

## **SHOWCASE FOR COMMERCE REFUND POLICY REFUND FOR CANCELLATION**

**All cancellations must be submitted in writing or via email to:**

Showcase for Commerce  
c/o Greater Johnstown/Cambria County Chamber of Commerce  
Attn: Sherry Cole  
245 Market Street, Suite 100  
Johnstown, PA 15901-2910  
Email: [sherry@johnstownchamber.com](mailto:sherry@johnstownchamber.com)

**Exhibit questions should be directed to Sherry Cole at 814-536-5107 or [sherry@johnstownchamber.com](mailto:sherry@johnstownchamber.com).**

### **Exhibitor Booth Cancellations/No Shows**

**All cancellations by exhibitors must be submitted by March 30, 2012.**

**A \$200 deposit for each booth space is non-refundable regardless of date of notice of cancellation. Persons whose cancellations are not received before March 30, 2012 shall forfeit all payments made and be obligated in full for the total exhibit fee.**

If the exhibition is cancelled for any reason beyond the control of Showcase for Commerce, each exhibitor's payment will be refunded on a pro-rated basis after all related exhibition expenses incurred to that date have been met, thereby canceling the rental charge and lease of space. The exhibitor agrees that this pro-rated refund shall release the exhibitor from his or her obligations under its contract with the Showcase for Commerce and shall release the Chamber of Commerce and Johnstown Area Regional Industries from any liability to the exhibitor.

### **Attendee Cancellations/No Shows**

**Persons whose cancellations are not received by May 18, 2012 shall forfeit all payments made and be obligated in full for the total attendee fee. An administrative fee will be charged regardless of the cancellation date. Fees are as follows:**

- Attendee Package – **\$25 administrative fee**
- John P. Murtha Breakfast – **\$5 administrative fee**
- Government Procurement Expo – **\$5 administrative fee**
- Program Executive Officer Briefing – **\$5 administrative fee**
- Government Procurement Workshop – **\$5 administrative fee**
- Public Exhibition – **non-refundable**

Substitution of personnel is permitted. Please provide substitute information prior to May 1, 2012. Substitutions after May 1, 2012 will be performed on-site at registration.