

BUSINESS INSURANCE[®]

Events Cancellation Policy

Attendee Registration Cancellations and Refunds/Credits

- 100% refund of paid registration cost for cancellations more than 61 days prior to the scheduled event. (Attendee may opt to receive a full credit to of the paid registration to another *Business Insurance* event or paid product.)
- 50% refund of paid registration cost for cancellations from 60 until seven (7) days prior to the scheduled event. (Attendee may opt to receive the remaining 50% of paid registration cost as a credit to another Business Insurance event or paid product.)
- No refunds will be granted for paid registration cancellations six (6) days prior to the scheduled event (substitutions may be applicable on a case-by-case basis.)

Attendee Special Request Deposits

- Deposits for special requests, such as special meals, can be refunded if registrant cancels no less than six (6) business days before the scheduled event date. Cancellations less than six (6) business days in advance and no-shows are ineligible to receive refunds on their special request deposits.

Event Cancellation

- The *Business Insurance* Events Team may, at its sole discretion, choose to cancel an event for any reason. In this case, our events team will notify all registrants via the email address and/or telephone number provided at registration. *Business Insurance* will refund all registration fees and special deposits upon request within ten (10) business days of notice of the cancellation of an event.
- All refund requests after ten (10) days of cancellation notice will incur a \$50.00 processing fee.

Denial of Admission

- The *Business Insurance* Events Team reserves the right to deny admission to any event attendee it believes does not meet the qualifications to attend. In the case where an attendee is asked to leave the event for any reason, there will be no refunds to any attendee in these circumstances.