

# **afci** locations show

## **2015 PAYMENT AND CANCELLATION POLICY**

**Payment Schedule** required for purchase of Exhibitor booth(s) for the 2015 Locations Show:

- A non-refundable deposit of fifty percent (50%) of the full booth cost, *including share fees*, is due within three weeks following receipt of the booth reservation.
  - If the 50% deposit or full payment is not made at time of reservation, an invoice will be forwarded to the address *on file with AFCI office* (not necessarily the address used for reservation purposes) within 24 hours. The reservation shall be held for 15 business days (three weeks) from date of reservation. Should the 50% deposit or full payment not be made within the three (3) week grace period, the space will be made available to others and the reservation considered withdrawn.
  - The AFCI will accept an official, approved Purchase Order from a government agency in lieu of payment; this Purchase Order must have been originated within the original three week grace period. The purchase order will stand to extend the required 50% deposit or full payment period for an additional thirty (30) days.
    - Should the 50% deposit or full payment not be made by the governmental agency within the thirty (30) day grace period, the space will be made available to others and the reservation considered withdrawn. No other grace periods than the thirty (30) day additional grace period provided by a bona fide governmental purchase order shall be allowed.
  - If a Member requires paperwork from the AFCI in order to assure payment within the three week period, please request this **PRIOR** to reserving your booth; failure to do so may result in the loss of your booth.
  - All remaining balances and unpaid booth reservations, including payment on outstanding Purchase Orders, are due to the AFCI office no later than Friday, January 30<sup>th</sup>, 2015.
    - Any unpaid Exhibitor Booth reservations may be automatically cancelled ***without notice*** on January 30<sup>th</sup>, 2015 unless prior arrangements with AFCI have been made.
    - Failure to make payment in full by January 30<sup>th</sup>, 2015 may result in being prohibited from booth set-up at show start.
    - Contact Melanie ([melanie@afci.org](mailto:melanie@afci.org)) at the AFCI **BEFORE** January 30<sup>th</sup>, 2015, if there is any reason to believe you will not be able to make final payment by this date.

## **Failure to Pay Restriction**

- Any Member or party whose Exhibitor Booth is released for failure to pay the 50% deposit or payment in full during the respective grace periods will not be allowed to reserve another booth unless it is paid in full at time of reservation. This requirement also applies to governmental purchase orders that were not paid at the end of the addition grace period. *Under no circumstances will addition grace periods be provided.*

## **Payments**

- Payments may be made by check sent to 3904 Central Avenue #173, Cheyenne, WY 82001. Payment sent to any other address may result in a long delay in payment being processed and therefore loss of the reservation(s).
- Contact the AFCI for current banking information for payments by wire or EFT / ACH. *The AFCI is not responsible for electronic payments made to erroneous or outdated AFCI accounts.*
- Contact the AFCI with credit card information to make payments by credit cards (Visa, MC, and Discover. The AFCI does not accept American Express).

## **Cancellation Policy**

- Cancellation must be done in writing on letterhead and signed by the original signatory reserving the Exhibitor Booth or an officer of the entity authorized to cancel the reservation. Any cancellation request received by AFCI on letterhead from a reserving party shall be assumed to be made by an individual with actual or apparent authority to cancel the reservation and AFCI shall not be responsible or have any liability for any dispute between an individual reserving Exhibitor Booth space and another from the same entity cancelling the reservation.
- Cancellation deadlines are as follows:
  1. Prior to January 30<sup>th</sup>, 2015, cancellations will receive a 50% refund of the total Exhibitor Booth space costs. If only a deposit of 50% has been paid, no refund will be made.
  2. Cancellations made after January 30<sup>th</sup>, 2015, will not be refunded.
  3. Should an exhibitor cancel prior to making a payment toward their booth, the amount owed shall remain payable as per the above cancellation dates.
  4. Due to payments made by the AFCI on behalf of the exhibitor, there are no exceptions to this policy.