**AHVAP Event Attendee and Exhibitor Cancellation**

**Purpose**

The purpose of this policy is to provide direction for cancellation refunds for AHVAP events.

1. Exhibitor/Sponsor Cancellation
Written notice to cancel must be received via fax, mail, or email no later than thirty (30) days prior to the event to receive a 50% refund. No refunds will be issued after this date.
2. Attendee Cancellation
The registration fee, less a $30 administrative charge, will be refunded up to ten (10) business days before the conference with written notice of cancellation. No refund will be issued for no-shows or for cancellation less than 10 business days prior.
3. Exceptions to the above guidelines due to extenuating circumstances will be reviewed by the AHVAP Board of Directors.

02/2022\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (MM/YYYY)

Revision/Review Approval Date

10/2016 (MM/YYYY)

Date approved by AHVAP Board of Directors