

## **VISION2023 Cancellation and Refund Policy**

**Basic Terms & Conditions:** *By completing this form, exhibitor agrees to pay the full contracted amount as outlined below. No exhibitor will be permitted to move into their designated space until the exhibit space is paid in full., If choices of space and/or sponsorship have been previously assigned, ACTE may assign the exhibitor to what it considers the best available space. In the event that ACTE is unable to hold its 2023 Annual Meeting, paid companies will be extended a credit option for 100% of funds paid for use for the next similar ACTE CareerTech VISION. No refunds will be made. Exhibitor agrees to comply with these terms and all additional terms, rules, and regulations as published or posted by ACTE.*

**Deposits (effective thru February 3<sup>rd</sup>, 2023):** Booth spaces and location will be confirmed upon a signed contract and receipt of \$500 deposit per 10' x 10' booth.

**Full Payments (due by April 3, 2023):** ACTE reserves the right to cancel booth space if payment is not made in full by April 3, 2023 (or within 30 days of contract submission if after that date).

### **Cancellations:**

All cancellation requests must be submitted in writing and e-mailed to [exhibitsales@acteonline.org](mailto:exhibitsales@acteonline.org). Telephone requests WILL NOT be honored. ACTE is not responsible for weather-related travel delays or other issues related to personal travel and no refunds will be given due to these occurrences.

Eligible refunds for **VISION 2023** will be processed within 60 days of receipt of written notice of **cancellation** as follows:

Fifty percent (50%) of the exhibit space fees will be refunded for cancellations received prior to Monday, April 3, 2023.

Cancellation requests received after Monday April 3, 2023 are nonrefundable.

### **BOOTH TEAR-DOWN POLICY**

Exhibitors who start tearing down their booths before the official closing time of the Career Tech Expo will be subject to penalties. Exhibitors will lose two priority points for the next booth pick and be required to pay a fine of one-half the total cost of their booth space.