

## **USITT REFUND POLICY**

Adopted November 22, 2009

Amended January 11, 2013

**Amended January 23, 2015**

(Supersedes all other documents on this subject)

Requests for refunds must be submitted in writing, by fax or by e-mail and attached to a completed REQUEST FOR REFUND FORM.

### **Membership**

No refunds are available for cancelled memberships.

### **Advertising Fees**

No refunds are available for cancellations received after order due date.

### **JobsUSITT Ad Fees**

- No refunds are available for cancellations received after the ad has been submitted online.

### **Publications, Merchandise and Videos**

- Publications and merchandise returned to the USITT office in excellent condition will be refunded 100% if returned within 30 days of purchase. Shipping fees are non-refundable.
- Defective publications and merchandise shipped by USITT will be replaced or refunded.
- Publication and Video downloads are non-refundable.
- TD&T Subscriptions are non-refundable.

### **Awards and Special Events**

Award application fees are non-refundable.

Art Auction Fees are non-refundable.

LiNK registration fees:

- Full refunds are available for requests received in writing **28 calendar days** prior to the first day of the event.
- No refunds are available for cancellations received after **28 calendar days** prior to the first day of the event.

### **Education & Training Fees**

Costume Symposium:

- Full refunds are available for requests received in writing **28 calendar days** prior to the first day of the event.
- No refunds are available for cancellations received after **28 calendar days** prior to the first day of the event.

USITT Presents:

- Full refunds are available for requests received in writing **28 calendar days** prior to the first day of the event.
- No refunds are available for cancellations received after **28 calendar days** prior to the first day of the event.

### **Conference Registration and Fees**

Conference Registration Fees, and Workshop Fees:

- 80% refunded for cancellations prior to **42 days** before the event.
- 50% refunded for cancellations prior to **21 days** before the event
- No refunds are available for cancellations received less than **21 days** before the event.

### **Stage Expo Exhibitor Booth**

- No penalty to cancel space within the first **30 days** if contract is signed during re-book at Stage Expo.
- **31 days** from contract signature to **180 days** prior to the event the entire 50% deposit is non-refundable.
- **179 days to 90 days** prior to the event - 75% of the contract total is non-refundable.
- **89 days** prior to the event opening- 100% of the contract total is non-refundable.

### **Stage Expo Exhibit Table**

- No penalty to cancel space within the first **180 days** from signed contract date.
- **179 days to 90 days** prior to the event- 75% of the contract total is non-refundable.
- **89 days** prior to the event - 100% of the contract total is non-refundable.

### **Decorator Packages**

- Non-refundable.

### **Other Stage Expo Fees**

Publication Bin Rentals, Backdrop Showcase Fees, New Products, Innovation Stage

- Non-refundable.

### **Sponsorships**

- **90 days** prior to event opening – 50% is nonrefundable.
- **89 days** prior to the event opening- 100% is non-refundable.

### **Other Conference Exhibit & Event Fees**

Design Expo Fees, Tech Expo Fees, Young Designers' Forum Fees, Young Technicians' Forum Fees, Cover the Walls Fees and Stage Management Mentoring Project Fees.

- Non-refundable.