

VMDAEC Events & Meetings – Online Order/Portal Transaction Fulfillment Policy

1. Overview/Application

This Fulfillment Policy outlines the processes and terms for fulfilling transactions related to event registrations, sponsorship purchases, Associate Memberships, and donations to our scholarship fund. We are committed to transparency and efficiency in handling your contributions and purchases, ensuring that all transactions are processed promptly and accurately.

This Policy applies only to online portal and credit card transactions transacted with any of or on behalf of any of the following entities: VMDAEC, VMDABC, VMDAEC Education Scholarship Foundation, CO-OP PAC, FIBER-VA PAC.

2. Event Registrations

- **Confirmation:** Upon successful registration for an event, you will receive an email confirmation containing details of your registration, including event specifics, location, and timing. If you do not receive this email, please contact us.
- **Cancellations and Refunds:** Registration purchases are generally non-refundable. However, requests for cancellations in the case of force majeure may be considered on a case-by-case basis.
- **Transfer Policy:** If you are unable to attend, you may transfer your registration to another individual.
- **Late and Onsite Registrations:** Late and onsite registrations *may* be accepted, space permitting, with a 10% fee added to the registration fee.

3. Sponsorship Purchases

- **Confirmation:** Upon purchasing a sponsorship, you will receive a confirmation email detailing the sponsorship level, benefits, and next steps for promotional activities.
- **Fulfillment:** Sponsorship benefits, including any promotional materials or recognition, will be provided as per the timeline specified in the sponsorship agreement or email(s).
- **Cancellations and Refunds:** Sponsorship purchases are generally non-refundable due to the nature of the benefits provided. However, requests for cancellations in the case of *force majeure* may be considered on a case-by-case basis.

4. Associate Memberships

- **Confirmation:** Upon purchasing an Associate Membership, you will receive a welcome email with details of your membership benefits and access to member-exclusive resources.
- **Membership Duration:** Associate Memberships run January 1 – December 31.
- **Renewals:** A renewal notice will be sent 60 days before the membership expiration date.
- **Cancellations and Refunds:** Membership fees are non-refundable. Memberships may be canceled at any time, but no refunds will be issued for unused portions of the membership term.

5. Scholarship Fund Donations

- **Acknowledgment:** Upon making a donation to our scholarship fund, you will receive an acknowledgment email, which can also serve as a receipt for tax purposes.
- **Use of Funds:** All donations to the scholarship fund are used exclusively to support our scholarship programs.
- **Refunds:** Donations are non-refundable, as they are considered a charitable contribution.

6. General Provisions

- **Processing Time:** All transactions will be processed within 3-5 business days. In the event of any delays, you will be notified via email.
- **Contact Information:** For any questions or concerns regarding your transaction, please contact our support team at contactus@vmdaec.com.

7. Disclaimer/Reservation of Rights

By completing a transaction on our website, you agree to the terms outlined in this Fulfillment Policy and our other terms and conditions that bind our event participants, including (without limitation) General Terms and Conditions for Association Events, for Charitable Auctions, and Health & Safety Policies, which may be found at the registration desk at the events, when they occur. VMDAEC and its affiliates maintain the right to vary the application of or to waive the provisions of Policy in its sole and reasonable discretion for special situations. This Policy is for the purpose of online portal transactions only; nothing in this Policy shall affect the rights or obligations of VMDAEC Member-entities, the VMDAEC's or any VMDAEC-Affiliate's Articles, Bylaws, or Board Policies. VMDAEC and its affiliates may change the provisions of this, or other policies, at any time, without any notice.

8. Other Legal Terms

This policy's enforcement, if any, shall be governed by the laws of the Commonwealth of Virginia, without reference to its choice of law rules, as though both parties were physically present, together, at the same time and place, in Virginia for any transaction between or among them. Any disputes under this policy or regarding the transaction(s) to which it is applied shall be brought only in the Circuit or General District Courts for the County of Henrico, Virginia. Any other right or privilege to select a venue or forum is hereby permanently waived and the Henrico County, Virginia, courts selected by both/all parties. For any dispute regarding this policy or the transaction(s) to which it is applied, ANY RIGHT TO TRIAL BY JURY IS HEREBY VOLUNTARILY, KNOWINGLY, AND PERMANENTLY WAIVED.

We appreciate your support and your contributions to our programs.