



REFUND POLICY AND PAYMENT NOTES

TO COMPLY: The exhibit must comply with (a) the 2020 Booth Space Agreement Terms and Conditions, and (b) the 2020 Display Rules & Regulations, both of which are conclusively deemed to have been received, reviewed, and agreed to on behalf of the Exhibitor by the undersigned's execution of this Agreement.

SPACE ASSIGNMENT PROCESS:

NOTE: Space assignments will begin Monday, August 5, 2019. In order to be included in the first round of assignments your order AND full payment MUST be received by Saturday, August 3, 2019 to be included.

1. Companies with 800 sq. ft. of combined booth and seminar room space will be assigned first in seniority order starting at 70 years and working back on Monday, August 5, 2019.
 2. Companies under 800 sq. ft. will be assigned next in seniority order starting at 70 years and working back on Monday, August 12, 2019.
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REFUND POLICY:

The refund policy of the Pittsburgh Conference is as follows for booth space and seminar rooms' cancellation / reduction:

- 75% Refund – Must be received in writing by Friday, October 11, 2019
- 50% Refund – Must be received in writing by Friday, November 15, 2019
- 25% Refund – Must be received in writing by Monday, January 6, 2020

No refunds will be made after Monday, January 6, 2020.

Cancellations on hanging banners are 100% refundable if cancelled by Friday, February 14, 2020.

OPTIONAL HANGING BANNERS: Cost of rigging is the responsibility of the exhibitor.

FULL PAYMENT OR \$15,000, WHICHEVER IS LESS, IS DUE WITH THIS SPACE AGREEMENT. NO SPACE WILL BE ALLOCATED UNTIL THIS PAYMENT IS RECEIVED BY THE PITTSBURGH CONFERENCE. REMAINING BALANCE IS DUE BY MONDAY, NOVEMBER 11, 2019.

PAYMENT INFORMATION - EXHIBITORS ONLY:

Payment for booth space may be paid in one of the following ways:

1. Via check, which is drawn on a U.S. bank in U.S. funds, made payable to The Pittsburgh Conference
2. Via credit card - (Visa, MasterCard, American Express). Payment can be made directly on the Exhibitor Console.
3. An International Money Order
4. Wire Transfer – please contact expo@pittcon.org for bank details. **To ensure proper credit to your account the wire transfer must include the exhibiting company name.**

PLEASE NOTE: No space will be allocated until full payment is made.

MAKE CHECKS PAYABLE TO:

THE PITTSBURGH CONFERENCE (E.I.N. #25-1141360)
300 Penn Center Blvd, STE 332
Pittsburgh, PA 15235
USA