

May 20, 2020

### 2021 IBS Cancellation – Exhibit Space Payment Refund Policy:

1. In the event of cancellation of the 2021 International Builders' Show (IBS), exhibitors will be able to select from one of the following three options\* relative to any 2021 IBS exhibit space payments they have already remitted to NAHB:
  - a. **Rollover the entire amount** they have paid NAHB for their 2021 IBS exhibit space and apply it towards the cost of their 2022 IBS exhibit space,
  - b. **Or, rollover only the required deposit** amount they have paid NAHB for their 2021 IBS exhibit space, apply it towards the cost of their 2022 IBS exhibit space and receive a refund of any amount paid for 2021 IBS exhibit space in excess of the required deposit,
  - c. **Or, receive a full refund** of all amounts they have paid NAHB for their 2021 IBS exhibit space.

\* Requests must be submitted in writing to NAHB indicating the preferred option within 30 days of the formal announcement of the cancellation of the 2021 IBS. Failure to do so will result in the automatic rollover of all payments remitted by the exhibitor for 2021 IBS exhibit space to apply towards the cost of the exhibitor's 2022 IBS exhibit space. If a refund option is selected, NAHB will process the refund within 60 days of receipt of the exhibitor's written request.

2. In the event of a rollover of funds:
  - a. NAHB will communicate with exhibitors that have chosen a rollover option on or about February 12, 2021, providing a link to the 2022 IBS Exhibit Space Application Form. Exhibitors will have through March 12, 2021 to submit their 2022 IBS Exhibit Space Application Form. An invoice for any balance due will be issued when the exhibitor's 2022 IBS exhibit space is confirmed. After submission of the 2022 IBS Exhibit Space Application Form the 2022 IBS cancellation refund policies will apply.
  - b. Exhibitors that choose a rollover option may receive a full refund at any time prior to submission of their 2022 IBS Exhibit Space Application Form, by submitting a written request to NAHB. Refunds will be issued within 60 days of NAHB's receipt of the written request.
3. The following benefits will only accrue to exhibitors that choose to rollover monies towards the cost of their 2022 IBS exhibit space and that submit their 2022 IBS Exhibit Space Application Form on or before March 12, 2021:
  - a. They will automatically receive all priority points that they would have earned from their participation as an exhibitor at the 2021 IBS
  - b. They will have the right of first refusal to the same booth space in the 2022 IBS that they would have had at the 2021 IBS (barring any circumstance that restricts NAHB's ability to provide the same space), with an additional one-time "priority relocation" option to move to a preferred location pending availability and based upon the exhibitor's then current priority point total (companies qualifying for priority relocation will be assigned in priority point sequence ahead of all exhibitors that did not rollover money).