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March 10, 2020

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**FDLI SPONSOR & EXHIBITOR CANCELLATION POLICY**

FDLI appreciates the generous support of our sponsors. We could not offer our high-quality programs without the ongoing support of so many. It is crucial, therefore, that sponsorship be a guaranteed commitment at the time of invoice receipt. At the time of commitment, the sponsor is responsible for full payment prior to the conference. However, on a rare occasion FDLI must cancel or reschedule a program. FDLI will only cancel or reschedule a program that already has sponsorship commitments if it is necessary to ensure the success of the program and/or the health and safety of program attendees and FDLI staff or similar exigent circumstances.

Should FDLI cancel a conference, sponsors may either transfer their full sponsorship to another FDLI program or receive a refund equal to half of the sponsor/exhibitor fee. If FDLI reschedules a program, the sponsorship will transfer to the new date. If a program is transferred from an in-person to a virtual or virtual-option program, the full sponsorship will remain with that program, with FDLI ensuring that the sponsor receives equivalent acknowledgement in the virtual or virtual-option program.

All questions regarding this policy and sponsorship should be directed to Cathy Kiss, [cathy.kiss@fdli.org](mailto:cathy.kiss@fdli.org) or 202-222-0906.



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