Event Cancellations Due to Coronavirus
Effective March 13, 2020

CMU buyer reads the event agreement and understands:
- The cancellation terms. Consult the University Contracts Office (UCO) with legal questions.
- The payment schedule, including actual and future payments.

CMU expects to secure one of the following:
1. A full refund of any actual payments and owe nothing on future payments.
2. A secure credit* on payments and owe nothing on future payments.
3. A secure credit* on contract amount.

*All credits to be valid for a minimum of one year from the date of the event.

CMU buyer notifies supplier that CMU seeks to cancel agreement and asks supplier what they can offer in terms of refunds/credits.

CMU buyer asks supplier to reconsider based on:
- Unique global situation
- Previous and future business
- Precedent set by airlines and hotels waiving fees

Supplier agrees to cancel

CMU buyer executes cancellation and copies the UCO on confirmation email.

Supplier agrees to cancel

CMU buyer requests final invoice for payments and notifies UCO.

Supplier is engaged as advised by UCO/PS.

CMU buyer contacts the University Contracts Office (UCO) for advice on how to move forward.

Is the event >$100K (USD)