

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 e-mail.

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 for cancellations received **28 days** prior to the event.
- No refunds for cancellations received less than **28 days** prior to the event.

Education & Training Fees

Costume Symposium:

- Full refunds for cancellations received **28 days** prior to the event.
- No refunds for cancellations received less than **28 days** prior to the event.

USITT Presents:

- Full refunds for cancellations received **28 days** prior to the event.
- No refunds for cancellations received less than **28 days** prior to the event.

Conference Registration and Fees

Conference Registration Fees, and Workshop Fees:

- 80% refunds for cancellations received **42 days** prior to the event.
- 50% refund for cancellations received **21 days** prior to the event.
- No refunds are available for cancellations received less than **21 days** prior to 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.
- **89 days** prior to the event 100% of the contract total is non-refundable.

- **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.

Stage Expo Exhibit Table

- No penalty to cancel space within the first **180 days** from the 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 fees, Innovation Stage fees:

- Non-refundable.

Sponsorships

- **90 days** prior to the event 50% of the total sponsorship is nonrefundable.
- **89 days** prior to the event 100% of the total sponsorship is nonrefundable.

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 Program fees:

- Non-refundable.