

Exhibitor Cancellation Policy

By purchasing an exhibit booth, advertisement, or sponsorship, you are confirming you have read and agree to AAOE Policies regarding your participation in the AAOE Annual Conference and refunds, and cancellations as outlined below:

1. Sponsorship and exhibit fees are non-refundable except as noted below.
2. Refunds will be provided if notice of cancellation is received by vendor within fifteen (15) days following signed agreement execution, but no later than 12 weeks prior to the conference, February 4, 2022, whichever date occurs first.
3. If AAOE must pivot the in-person conference to an all-virtual event* within 60 days of the event start date, due to the current rules, regulations and guidelines set forth by Chicago, Cook County, Illinois, or the CDC Sponsors / Exhibitors may:
 - a. Apply their entire in-person sponsorship fee to a virtual sponsorship package.; or
 - b. Apply their entire in-person sponsorship fee to the 2023 AAOE Conference; or
4. Request a refund of their in-person event sponsorship or exhibit fee, less the pro-rata share of all costs and expenses incurred and committed by AAOE. Expenses incurred will not exceed the sum of 20% of each company's total spend plus the cost of any items purchased for the sponsorship. Vendors have the option to transfer money paid to date to the 2023 Annual Conference and retain full value instead of the refund referenced previously.

*If AAOE must pivot the in-person conference to an all-virtual event, virtual sponsorship opportunities will be provided to interested Exhibitors / Sponsors. A virtual conference would take place online, on a virtual platform inclusive of education and networking opportunities.