

# **Refund/Return Policy**

The National Catholic Development Conference, Inc. (NCDC) maintains the following Refund/Return policies:

## **NCDC Membership, Advertising, Sponsorship and Publications**

NCDC does not extend refunds nor does it transfer payments for membership dues, advertising payments, sponsorships or publication sales.

Replacements for missing or damaged NCDC publications may be requested by contacting the NCDC National Office.

Questions regarding membership, advertising, sponsorship or publications payments, including NCDC charges to credit cards one wishes to dispute, should be directed to the NCDC National Office.

## **NCDC Events, Meetings and Workshops**

All cancellations must be submitted in writing.

Cancellations received in writing before 14 days prior to the date of the event, meeting or workshop will receive a refund minus a 20% administrative fee.

Cancellations received in writing 13 days or less prior to the event will not receive a refund.

Special consideration regarding refunds may be given in serious, unforeseen circumstances, at the discretion of NCDC.

## **Attendee Annual Conference Registration**

All cancellations must be submitted in writing.

Cancellations received in writing before 60 days prior to the start date of the Annual Conference will receive a full refund prior to the Conference.

Cancellations received in writing between 30 and 59 days prior to the Conference will receive a refund minus a \$100 administrative fee. Refunds will be processed after the completion of the Conference.

Cancellations received less than 30 days prior to the Conference will not receive a refund.

Special consideration regarding refunds may be given in serious, unforeseen circumstances, at the discretion of NCDC.

Spouse/Guest, Gala, and workshop fees are non-refundable.

In the event that the premises where the Conference is to be held shall, in the sole determination of NCDC, become unfit or unavailable for occupancy, or shall be substantially interfered with, by reason of picketing, strike, embargo, injunction, act of war, act of God, fire or state of emergency declared by any government agency or by reason of any federal, state or local law or regulation or by reason of any other occurrence beyond the control of NCDC, NCDC may relocate, cancel or terminate the Conference. In the event of such relocation, cancellation or termination, or any other relocation, cancellation or termination, NCDC reserves

the right to refund all, none or a portion of registration fees as NCDC deems, in its sole discretion, appropriate.

### **Exhibitor Annual Conference**

All exhibiting companies (“Exhibitors”) are subject to the Exhibitor Registration agreement. The complete text can be found on the exhibitor registration form or through the NCDC National Office.

Exhibitors may cancel the Exhibitor Registration Agreement at any time by written notice to NCDC.

Refund requests submitted before the deadline in the Agreement shall receive a partial refund. Refund requests submitted after the deadline in the Agreement will not receive a refund.

In the event that the premises where the exposition is to be held shall, in the sole determination of NCDC, become unfit or unavailable for occupancy, or shall be substantially interfered with, by reason of picketing, strike, embargo, injunction, act of war, act of God, fire or state of emergency declared by any government agency or by reason of any federal, state or local law or regulation or by reason of any other occurrence beyond the control of NCDC, NCDC may relocate, cancel or terminate the exposition. In the event of such relocation, cancellation or termination, or any other relocation, cancellation or termination, NCDC reserves the right to refund such portion of Exhibitor registration fees as NCDC deems, in its sole discretion, appropriate.