

2023 AADE National Technical Conference & Exhibition Cancellation Policy

As of October 2, 2022

All cancellation requests must be in writing.

Registration Fees:

If the Registrant cancels any time, the Registrant shall pay a cancellation fee equal to 100% of the total registration fee. If AADE must pivot the in-person conference to an all-virtual event*, AADE will apply the in-person registration fee to the virtual attendance fee and refund the difference in fees, unless you are an author. If you are an author, there will be a \$50 administrative fee per paper.

Exhibitor Fees:

If the Exhibitor cancels at any time, the Exhibitor shall pay a cancellation fee equal to 100% of the total exhibition fee.

If AADE must pivot the in-person conference to an all-virtual event*, Exhibitors will have the option to:

1) Receive a full refund of paid exhibitor fees minus a 10% administrative fee;

Or,

2) Apply 50% of the paid exhibitor fees to the virtual platform as a virtual exhibitor and receive a 50% refund of original exhibitor fee.

In addition to any cancellation fees above, cancelled Exhibitors are not eligible to any comped or free conference registrations, exhibitor badges, occupy sleeping rooms, exhibit, or advertise on the conference virtual platform or any conference promotional materials.

Sponsorship Fees:

If the Sponsor cancels at any time, the Sponsor shall pay a cancellation fee equal to 100% of the total sponsorship fee.

If AADE must pivot the in-person conference to an all-virtual event*:

- For Sponsorship Packages:

- AADE will refund 50% of the sponsorship fee for Platinum, Gold, Silver and Bronze packages. The remaining balance will apply to the virtual event platform.

- Logo and Ads in the conference program will be fully electronic/virtual.

- For Event Sponsorships:

- Breakfast, Coffee Break Sponsor, and Networking Reception fees will be refunded 50% and the remaining balance will be applied to the virtual event platform as a Silver Sponsor.

- Luncheon Sponsor and Media-A/V Sponsor fees will be refunded 50% and the remaining balance will be applied to the virtual event platform as a Gold Sponsor.

- Name Badge, Conference Bag, and USB Sponsors will not be subject to a refund if promo items have been ordered. If promo item has not been ordered, fees will be

refunded 50% and the remaining balance will be applied to the virtual event platform as a Bronze Sponsor.

In addition to any cancellation fees above, cancelled Sponsors are not eligible to any comped or free conference registrations, occupy sleeping rooms, exhibit, or advertise on the conference virtual platform or any conference promotional materials.

*If AADE must pivot the in-person conference to an all-virtual event, virtual sponsorship opportunities will be provided to interested Exhibitors / Sponsors. Sponsorship and exhibition & registration fees for a virtual event are non-refundable.

FORCE MAJEURE: In the event that the conference by AADE or the Facility or any part of the exhibit area thereof is unavailable whether for the entire event, or a portion of the event, as a result of fire, flood, tempest, inclement weather, or other such cause or as acts of God, pandemic, war, acts of terrorism, government regulations, disaster, strikes, civil order, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible for the Facility to provide general use to the facility, or other cause or agency over which AADE has no control, or should AADE decide that because of any such cause that it is necessary to cancel, postpone or re-site the event, or reduce the move-in and installation time, show time, or move-out time, AADE shall not be liable to refund, indemnify, or reimburse the Exhibitor or Sponsor in respect of any fees paid, damage or loss, direct or indirect, arising as a result thereof with the exception of the refunds explicitly explained above.