

CANCELLATION POLICY FOR EXHIBITS AND ATTENDEES

Exhibitor and Sponsor Registration

[Use the Online Registration Form](#)

<http://www.keystoneswana.org>

Rates and Packages on Following Page

**Early Bird Exhibitor and Sponsor
Rates Expire June 1, 2018**

**Late Registration Rates for Attendees
Apply After August 1**

- There will be no refunds for no shows failing to follow the advance cancellation policy.
- Only written requests for cancellation will be accepted. Send to:

Keystone SWANA
ATTN: Chanda Martino
1610 Russell Road
Lebanon, Pa 17046
(866) 467-9262
chanda@keystoneswana.org
- Phone cancellations will not be allowed or accepted.
- Cancellations will receive confirmation within 2 days of receipt via email or mail if applicable.
- For an exhibit space, written cancellation must be received twenty-one calendar days prior to the event to obtain a refund minus a 15% handling fee. No refunds after that date.
- For each attendee, a written cancellation may indicate either a substitute attendee or request a refund. A full refund minus a 15% handling fee will be issued for cancellations up to ten calendar days before the conference. Substitutions only, no refunds after that date.
- For inclement weather, catastrophic events, or for whatever reasons Keystone SWANA deems necessary to cancel the event, there will be no refunds for exhibits, sponsorships, or registrants for events rescheduled within 12 months.
- Keystone SWANA will not be responsible for any added expenses incurred by registrants for events cancelled or rescheduled.