

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 2019;
- Forfeits the use of the assigned exhibit space; and
- Releases previously assigned hotel rooms and meeting space over those meeting dates.

An exhibitor who submitted their application by the deadline associated with the launch date of their sales cycle have a five-week grace period to cancel without penalty. Those who submit an online application outside of this schedule would calculate the date for cancellation without penalty based on the date of their submission. The Academy's receipt of an exhibitor's notice of cancellation from their scheduled date and the final payment date, **Friday, Aug. 9**, subjects the exhibitor to a cancellation penalty equal to thirty percent (30%) of the total cost of space assigned.

2019 Sales Cycle	Point Range	Link Launched	Deadline	Last Day to Cancel WITHOUT Penalty
Phase 1	191 - 4500	Apr 3	Apr 10	May 15
Phase 2	115- 190	Apr 17	Apr 24	May 29
Phase 3	114 - 51	May 1	May 8	June 12
Phase 4	50 - 20	May 15	May 22	June 26
Phase 5	5 - 19	May 29	June 5	July 10
Phase 6	1 - 4	June 12	June 19	July 24

The Academy's receipt of an exhibitor's notice of cancellation on or after **Monday, Aug. 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 canceled space is resold and the entire exhibition is sold out, the cancellation penalty will revert to thirty percent (30%) of the total cost of space assigned.

The Academy's receipt of an exhibitor's notice to downsize booth space after Monday, Aug. 26, will result in a fifty percent (50%) penalty on the original island booth size and fifty percent (50%) of the linear booth cost.

A refund due as a result of a cancellation will be processed at the time of the cancellation.

An exhibitor that cancels its participation on or after Monday, Aug. 26, and has an unpaid balance must pay the balance before exhibiting at future Academy meetings