

## **AMP Cancellation Policies Updated 6/25/2020**

This cancellation policy document supersedes all previous versions. All other provisions remain in force, e.g., Exhibitor Prospectus; Exhibitor, Sponsor & Corporate Workshop Contracts; Rules and Regulation. **All cancellation, reduction, credit, or refund requests must be in writing to TaNika Switzer ([TSwitzer@amp.org](mailto:TSwitzer@amp.org)), no later than the stated deadline.**

### **Corporate Partnerships**

Non-refundable. Please visit: <https://www.amp.org/resources/corporate-support-opportunities/> for additional details.

### **Corporate Workshops Held During the Annual Meeting**

- Cancellations received on or before March 2, 2020 qualify for a 75% refund of monies paid for workshop time slot.
- Cancellations received March 3 through April 15, 2020, will qualify for a 50% refund of monies paid for workshop time slot.
- Cancellations received on or after April 16, 2020 will result in forfeiture of full corporate workshop payment.
- Cancellation of exhibit booth will result in automatic cancellation of corporate workshop.

### **Online Corporate Workshop (OCWs) Held at times other than the AMP Annual Meeting**

- Cancellations received at least 6 weeks prior to the requested date of the Workshop will receive a 50% refund.
- Cancellations received closer than 6 weeks prior to the requested date of the Workshop will result in forfeiture of full Online Corporate Workshop payment.

### **Marketing & Sponsorship Opportunities**

Non-refundable. This excludes Corporate Workshops; please see the Corporate Workshop cancellation policies above for more details.

### **Virtual Exhibit Booths – AMP 2020 Virtual Education and Networking Experience**

See [website](#) for new Booth Fees. If you have already contracted and paid for a booth for the live event, the difference in booth fees may be used for the following:

- New virtual booth upgrades and sponsorships *available for purchase July 20th*.
- Credit towards 2021 booth fees.
- Donation to AMP's General Education Fund (To learn more about the AMP Funding Initiatives, please click here: <https://www.amp.org/membership/give-to-amp/>. Note: Because AMP is a 501(c)3 organization (tax ID# 31-1671642), your donation may be tax deductible as a charitable contribution. Please confer with your tax advisor for more information.)
- Request a refund for the price difference. Please note, a written request is required no later than July 30th. **Any refund or credit requests received after July 30<sup>th</sup> will not be honored.** All refunds will be processed by August 31<sup>st</sup>.

### **Exhibit Booths – Previously Contracted for the Live Event – Cancellation and Reduction Policy**

- All exhibit space cancellations and reductions must be received in writing by AMP Exhibit Management.
- Cancellations or reductions received on or before April 25, 2020 qualify for a 75% refund of all monies paid for booth space rental.
- Cancellations or reductions received from April 26 through July 10, 2020 qualify for a 50% refund of all monies paid for booth space rental.
- Cancellations or reductions received after July 10, 2020 will result in forfeiture of full exhibit space payment.

**Note:** If you would like to cancel, but donate the remainder of your booth fee. Please let us know and we'll send you a donation letter. Thank you for supporting AMP programs!