

# FALL 2020 PAYMENT & CANCELLATION POLICY

Due to the COVID-19 pandemic, Evergreen Exhibitions Ltd has relaxed the payment schedule for the Fall 2020 season.

## FALL 2020 PAYMENT SCHEDULE

**No deposit required.**

**Full/Final Balance due 30 days prior to show date.**

**\*Will be invoiced 1 week prior to due date\***

## STANDARD PAYMENT SCHEDULE

Deposit due at time of booking.

No space will be held without deposit.

Balance due in full 30 days prior to show date.

Evergreen Exhibitions Ltd will also be implementing a more relaxed cancellation policy, which gives both exhibitors and Evergreen Exhibitions flexibility in regards to cancellations.

## FALL 2020 CANCELLATION POLICY

**Cancellations made by exhibitor:**

**No refunds will be given for cancellation of booth space 14 days or less prior to show.**

**Cancellations made 15-30 days prior to show are eligible for a 50% refund; remaining 50% is forfeited.**

## STANDARD CANCELLATION POLICY

No refunds will be given for cancellation of booth space 61 days or less prior to show.

Cancellations more than 61 days prior to show date are eligible for a 50% refund of monies paid.

**In the event that the show is cancelled due to COVID-19:**

**Within 15-30 days before the show, 100% of monies paid will be refunded.**

**Within 14 days of the show, 75% of monies paid will be refunded, with the remaining 25% held as credit towards future events.**

The reason for this is that we simply would no longer have the funds to issue 100% refunds by that time as we will have incurred too many advertising and operational costs associated with the show to do so.

This policy and timeline allows Evergreen Exhibitions Ltd to give back the maximum amount of monies to exhibitors, while also making sure that those monies withheld are still available for use by exhibitors at a later time.

