

# AMP Annual Meeting & Expo Cancellation/Booth Reduction Form

**Date of Cancellation:** \_\_\_\_\_

**Type of Cancellation:**

- Complete Cancellation
- Booth Reduction

**Reason for Cancellation/Booth Reduction** *Please check all that apply.*

- Budgetary Reasons
- Organizational Changes
- Event Location
- Industry
- Competing Exhibition
- Other \_\_\_\_\_

**Payment Information:** If payment was made via credit card and a refund is due, the refund will be issued to the card on file. If payment was made via check or wire transfer and a refund is due, please complete the information below.

**ACH Bank Information for Refund if applicable:**

Account Name: \_\_\_\_\_

Account Mailing Address: \_\_\_\_\_

(Address must match address on Bank account)

Wire Contact Name and Email address: \_\_\_\_\_

**(Must have the email address)**

Contact telephone number: \_\_\_\_\_

ACH Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

SWIFT Code (International Wires): \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_