



## Refund Policy and Payment Notes

**TO COMPLY:** The exhibit must comply with (a) the 2023 Booth Space Agreement Terms and Conditions, and (b) the 2023 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.

### **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 16, 2022

50% Refund – Must be received in writing between September 17 through November 16, 2022

25% Refund – Must be received in writing between November 17 through December 16, 2022

**No refunds will be made after December 16, 2022.**

Digital Promotions and Online Floor Plan are NOT refundable.

### **PAYMENT SCHEDULE:**

To reserve the space, the online agreement and payment is due before any space will be assigned.

Orders under \$15,000 are due in full to secure your space.

If the order is over \$15,000, a minimum of \$15,000 is due to secure your space.

If Exhibitor's total is order is in excess of \$15,000, final payment must be received by November 16, 2022 or Exhibitor will be deemed to have cancelled the agreement.

### **PAYMENT INFORMATION - EXHIBITORS ONLY:**

**IMPORTANT:** Due to the increased volume of bank fraud and scam/phishing emails; Wire Transfers, Money Orders, ACH Transactions, and Purchase Orders are **NOT ACCEPTED** as methods of payment for any Pittcon Services (including booth sales).

#### **PAYMENT INFORMATION - EXHIBITORS ONLY:**

Payment for booth space may be paid by Check or Credit Card only:

1. **Check** - which is drawn on a U.S. bank in U.S. funds, made payable to **The Pittsburgh Conference**. Checks can be mailed to our Pittsburgh office only (address below).

2. **Credit Card** - (Visa, MasterCard, American Express). Payment can be made directly on the official Pittcon Exhibitor Console.

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

#### **MAKE CHECKS PAYABLE TO:**

THE PITTSBURGH CONFERENCE (E.I.N. #25-1141360)

ATTN: Stephanie Christman

300 Penn Center Blvd, STE 332

Pittsburgh, PA 15235

USA

**Disclaimer:** The Pittsburgh Conference (Pittcon) is not responsible for payments made by methods other than Credit Card or Check and/or made to any other entity other than The Pittsburgh Conference (Pittcon).