



Access Business Media Inc. (dba Access180 and/or HME Exposition & Conference) – Cancellation/Refund Policy

Attendee Policy – HME Exposition & Conference

Cancellation of an existing registration record must be made in writing and postmarked by dates below;

- On or before March 20, 2009 (REFUND minus \$25.00 administrative fee)
- After March 20, 2009 (NO REFUNDS)
- Transfers to another person in your company can be done at anytime without penalty
- Refunds are not acceptable towards Expo Only and vary by event
- For Special Event cancellations, please contact HME Registration Customer Service at:
 - HME Registration
c/o EPIC
10900 Granite Street
Charlotte, NC 28273
Phone: 866-692-2069 or 908-233-3821
Fax: 980-233-3800
E-Mail: hmereregistration@epicreg.com

Exhibitor Policy – HME Exposition & Conference

CANCELLATION BY EXHIBITOR: All cancellations must be in writing to: PO Box 801491, Acworth, GA 30101, return receipt requested, and shall become effective when received by Access180. Both Exhibitor and Access180 acknowledge that Access180 will sustain substantial losses if Exhibitor cancels its Application and Contract. Even though Access180 will exercise its best efforts to mitigate the damages associated with exhibitor cancellation, the parties agree that Access180 will nevertheless incur substantial losses that cannot be precisely determined. Due to the difficulty of determining and providing said losses, the Exhibitor agrees to pay the following as liquidated damages if Exhibitor cancels its exhibit space on or within the time periods specified below. **Should Exhibitor cancel all, or part, of the exhibit space contracted for herein after the date Access180 accepts and signs this Application and Contract, Exhibitor is liable for: a) 50% of the total Exhibit Space Cost if cancellation is made by January 1, 2009; or b) 100% of the total Exhibit Space cost if canceled on or after January 1, 2009.** All payments made or due to Access180 shall be fully earned and non-refundable in consideration for expenses incurred by Access180 and its lost or deferred opportunity to provide exhibit space to others. All cancellation fees that may become due hereunder are acknowledged by Exhibitor as liquidated damages and are not applicable toward any future Access180 sponsored shows or events. Access180 will invoice Exhibitor for cancellation fees in excess of payments. Invoices for cancellation fees are due upon receipt. This balance must be paid in full before Exhibitor can exhibit in any other Access180 show or event. If Exhibitor cancels its participation, Access180 may, at its discretion, cancel all other contracts between Exhibitor and Access180.

CANCELLATION BY Access180: Exhibitor's space may be canceled by Access180 for failure to make payments when due or failure to comply with HME Expo regulations. If space is canceled by Access180, Exhibitor will be notified in writing. It is further agreed that based on the timing of such cancellation, as evidenced by letter notification, Exhibitor is liable for the same cancellation charges as referred to in Section 4. Upon such cancellation, Access180 may lease the canceled space to another exhibitor at its discretion. Access180 will invoice Exhibitor for cancellation fees in excess of payments. Invoices for cancellation fees are due upon receipt.

SPACE REDUCTION: All space reduction requests must be in writing and shall become effective when received by Access180. A fee of 50% of the difference between the cost of the originally assigned exhibit space and the cost of the reduced exhibit space, requested in writing by Exhibitor, will be charged on any reductions requested after the date Access180 accepts this Application and Contract, through January 1, 2009. Exhibitor will be responsible for the entire 100% cost of the originally contracted exhibit space regardless of any space reduction requests on or after January 1, 2009. Any company having downgraded their original exhibit space request and holding an exhibit, demonstration or display in a Baltimore, MD area hotel, suite, meeting room, or other venue during HME Expo will forfeit 5 priority points for the first 50% of space downgraded and 5 priority points for every 100 square feet of space downgraded above 50%. Such activity may affect exhibit space selection order at HME Expo in the future.

Questions?

We welcome your questions and/or comments. Please send all queries to info@access180.com.

The Access180 family of events:

