

SPONSORSHIP CANCELLATION POLICY



Annual Policy Summit

Cancellation by Sponsor

Sponsors may cancel their sponsorship by providing written notice to the event organizer, Mo Sullivan, Government Affairs Associate.

1. **More than 60 days before the event:** Sponsors may cancel and receive a 50% refund of the total sponsorship fee or request a full credit toward a future policy summit event.
2. **Between 30–60 days prior to the event:** Sponsors may cancel and receive a 25% refund or a 50% credit toward a future policy summit event.
3. **Less than 30 days prior to the event:** No refunds or credits will be issued. All payments made will be retained to cover commitments and expenses incurred.

Any cancellation must be submitted in writing and confirmed by the event organizer to be valid.

Cancellation by Organizer

If the event is cancelled by the organizer for any reason not attributable to the sponsor:

- Sponsors will receive a full refund of any payments made, or, at the sponsor's option, the payment may be applied as credit toward a future policy summit event.

If the event is postponed or rescheduled, the sponsorship will automatically be transferred to the new date. If the sponsor is unable to participate on the new date, they may request a full credit toward a future policy summit event.

Force Majeure

In the event the program is cancelled or postponed due to circumstances beyond the control of the organizer, including but not limited to acts of nature, public health emergencies, government restrictions, or other causes not reasonably foreseeable, sponsorships will be deferred to a future policy summit event.

Refunds may be considered on a case-by-case basis after expenses incurred have been reviewed.

Benefits and Recognition

- If a sponsor cancels prior to the event, all sponsorship benefits and recognition will cease immediately, and the organizer reserves the right to remove the sponsor's logo, name, and materials from promotional assets.
- If the event is cancelled or postponed, sponsor visibility and benefits will be carried over to the rescheduled or next available policy summit event.

Substitutions

- If a sponsor cancels prior to the event, all sponsorship benefits and recognition will cease immediately, and the organizer reserves the right to remove the sponsor's logo, name, and materials from promotional assets.

For any questions or concerns please contact Mo Sullivan, Government Affairs Associate at mo.sullivan@narhc.org or (202) 543-0348