

TRUE RESEARCH FOUNDATION
Conference Exhibitor
Cancellation/Refund Policy
Policy #21

Purpose: The purpose of Policy # 21 is to provide the conference Department a uniform cancellation and/or refund policy

1. Notification of an Exhibitor's decision to cancel an exhibit must be submitted in writing to the Conference Manager. Cancellation policy is as follows:
 - a. No refund will be made to the Exhibitor when a written notice is received one month from the set up of the conference.
 - b. 50% of the paid Exhibit fee will be refunded when a written cancellation has been received two months from the set up of the conference.
 - c. 75% of the Exhibit fee will be refunded when a written cancellation has been received three months from the set up of the conference.
 - d. 100% of the Exhibit fee will be refunded when a written cancellation has been received four months prior to the set up of the conference.

Review and approved by the Board of Directors at the April 18, 2008 meeting