

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.

SUBSTITUTIONS and CHANGES. A contract may be increased anytime from available local inventory for a \$20 change fee. Additional delivery charges may apply. Reductions require a postponement or cancellation (partial or full). FEES APPLY. A CHANGE does require payment of any labor, custom order and delivery costs already incurred on items no longer wanted.

POSTPONE instead of CANCEL. Either 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 costs already incurred 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, peak season pricing will apply (typically 10-15% additional) and if you move from one year to the next an annual price increase applies (currently 3.5%). Increased costs AEG incurs cannot be given free if an event is postponed. 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.

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.

To avoid cancellation fees, the USER should SUBSTITUTE items for those no longer needed.  
If the contract value remains the same or is greater than current, the only fee is the \$20 change fee.

THE MINIMUM CANCELLATION FEE IS \$200 AND REFUNDS ARE BY ECREDIT EVEN IF  
SPECIAL TERMS ARE GIVEN UNLESS THE CDW WAIVER HAS BEEN PURCHASED.

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 expended upon contracting and so not cancellable or refundable if used or not. CHIAVARI CHAIRS are a flat \$1.50 fee if cancelled 30 or more days before the event, else the percentages given above apply.

A “cancellation without notice” 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.

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An **ECREDIT (future event credit) only is issued for any remaining refundable credit balance** with no cash refunds except when the CDW waiver has been purchased or by CONSENT, with such CONSENT not normally given. ECREDITS from expire after 12 months with no remaining value.

ADDITIONAL POINTS: (a) There is no adjustment for decreasing the period (days) of a multi-day rental once delivered; (b) The "CDW WAIVER" provides cancellation benefits and may be purchased 45-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.

MULTIPLE POSTPONEMENTS OR POSTPONEMENT & CANCELLATION. Fees apply to each instance of postponement or cancellation of a contract including all earlier ones. A postponed contract that is later cancelled will have both a fee for each postponement and the a cancellation fee.

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 \$20 per revision after Rev 2.

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 is no free use of any item or service due to ERROR, EMERGENCY 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. 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.

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.

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

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

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

**ONLY THE USER OR CONTRACT SIGNOR MAY SUBMIT THIS FORM. A USER AGENT MAY NOT SUBMIT OR COMMENT.**

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:

**DETAIL WHAT YOU ARE REQUESTING BELOW:**


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, new event date pricing and/or cancellation fee(s) of up to 100% shall apply depending upon timing as given in POLICY-CC to which this FORM-CC is attached and (4) if this submission is accepted by AEG as Covid-19 related, the terms at <http://cv19.amerevent.com> apply. The substitution/change fee is \$20, the postponement/rescheduling fee is \$75 and the minimum cancellation fee is \$200. SUBSTITUTE OR POSTPONE instead of CANCEL to avoid the higher fees. Except if and when the CDW waiver has been purchased, refund is by ECREDIT only. At AEG's option, an ECREDIT can be sold to another customer or AEG for a 20% fee. Allow 20 days for processing. This document 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 only, signed in writing. No facsimile signatures.)*

PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_ | \_\_\_\_ | 20\_\_\_\_

SIGNOR EMAIL: \_\_\_\_\_

IF YOU RECEIVE A CASH CREDIT BY SUBMITTING THIS FORM, YOU MUST REQUEST AN ACCOUNT BALANCE REFUND AT [HTTP://CBR.AMEREVENT.COM](http://cbr.amerevent.com) TO NOTIFY THE BOOKEEPER AND RECEIVE IT'S RETURN TO YOU.

**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](mailto:contracts@amerevent.com)) or by toll-free fax: (888) 849-2882. CONTACT YOUR ACCOUNT MANAGER IF CONFIRMATION NOT RECEIVED WITHIN THE NEXT BUSINESS DAY.