

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.

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

IF YOU PURCHASED THE ANY CDW WAIVER, USE THE CDW FORM. 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 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 (as defined and includes inclement weather and equipment OOS) beyond the contracted event date until DELIVERY has begun. The PARTY postponing shall: (1) pay all costs of labor, materials, transfer costs and delivery expended on postponed event, and (2) provide the other party a rescheduling credit of 20%. AEG shall provide this credit in the form of an ECREDIT given to USER, USER shall provide this credit by purchasing an equivalent ECREDIT from AEG. Any payments due are to be made within 15-days and prior to rescheduling a date. ECREDITS from postponements shall expire after 4 months with no remaining value. Rescheduled dates shall be by **signed mutual consent** of the PARTIES (as defined) and no less than a 48-hour window to begin and end installation shall be provided, else USER must cancel event as given herein. All requirements of POLICY-SOP including weather, safety and job site needs, shall apply to any rescheduled event.

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 (costs typically begin 15+ days before the event), plus any custom order or delivery costs incurred, 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, 16-30 days before a 50% cancellation fee applies; 7-15 days before a 60% cancellation fee applies; and if under 7 days a 75% cancellation fee applies. In addition, costs of insurance, waivers, booking service fees and custom items and services already expended are not cancellable and must be paid in full 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. Regardless of the event date, once an order leaves the warehouse it is not cancellable and 100% of the contract payment is required. An ECREDIT only is issued for any remaining credit balance (no cash refunds). ECREDITS from cancellations expire after 12 months with no remaining value.

- Extended term (multi-day) rentals are not refundable once delivered. There is no adjustment for decreasing the term.
- The “EVENT CANCELLATION WAIVER” may be purchased 60-days or more before the event date. This limits cancellation fees to 20% (plus any costs already expended, if any).
- DEFAULT & NON-PAYMENT CANCEL. The PARTIES agree if USER cancels while payments are overdue or contract is in default, an additional 25% cancellation fee shall apply in addition to all fees listed above.

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 upon up to \$15 per mile (one-way).

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.

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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 ESITE, 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.

SIGN & RETURN
THIS DOCUMENT

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FORM-CC

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

CHECK THE APPROPRIATE LINE:

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

PLACE CC LINE ITEM DESCRIPTIONS BELOW (AS APPLICABLE):

SIGNOR AFFIRMS that in accordance with the EO: (1) no cancellation 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.

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.

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