

# TERMS AND CONDITIONS

**ACCEPTANCE OF EXHIBITORS.** Exhibitors will be bound by the rules and regulations set forth herein and by such amendments or additional rules and regulations, which may be established by Parking Industry Exhibition and Conference (PIE) and the venue. PIE's acceptance of the application/contract constitutes an agreement of the parties to abide by the terms and conditions contained herein. PIE reserves the absolute right to reject any and all applications. Rights of the Exhibitor will not be assignable to any other firm or person.

**PAYMENT POLICY. Net 30 days:** A minimum of 50% of booth fees are due upon reservation by credit card. PIE will process payment as stated on contract with no exception. The remaining balance is due December 1st, 2023 by check or credit card. In the event a remaining balance has not been satisfied within the 30 day window, PIE retains the right to cancel your booth reservation without notification or refund. **Exhibitors who register after January 06, 2024 must pay in full for all space and any other charges at time of application.**

**CANCELLATION/PAYMENTS.** Exhibitors may not move-in to their exhibit space until full payment is received. There is no exception to this policy. Exhibitor who fails to occupy its assigned space two hours prior to the published expo hours (set no later than 10:00 AM on March 11, 2024) and has not given PIE the required written notice of cancellation will be considered "no show." PIE has the right to use "no show" exhibit space in such a manner as it may deem in the Event's best interest. Failure to occupy exhibit space does not relieve the Exhibitor from their obligation to the terms of the Agreement. Exhibit booth cancellation and refund requests must be made in writing by January 06, 2024. In the event of cancellation by an exhibitor prior to January 06, 2024, 50 percent of exhibitor's total paid booth fees less a \$250 processing fee will be refunded. After January 06, 2024 no refund will be made.

**EXHIBIT SPACE SELECTION.** Exhibit spaces are assigned on a first-come, first-served basis once a completed exhibitor application is submitted. Applications are time stamped upon receipt and booths allocated in the order received. Exhibiting companies will be able to view the floor plan showing where each exhibitor is located and will have to make a space selection at time of application. PIE reserves the right to reassign, relocate or cancel exhibit space as required, in order to provide the best possible distribution of exhibits.

**ASSIGNMENT OF EXHIBIT SPACE.** Spaces are assigned on a first-come, first-served basis. PIE will make every effort to ensure that booths are assigned as requested. PIE reserves the right to change booth locations and renumber the booths if, in its sole judgement, such changes are to the benefit of the exhibitors and the attendees.

**ARRANGEMENT OF EXHIBIT SPACE.** Exhibitors are not permitted to give demonstrations that create an interference with neighboring Exhibitors or with the normal traffic flow in the aisles. In order to be fair to all Exhibitors, exhibits and exhibit activity should be within the booth and shall not obstruct the view of adjacent booths. Booth lighting, sounds, and literature activities should not infringe on other Exhibitors. Specific booth space requirements (height/width issues) will be sent from the service company handling the event.

**AFFILIATED EVENTS.** We ask that Exhibitors not conduct unplanned or un-approved event(s) during the time the exhibition hall is open that would take away attendance from PIE events, such as hospitality suites and the like.

**SHARING AND SUBLETTING.** No two (2) companies or organizations (defined as the same business or firm) can share exhibit space. Co-participation by any other company or organization or its representatives in space assigned to the original applicant must be requested by prior written permission of PIE and may be subject to an additional charge equal to one-half of the rental cost of space reserved. Exhibitors may not permit non-exhibiting companies' representatives to work in their booth. Exhibitors agree not to assign or sublet the whole or any portion of the rented space without approval of PIE.

**FIRE PROTECTION.** All materials used for decorative purposes must be flameproof. Explosive or flammable materials that conflict with the Underwriters' Fire Protection or Fire Department rules shall not be permitted.

**TAXES.** Exhibitor is responsible for any federal, state, or local tax required to be collected or withheld on any purchase.

**UNION AGREEMENTS.** The Exhibitor hereby agrees to abide by all agreements made between the unions, PIE or its agents pertaining to the use of union labor at all times while in the exhibit hall. **DISMANTLE/TEAR DOWN.** Tear down begins at 4:00 pm on March 13, 2024 and must be completed on same day unless otherwise approved by PIE.

**PHOTOGRAPHY AND VIDEO.** Exhibitors and attendees are prohibited from videotaping, video streaming/wireless transmitting or photographing other exhibitors' booths, events or activities during PIE, without the express written permission of PIE. However, an exhibit booth may be photographed or videotaped with the permission of the legitimate occupants of that booth, but that permission shall only apply to that exhibitor's booth. By submitting your exhibit contract, the exhibitor gives consent to PIE's official photographer to use images of both your person(s) and/or your display. Television and/or video cameras (including webcams) are prohibited.

ited without prior written approval of PIE show management. PIE reserves the right to deny, alter or limit such access or distribution as the event is the proprietary property of PARKING TODAY MEDIA/ PARKING INDUSTRY EXHIBITION (PIE).

**POST CONFERENCE ATTENDEE LIST.** We will provide post-conference-Attendee information free of charge, to all Exhibitors who have not begun their breakdown before the published end of the show. PIE does not provide any email addresses of exhibit staff or attendees.

**PROTECTION OF THE EXHIBIT FACILITY.** Nothing shall be posted, tacked, nailed, screwed or otherwise attached to columns, walls, floors, or other parts of the exhibit area without permission of PIE and the proper venue staff. Packing, unpacking and assembly of exhibits shall be done only in designated areas and times and in conformity with directions of the PIE show manager.

**LIABILITY AND INDEMNIFICATION.** Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save PIE and venue, its employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines, and attorney's fees arising out of, or caused by Exhibitor's installations, maintenance, occupancy, or use of the exhibition premises or part thereof. It should be understood that PIE makes no claims as to the marketability of the conference.

**INSURANCE.** The Exhibitor understands that neither PIE nor the venue-maintain insurance covering the Exhibitor's property. It is the sole responsibility of the Exhibitor to obtain such insurance.

**INTERRUPTION OF THE CONFERENCE.** If PIE cancels the Event due to circumstances beyond the reasonable control of PIE (such as acts of God, acts of war, epidemic or pandemic, governmental emergency, labor strike or unavailability of the Event Facility) PIE shall allow the exhibitor the opportunity to roll over a percentage of amounts paid (as determined by PIE) for space to any future event occurring in the following twelve (12) months.