



CANCELLATION TERMS

To cancel your exhibit booth for GO WEST 2019, please submit a formal request to Timewise Event Management via email at gowest@timewise.biz. All cancellations made before December 1, 2018 will incur an administration fee of \$99 plus a 5% processing fee. All exhibit booths cancelled on or after December 1, 2018 will not be refunded. There are no exceptions to this, no matter what your cancellation reason may be.

EXHIBIT BOOTH SALES TERMS

1. Online exhibit booth sales will be open until 23:59 MST on December 21, 2018 or will close earlier when sold out.
2. Exhibit booth fees do not include a 5% payment processing fee and 5% GST. All fees are listed in Canadian Dollars (CAD).
3. Your payment must be submitted by Credit Card at the time of your online purchase. Invoicing is not available.
4. To exhibit at GO WEST 2019 your exhibit booth fees must be paid in full. If you have an outstanding payment you will be asked to settle your balance before December 21, 2018.
5. You will receive a confirmation email after completing your online purchase. If you do not receive your confirmation email within 24 hours please contact us at gowest@timewise.biz. Please keep the confirmation email as your receipt.
6. Exhibit booth staff must be identified on or before December 21, 2018. After this date, a \$50 administration fee will apply to make staff changes. If you wish to make a change, please send a formal request to Timewise Event Management via email at gowest@timewise.biz. No changes will be accepted after January 9, 2019.
7. By completing your online exhibit booth purchase you accept the above cancellation and exhibit booth sales terms.