

## **2021 Mary Williams Expo Cancellation Policy**

ACCO and PHCC remain optimistic that the COVID-19 pandemic will not impact the 2021 Convention and Expo scheduled for March 3-5 in Cleveland. **We continue working hard to provide the HVACR and plumbing industries with another successful Expo in 2021.**

In the unlikely event that the COVID-19 pandemic prevents us from holding the Convention and Expo, we want you to be aware of the options available to all 2021 exhibitors.

### **2021 Mary Williams Expo Cancellation – Exhibit Space Payment Refund Policy:**

1. In the event of cancellation of the 2021 Expo, exhibitors will be able to select from one of the following three options\* relative to any 2021 Expo exhibit payments they have already remitted to ACCO/PHCC:

a. Rollover the entire amount they have paid for their 2021 exhibit space and apply it towards the cost of their 2022 exhibit space,

b. Or, rollover only the required deposit amount they have paid for their 2021 exhibit space, apply it towards the cost of their 2022 exhibit space and receive a refund of any amount paid for 2021 exhibit space in excess of the required deposit,

c. Or, receive a full refund of all amounts they have paid for their 2021 exhibit space.

\* Requests must be submitted in writing to ACCO/PHCC Ohio indicating the preferred option within 30 days of the formal announcement of the cancellation of the 2021 Ohio Convention and Expo. Failure to do so will result in the automatic rollover of all payments remitted by the exhibitor for 2021 exhibit space to apply towards the cost of the exhibitor's 2022 exhibit space. If a refund option is selected, ACCO/PHCC Ohio will process the refund within 60 days of receipt of the exhibitor's written request.

2. In the event of a rollover of funds:

a. We will communicate with exhibitors that have chosen a rollover option on or about February 12, 2021, providing a link for the 2022 Expo agreement. Exhibitors will have through March 12, 2021 to submit their 2022 Expo agreement. An invoice for any balance due will be issued when the exhibitor's 2022 exhibit space is confirmed. After submission of the 2022 Expo agreement the 2022 Expo cancellation refund policies will apply.

b. Exhibitors that choose a rollover option may receive a full refund at any time prior to submission of their 2022 Expo agreement, by submitting a written request to ACCO/PHCC. Refunds will be issued within 60 days of receipt of the written request.

3. The following benefits will only accrue to exhibitors that choose to rollover monies towards the cost of their 2022 exhibit space and that submit their 2022 Expo agreement on or before March 12, 2021:

a. They will have the right of first refusal to the same booth space in the 2022 Expo that they would have had at the 2021 Expo (barring any circumstance that restricts ACCO/PHCC's ability to provide the same space), with an additional one-time "priority relocation" option to move to a preferred