



San Diego, California, USA – February 24-28, 2024

PITTCON 2024 CONFERENCE & EXHIBITION Participant Terms & Conditions and Policies*

By registering for and/or attending the Pittcon 2024 Conference & Exhibition, ("Conference"), all attendees, students, speakers, instructors, facilitators, exhibitors, and general participants ("Participants") agree to be bound by, and comply with, these Pittcon ("Pittcon" and/or "Company") Terms and Policies. It is the Participant's responsibility to read and understand these Terms and Conditions

1. Participation and Behavior

Participants are expected to conduct themselves professionally at all conference functions. Use of obscene language, abusive behavior, or threatening behavior directed to any other conference participant or staff is not conducive to a learning environment and will not be tolerated. The Pittcon staff has the right to remove any Participant that is in violation of this Policy and no refunds of registration will be granted.

2. Admittance

Pittcon has sole discretion, without refund, to refuse admittance to or expel from the Conference anyone that is deemed to be behaving in a manner that could be disruptive to the conference or any other Participant.

Pittcon reserves the right to close, alter, or cancel, without prior notice, any Conference event, sessions or other items relating directly or indirectly to the Conference for any cause, or at any time.

Pittcon reserves the right to remove anyone caught sharing a registration. Those Participants will be removed from Pittcon and will not be granted a refund.

3. Registration Payments

Registration fees must be paid in full before the Conference start date. If full payment has not been received, registrations will be cancelled.

- Credit Card payments accepted: MasterCard, VISA, Discover, American Express
- Purchase Orders, Wire Transfers, and Money Orders are **NOT** accepted as payment for Registrations.
- Checks Accepted - Due to staff travel, all checks **must** be received in our Pittsburgh office by Friday, February 16, 2024. Any checks received in our Pittsburgh office after this date may result in the account being marked as NOT paid, check voided, and registrant will have to make a payment on-site to receive a badge.

4. Registration Transfers

Transfers for registration for the Conference will not be granted.

5. Cancellation and Refund Policy

- Attendee/Student registrations and Short Course cancellations WILL NOT BE REFUNDED after February 23, 2024. NO EXCEPTIONS.
- All Cancellation/Refunds requests must be submitted in writing to registration@pittcon.org before February 23, 2024.
- All Cancellation/Refund requests MUST include your 7-digit Registration Confirmation ID

Attendee/Student Registration Cancellations:

- If you decide to cancel your Attendee registration on or before January 18, 2024, the amount paid less a \$50 cancellation fee will be refunded.
- If you decide to cancel your Attendee registration after January 18, 2024, the amount paid less a \$125 cancellation fee will be refunded.
- Student registration cancellations: The amount paid less a \$25 cancellation fee will be refunded.

Attendee Short Course Cancellations:

- Attendee Short Course cancellations made on or before January 18, 2024, will be issued the amount paid less a \$50 cancellation fee for EACH course cancelled.
- Attendee Short Course cancellations made between January 19, 2024 and February 23, 2024, will be issued the amount paid less a \$150 cancellation fee for EACH course cancelled, only if the Short Course notes were NOT DOWNLOADED.
- If Short Course notes ARE DOWNLOADED between January 19, 2024 and February 23, 2024, course changes or refunds WILL NOT BE PROCESSED.

Student Short Course Cancellations:

- Student Short Course cancellations will be issued the amount paid less a \$50 cancellation fee for EACH course cancelled, only if the Short Course notes were NOT DOWNLOADED.
- If Short Course notes ARE DOWNLOADED, course changes or refunds WILL NOT BE PROCESSED.

Pittcon Party/Social Event Cancellations:

- Due to reservation requirements, there will be NO refunds for the Pittcon Party or Social Events issued after the deadline date of January 18, 2024.

Other:

- Refund Policy still applies to Visa rejection/refusals.
- Refund policy applies to Speaker/Instructor/Guest conversion from all paid registration types.
- All cancellations are subject to separate fees.
- The Pittsburgh Conference (Pittcon) reserves the right to modify this policy at any time.

Short Courses may be cancelled or rescheduled at the sole discretion of the Instructor or Short Course Chair, at any time, if number of enrollments does not meet the minimum required. If a cancellation occurs by the Instructor or Pittcon, registrants will be notified and a full refund will be made for that course.

6. **Use of Personal Information and Registration Information**

Pittcon is committed to data privacy and protecting your personal information. By registering for this Conference and submitting your email address during the event registration process, you agree that Pittcon and its Conference partners may send Participant Conference related information. A valid email address is required for all registrations. Pittcon uses the personal data Participant provides in this registration for administering your participation in this Conference. This may include information about the Conference's content, event logistics, updates, and additional information related to the Conference. Information Participants provide when registering for or participating in the Conference, including events managed or co-sponsored by parties other than or in addition to Pittcon may be shared with those parties, and the treatment of such information is further subject to the privacy policies of those parties. Except as described herein, Pittcon will not disclose Participant's personal data to any other third party without your consent except where required to do so by law.

7. **Usage of photographic and video material taken at Pittcon events**

Pittcon imposes certain restrictions on the use of multimedia at its events (e.g. photography, video, audio, online streaming, and all future mediums). Photographs or videos may not be published, sold, reproduced, transmitted, distributed or otherwise commercially exploited in any manner whatsoever.

Pittcon may hire professional service providers (photo/video/streaming/audio) to document and display the event experience. Pittcon may also use social media (e.g. Twitter) to: (i) post real-time photos and videos to its social media feeds; and (ii) display select submissions from those feeds on its webpage. By attending the Conference, Participants acknowledge and agree as follows: (a) Pittcon may edit and use footage it captures at the event for marketing and promotional activities and for any other lawful purpose in the ordinary course of its business; and (b) due to the prevalence of mobile recording devices in today's world, Pittcon disclaims all liability for the capture of your image in any multimedia format by other participants at the event.

Consent to Photo/Video

By attending Pittcon, you are providing consent to be included in any onsite photographs or video used for advertising, publicity, commercial, or other business purposes. All photography and video taken during Pittcon remain sole property of The Pittsburgh Conference.

No Recordation. Participant further agrees it shall not use any audio or video recording technology (including devices with digital camera functionality, such as smartphones or tablets, and recording software, such as screen capture or similar software) during a presentation and not record or photograph any speakers or any presentation at Pittcon, unless expressly permitted by Pittcon. Participant shall not make any part of the materials presented at Pittcon (any "Materials") public or issue any press releases related to Pittcon without express prior written approval from Pittcon ("Public Statements"). Pittcon expressly reserves its right to terminate this Agreement immediately upon notification that any Public Statements have been distributed in violation of this provision, and obtain an injunction to enjoin any further dissemination of Public Statements in violation of this provision, in addition to any other remedies available to Pittcon.

8. **General**

Pittcon reserves the right to change, amend, add or remove any of the above Terms & Conditions in its sole discretion and without prior notice. If one or more of the conditions outlined in these Terms & Conditions should become invalid, the remaining conditions will continue to be valid and apply. These Terms & Conditions apply to all event Participants. The views expressed by any event participant are not necessarily those of Pittcon. All participants are solely responsible for the content of all individual or corporation presentations, marketing collateral, and/or advertising.

9. **Suitcasing and Outboarding**

Please see page 4 for the Pittcon Suitcasing and Outboarding policy

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Pittcon Suitcasing and Outboarding Policy*

Pittcon is serious about protecting the investment of our exhibitors and sponsors and ensuring their success at our conferences. As such, the Pittcon Suitcasing and Outboarding Policy is strictly enforced. Attendees who engage in suitcasing or outboarding gain an unfair competitive advantage over our exhibitors/sponsors who have dedicated money and resources to fairly participate in the conference. These actions diminish the size and diffuse the quality of the audience available to exhibitors and sponsors.

Pittcon strictly prohibits solicitation, “suitcasing” or “outboarding” by attendees who conduct business at the conference and do not have an exhibit or sponsorship investment at the conference.

What is Suitcasing and Outboarding?

“Suitcasing” and “Outboarding” are unethical practices in which attendees conduct, transact or promote business at the conference and do not have exhibit or sponsorship.

“**Suitcasing**” refers to non-exhibiting/non-sponsoring companies or individuals who go to conferences as an attendee and solicit business in the tradeshow aisles, session rooms, or hotel lobbies and common areas.

“**Outboarding**” refers to non-exhibiting/non-sponsoring companies or individuals that host meetings, events, or demos, etc. outside of the exhibit hall, such as in hospitality suites, restaurants, or public places in close proximity to the conference, and encourage conference attendees to leave the conference to attend their events.

Attendee Policies:

- Individuals/companies may not engage in sales activities while in any official conference space (such as breakout session rooms or in the Expo) or any surrounding public hotel space, including hotel lobbies and restaurants. In no case will the use of conference space or common space for this purpose be permitted.
- Individuals/companies may not display or advertise products or services of any kind outside of an official exhibit space at conferences where exhibits are present.
- Individuals/companies may not alter official conference badges, lend their badges to colleagues, or register individuals as representatives of their company in order to extend a complimentary registration or discount. The use of deceptive or false registration credentials and/or unethical methods to obtain information and/or gain an advantage over a competitor may result in expulsion of the individual from the conference and future Pittcon meetings.
- Pittcon asks that attendees do not engage with individuals who are engaging in Suitcasing or Outboarding activities.

Consequences of Suitcasing or Outboarding

Any attendee or company who is observed to be suitcasing or outboarding will be given a warning and asked to stop their activity. Pittcon reserves the right to shut down on-site events, including meetings and demos, if the event is found to be in violation of this policy and the Pittcon Event Policy and does not have prior authorization from Pittcon to take place. Companies/attendees who do not comply will be asked to leave the conference immediately and may be banned from attending future Pittcon meetings and conferences.

If you observe an act of suitcasing or outboarding, please report this to the Show Management office immediately or submit a complaint to Tammy Yallum, Director of Operations, at yallum@pittcon.org. Pittcon will investigate the complaint and determine the appropriate course of action.

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