

Notification of an exhibitor’s decision to cancel assigned exhibit space must be submitted in writing. Cancellation of exhibit space means that the exhibitor:

- Forfeits access to AAO 2022;
- Forfeits the use of the assigned exhibit space; and
- Releases previously assigned hotel rooms and meeting space.

Cancellation/Downsize Schedule	
Without penalty	June 15
30% penalty	June 16 – July 6
No Refund	July 7 – Sept. 30

The Academy’s receipt of an exhibitor’s notice of cancellation from **Thursday, June 16** to the final payment date, **Wednesday, July 6** 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 Thursday, July 7 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 **Wednesday, July 6**, 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 Thursday, July 7, and has an unpaid balance must pay the balance before exhibiting at future Academy meetings.