PAYMENTS AND CANCELLATION POLICIES
No agency commission or cash discounts permitted. Rates are net. Payments are due by the deadline specified on the invoice. ASM reserves the right to resell sponsorship opportunities when payment is not received by the payment deadline.

- On or Before June 18, 2020
  - Sponsors have until June 18, 2020 to cancel a reservation and receive a refund minus a $100 processing fee.
- After June 18, 2020
  - No refunds will be granted for cancelled sponsorships. ASM will work with sponsors to reallocate cancelled fees to other sponsorship opportunities. Sponsorship fees cannot be transferred to exhibit booth activities. ASM reserves the right to resell cancelled reservations.

PAYMENT METHODS
All CREDIT CARD payments must be completed through the ASM Exhibit and Sponsorship Invoice.

If paying by CHECK, please make payable to American Society for Microbiology or ASM. Attention: Tiffani Fonseca (Education Department), ASM 1752 N Street NW, Washington, DC 20036.

If paying by WIRE TRANSFER, payments should be made in US dollars. ASM requires an additional non-refundable $30 wire transfer processing fee be added to the amount total.

Bank Name: SunTrust Bank
Address: One Park Place, Atlanta, GA 30303
Swift number: WFBIUS6S
ABA/Routing Number: 061000104
Account Number: 1000208997568
Account Name: American Society for Microbiology
Swift Code (for Int’l Wires): SNTRUS3A
ASM Federal ID: 38-1616141

Please ensure that the invoice/order number and customer number appears on ALL payment methods.