Support and Advertising Policies, Terms, and Conditions

**Terms And Conditions**

1. All advertisements are subject to approval by ASM.

2. Circulation is based on projected attendance at the time of the rate card printing.

3. The advertiser is responsible for sending the correct number of pieces.

4. ASM will not be responsible for shortages due to an incorrect number of pieces being received.

5. Penalties apply for non-compliance with shipping instructions or failure to fully complete shipping label provided. A minimum $200 late fee will be charged for materials received after the specified due date.

6. ASM reserves the right to cancel any publication or service in the event of revenue shortfalls. ASM shall refund monies paid for participation in the publication or service. ASM is not obligated to offer or replace the cancelled publication or service with any other advertising vehicle.

**Payments And Cancellation Policies**

*Please carefully note all cancellation deadlines. ASM is not able to negotiate or modify the cancellation policies.*

**Support & Advertising**

No agency commission or cash discounts permitted. Rates are net. Payments are due by the deadline specified on the invoice. If payment is not received by specified date, advertisers will lose advertising reservation. ASM reserves the right to resell advertising opportunities where payment is not received by the payment deadline.

*Before January 5, 2018*

Advertisers will have 30-days from receipt of payment to cancel reservations and receive a full refund. If the event organizer decides to cancel the event after the 30-day period a 25% processing fee will be applied.

*After January 5, 2018*

No refunds will be granted for cancelled advertisements. ASM will work with advertisers to reallocate cancelled fees to other advertising or event opportunities. Advertising fees cannot be transferred to exhibit booth activities. ASM reserves the right to resell advertising space from cancelled reservations.

**Industry & Science Workshops**

Industry & Science Workshop fees MUST be submitted with the Event Request Form in order for the application to be deemed complete. Applications submitted without payment will not be processed until payment is received.

If a third-party provider is acting on behalf of an exhibiting company, the exhibiting company may complete a payment contract provided by ASM that will allow the application to be processed without payment. The exhibiting company will then be held responsible for any payments or cancellation fees.

*Before January 5, 2018*

Industry & Science Workshop organizers will have 30-days from receipt of payment to cancel reservations and receive a full refund. If the event organizers decide to cancel the event after the 30-period, a 25% processing fee will be applied.

*After January 5, 2018*

No refunds will be granted for cancelled Industry & Science Workshops. ASM will work with advertisers to reallocate cancelled fees to other advertising or event opportunities. Fees cannot be transferred to exhibit booth activities. ASM reserves the right to resell space from cancelled reservations.

**Payment Methods**

Payments may be made via check, credit cards, or wire transfers. All checks should be made payable to the American Society for Microbiology, Strategic Alliances Department. Please include your invoice number on your check.

**Mail checks to:**

American Society for Microbiology
Strategic Alliances Department
1752 N St, NW
Washington, DC 20036

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**AMERICAN SOCIETY FOR MICROBIOLOGY**