



## **MEGUG Refund & Cancellation Policy**

(Revision 1 – Adopted 10/21/2009)

(Revision 2 – Adopted 8/17/2011)

**Membership Dues:** Membership Dues are non-refundable.

**Registration Fees:** Event (Meetings, Roundtables, Workshops, etc.) Registration Fees are refundable under either scenario outlined below:

Event Cancellation: If an event is cancelled by MEGUG for any reason, all Pre-Paid Registration Fees will be refunded.

Registration Cancellation: MEGUG requires written notice of registration cancellation at least one full week (7 days) prior to an event. To cancel registration, please email our Administrative Assistant ([administration@megug.org](mailto:administration@megug.org)) at least one full week (7 days) prior to an event to avoid a registration charge or to receive a pre-registration refund. Registrations that are canceled within one week of the event will be charged the full registration amount.

**Exhibit Space Fees:** Pre-Paid Exhibit Space Fees are subject to the same refund policy as outlined for Event Registration Fees as described above.

**MEGUG Merchandise Purchases:** MEGUG Merchandise Purchases are nonrefundable.