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www.aao-archivists.ca

AAO Conference Sponsorship Terms of Reference

1. All sponsors and exhibitors are required to submit the [AAO Sponsorship Agreement](#). This document serves as a legal contract between the Archives Association of Ontario (AAO) and the Exhibitor (refers to the Exhibitor and/or the Sponsor).
2. The AAO shall not be held liable or responsible in any manner whatsoever to the Exhibitor.
3. The Exhibitor is responsible for all and any products, materials and equipment that are brought to the event. The AAO shall not be liable for any damage, theft or loss incurred as a result of the Exhibitor's participation in the event. The Exhibitor assumes all responsibility for their property during the delivery, setup/tear-down, and for the duration of the event.
4. The AAO reserves the right to cancel all or part of the event. The Exhibitor will be notified as soon as reasonable. All monies received by the AAO from the Exhibitor will be refunded in full.
5. The Exhibitor agrees to carry sufficient amount of insurance coverage for any liabilities that may arise out of or results from this conference. We may require proof of insurance coverage.

Payment

1. All prices listed are in Canadian Funds.
2. Payment will be accepted by VISA, Mastercard or cheque.
3. Payment must be made in full by March 31st.
4. Full payment is required to confirm sponsorship.

Sponsorship Cancellation Policy:

Cancellation of event by AAO	Full refund
Cancellation by Exhibitor up to one month prior to the event	Refund, less 50% cancellation charge to cover conference cost
Cancellation by Exhibitor one week to 48 hours prior to the event	Refund, less 75% cancellation charge to cover conference cost
Cancellation by Exhibitor less than 48 hours prior to the event	No refund
Exhibitor did not attend event without any notification	No refund

All cancellation requests must be made in writing to president@aao-archivists.ca.