



AGC of Oklahoma Event Cancellation Policy (regular lunches, socials, breakfasts, Pop Ups)

Purpose

As contractors, we all know that schedules change, weather happens, and sometimes things just don't go as planned. This policy ensures fairness and consistency when it comes to event cancellations — protecting both our members' investment and AGC of Oklahoma's ability to deliver great programs for the industry.

1. Cancellations by the Registrant

a. Notice Requirement

All cancellation requests must be made by contacting staff before 72hrs prior to the event.

b. Refund Schedule

- 72 hrs. or more before the event: Full refund.
- Within 72 hrs. of the event. No refund will be issued.

Substitutions are always welcome! If someone from your company can attend in your place, just let us know — there's no penalty for switching attendees.

c. Sponsorships and Exhibit Booths

Once a sponsorship or exhibit space is confirmed, it is considered final. Because promotional materials, signage, and commitments are made in advance, sponsorship and exhibitor fees are non-refundable.

2. Cancellations or Changes by AGC of Oklahoma

We do everything possible to hold events as scheduled. However, AGC of Oklahoma reserves the right to cancel, postpone, or reschedule events due to:

- Low registration or unforeseen logistical issues,
- Weather or unsafe travel conditions,
- Speaker, venue, or vendor unavailability, or
- Any other circumstances beyond our control.



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Refunds or Credits:

- If an event is cancelled and not rescheduled, a full refund, or credit, will be issued.
- If an event is rescheduled, your registration will automatically transfer to the new date. If you can't make it, notify us within 10 business days for a refund.
- AGC of Oklahoma is not responsible for travel or lodging expenses.

3. Force Majeure

If an event must be cancelled due to circumstances outside of our control — such as natural disasters, public health emergencies, government restrictions, or acts of God — refunds will be issued to the extent possible after deducting unavoidable costs already incurred by the Association.

4. Special Circumstances

We understand that emergencies happen. At the discretion of the President/CEO, exceptions may be made for extraordinary situations such as illness, family emergencies, or jobsite emergencies that prevent attendance.

5. Policy Review

This policy will be reviewed annually by the Events Committee and approved by the Board of Directors to ensure it continues to reflect fairness, accountability, and member value.