



## **2021 REFUND POLICY AND PAYMENT NOTES**

TO COMPLY: The exhibit must comply with (a) the 2021 Booth Space Agreement Terms and Conditions, and (b) the 2021 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.

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### **REFUND POLICY:**

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

75% Refund – Must be received in writing by September 30, 2020

50% Refund – Must be received in writing by November 30, 2020

25% Refund – Must be received in writing by January 15, 2021

**No refunds will be made after January 15, 2021.**

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

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**FULL PAYMENT OR \$15,000 IF YOUR ORDER IS OVER \$15,000 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 AUGUST 3, 2020.**

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### **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