

SIGNED SUBMISSION OF THIS FORM IS REQUIRED PER THE EVENT ORDER AGREEMENT BETWEEN THE PARTIES and is in addition to any other contract requirements. Definitions of capitalized words are as provided POLICY-DEFINITIONS or as given herein.

EVENT ORDER (“EO”) CANCELLATION, CHANGE, POSTPONEMENT AND SUBSTITUTIONS (“POLICY-CC”)

---THIS FORM CAN ONLY BE USED IF YOU HAVE A CONFIRMED CONTRACT---

IF YOU PURCHASED THE ANY CDW WAIVER, USE THE FORM-CDW. CDW PROVIDES BENEFITS FORM-CC DOES NOT.

POLICY-CC AND FORM-CC DO NOT APPLY IF A CONTRACT IS IN DEFAULT.
A 100% CANCELLATION FEE APPLIES IF A CONTRACT IS ALLOWED TO DEFAULT.

ALL NOTICE OF CANCELLATION, CHANGE OR POSTPONEMENT MUST BE BY SIGNED NOTICE AS GIVEN HEREIN, AS GIVEN IN THE CONTRACT “NOTICE AND SIGNATURE” CONDITION AND AS DEFINED IN THE CONTRACT AS “NOTICE”. NO COMMUNICATION TO PERSONS NOT DEFINED AS A PARTY (INCLUDING AGENTS AND EMPLOYEES OF ANY PARTY) SHALL BE VALID. NO VERBAL COMMUNICATION IS ACCEPTABLE AS REASON FOR CC OR FOR NOTICE. POSTPONEMENT, CHANGES OR CANCELLATION WITHOUT NOTICE, SUBMISSION OF FORM-CC OR BY DEFAULT INCUR A 100% CONTRACT BALANCE FEE.

POSTPONE instead of CANCEL. Any PARTY may POSTPONE an event contract on an EMERGENCY BASIS beyond the contracted event date until DELIVERY has begun. The PARTY postponing shall: (1) pay a rescheduling fee of \$75, (2) pay any costs of labor, materials, transfer costs and delivery expended on postponed event, and (3) add 10% to the event order (AEG will provide 10% more in free items, USER will add 10% more to order or just pay 10% more). provide the other party a rescheduling credit of 10%. If a contract is moved from an off-peak season date to a peak season date (Sept. 1 - Nov. 15), peak season pricing applies (typically 10-15% higher). All payments must be made according to the original contract and are not postponed (however monthly payment financing may be available). Rescheduled dates shall be by **signed mutual consent** of the PARTIES (as defined) with no less than a 48-hour window for delivery and installation services. All requirements of POLICY-SOP including weather, safety and job site needs apply to any rescheduled event. If you do not have a POSTPONEMENT DATE, LEAVE IT OPEN. To contract for a new date does obligate both you and us to that date and you will have to pay additional costs to move it again. POSTPONEMENT DATES are on an “if-available” basis, so do lock it in as far in advance as possible.

CHANGES. A contract may be increased anytime from available local inventory or reduced up to 10% until 30-days before the event date. Reducing over 10% requires a postponement or cancellation (partial or full). A CHANGE also requires payment of any labor, custom order and delivery costs already incurred. An ECREDIT only is issued for any remaining credit balance (no cash refunds).

CANCELLATION. USER may CANCEL all or part of a contract under certain conditions for payment of any labor and costs already expended, any custom order and delivery costs incurred (altogether: “services already expended” or “SAE”), plus a cancellation fee that depends upon the number of days before the event date that your Form-CC is received by AEG and the contract size. The minimum cancellation fee is \$200. If a contract is cancelled more than 60-days before the event date a 20% cancellation fee applies; 31-60 days before, a 40% cancellation fee applies, 21-30 days before a 50% cancellation fee applies; 7-20 days before a 60% cancellation fee applies; and if under 7 days a 75% cancellation fee applies. Note: Costs of insurance, waivers, booking service fees, check issue and bankcard processing fees and custom items are SAE are not cancellable and are paid in full upon cancellation if they are used or not. CHIAVARI CHAIRS are a flat \$1.50 CR fee if cancelled 30 or more days before the event, else the percentages given above apply. A “no notice cancellation” occurs and 100% of the contract payment is required: (1) once equipment leaves the warehouse, (2) if ACCESS to ESITE is unavailable or denied, (3) if contract default occurs and/or (4) if items are cancelled without signed submission of FORM-CC. Contracts cancelled and later reinstated pay a \$100 reinstatement fee and all costs incurred. If ACCESS to ESITE is unavailable or denied at time of pickup, additional rent at 3X-DAYRATE and double-overtime labor is incurred by USER. The unauthorized keeping of rentals is prosecutable and may be a criminal felony. An **ECREDIT (future event credit) only is issued for any remaining refundable credit balance** with no cash refunds except by CONSENT, with such CONSENT not normally given. Except by CONSENT, ECREDITS from cancellations expire after 6 months with no remaining value. ADDITIONAL POINTS: (a) Extended term (multi-day) rentals are not refundable once delivered. There is no adjustment for decreasing the term; (b) The “CDW WAIVER” provides cancellation benefits and may be purchased 60-days or more before the event date and (c) The PARTIES agree if USER cancels while payments are overdue or the contract is in default, the additional percentage of 25% shall be added on top of the percentage(s) listed above.

The PARTIES agree: (1) no rental and/or services must be rendered and (2) no costs, damages, fees or other must be incurred, demonstrated or proven by AEG for the fee(s) given herein to be fully earned and payable.

MULTIPLE POSTPONEMENTS OR POSTPONEMENT & CANCELLATION. If a contract is postponed multiple times or postponed and later cancelled, the fees due shall be the same as if each occurrence was a separate contract. In example, a postponed contract that is later cancelled will have a cancellation fee on the original contract based

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on the date of postponement and a cancellation fee on the postponed contract, based on its cancellation date.

MINIMUM ORDER. The minimum order size as stated in <http://quotes.amerevent.com>, must be maintained as well as the minimum order size required for delivery based \$20 per mile (one-way only).

MODIFICATION FEE: A contract modification fee applies to all revisions (postponement, change, and/or cancellation). This fee is \$10 per revision after Rev 2 or \$40 for any modification within 30 days of the event date.

SUBSTITUTIONS. Repairs, replacement and SUBSTITUTION of PSL shall be allowed for any not fully functional, OOS, unavailable or unusable PSL and the subsequent delivery of the service or labor or use of the item shall be acceptance as-is, where-is and of meeting all requirements. There shall be no free use of any PSL due to any ERROR or malfunction. If a SUBSTITUTED item has a higher value than the original item, no additional charge shall be incurred by USER. If a SUBSTITUTED item has a 5% or lower value than the original item, an ECREDIT shall be issued to USER for the difference. Equivalency shall be determined by AEG based on skill, functionality, appearance and similar usability. Refusal of a SUBSTITUTED item is cancellation and subject to restocking fees and refusal of any item after setup crew has left SITE, due to completion or to obtain replacements already requested is not allowed. USER shall assure no more than one trip shall be required by AEG to obtain replacements or SUBSTITUTIONS.

CONTRACT TERMS AND TERM OF CONTRACT. Cancellation and/or Postponement applies only to the delivery of rentals and services and its costs. All other contract terms and the term of contract shall remain unchanged.

Please complete, sign and submit FORM-CC (as given on next page).

SIGN & RETURN
THIS DOCUMENT

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FORM-CC: EVENT ORDER ("EO") CANCELLATION, CHANGE, POSTPONEMENT AND SUBSTITUTIONS

---THIS FORM CAN ONLY BE USED IF YOU HAVE SIGNED A CONTRACT---

I, the authorized SIGNOR of USER, hereby give notice of EVENT ORDER CHANGE, POSTPONEMENT OR CANCELLATION (CC) as follows (CHECK THE APPROPRIATE BOX BELOW):

- () CHANGE the items and/or services described below: () CANCEL the entire EO AGREEMENT described below:
 () POSTPONE the entire EO AGREEMENT described below: () CANCEL the items and/or services described below:
 () POSTPONE the items and/or services described below: () SUBSTITUTE the items and/or services described below:

PLACE LINE ITEM DESCRIPTIONS BELOW (AS APPLICABLE):

SIGNOR AFFIRMS understanding with POLICY-CC that in accordance with the EO: (1) no cancellation, other than a no-notice cancellation as defined in POLICY-CC, is effective until this change or cancellation form is completed, signed, returned and acknowledged by AEG; (2) no other form of communication or cancellation is acceptable and all costs accrue until confirmed cancelled; (3) the fees, including the modification, change, postponement and/or cancellation fee(s) of up to 100% depending upon timing, as given in page one this FORM-CC shall apply. The minimum cancellation fee is \$200. Refund are by eCredit only. Allow 20 days for processing. This Cancellation and/or Postponement applies only to the delivery of rentals and services and its costs. All other contract terms and the term of contract shall remain unchanged.

CONTRACT ID # IS: |_____|-|_____| *FORMAT = (MMDDYY-ZIP+4)*

EVENT DATE: |_____| EVENT LOCATION: (CITY) |_____| (STATE) |_____|

EO SIGNOR or USER AGENT (authorized SIGNOR): _____
(written signature, MUST be duly signed in writing.)

PRINTED NAME: _____ DATE: ____|____|20____

SIGNOR EMAIL: _____

RESCHEDULING, POSTPONEMENT, CHANGE OR CANCELLATION PROCESSED WITHOUT THIS FORM OR BY CONTRACT DEFAULT INCUR A 100% CONTRACT BALANCE FEE.

SCAN SIGNED COPY AND RETURN BY EMAIL (contracts@amerevent.com) or by toll-free fax: (888) 849-2882. CONTACT YOUR ACCOUNT MANAGER IF CONFIRMATION NOT RECEIVED WITHIN THE NEXT BUSINESS DAY.