;
• Forfeits the use of the assigned exhibit space; and
• Releases previously assigned hotel rooms and meeting space.

### Cancellation/Downsize Schedule

<table>
<thead>
<tr>
<th>Without penalty</th>
<th>July 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>30% penalty</td>
<td>July 9 – Aug 10</td>
</tr>
<tr>
<td>No Refund</td>
<td>Aug 11 – Nov 12</td>
</tr>
</tbody>
</table>

The Academy’s receipt of an exhibitor’s notice of cancellation from **Thursday, July 8** to the final payment date, **Tuesday, Aug. 10** 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 Wednesday, Aug. 11** subjects the exhibitor to a cancellation penalty equal to one hundred percent (100%) of the total cost of space assigned.

The Academy’s receipt of an exhibitor’s notice to downsize booth space after **Monday, Aug 9**, 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 who is restricted from traveling to the annual meeting or is unable to obtain a COVID 19 vaccination will be, upon providing documentation, refunded any fees paid for exhibit space or promotional opportunities, less any actual costs incurred by the Academy or its vendors to produce the promotional item. **Such direct costs will be evidenced by documentation such as labor time cards or invoices.**

An exhibitor that cancels its participation on or after **Wednesday, Aug 11**, and has an unpaid balance must pay the balance before exhibiting at future Academy meetings.