



PCBC® 2023 PAYMENT/CANCELLATION POLICY & SHOW MANAGEMENT RIGHTS
May 24-25, 2023, I Anaheim Convention Center

This is a summary of, and not a replacement for, the full policies stated in the PCBC Rules & Regulations agreed to by the exhibitor at the time of submission of the online booth contract.

PAYMENT POLICY:

1. For Booth Contracts received prior to January 6, 2023:
 - Upon submission of the online contract, a 50% deposit of total booth fees is due. The 50% deposit must be received within two (2) weeks of the contract submission date.
 - The remaining 50% will be due by January 6, 2023. If the balance is not received by this date, the Exhibitor will be considered in breach of the contract, and no return of rental fees will be made. After January 6, 2023, all balances are due and payable in full.
2. For Booth Contracts received on or after January 6, 2023:
 - 100% of the booth space total will be due within (2) weeks.
3. Any contract/application submitted within thirty (30) days of the show must be submitted with full payment by credit card.

CANCELLATION POLICY:

- If notification of cancellation of exhibit space is received by January 6, 2023, the Exhibitor will be refunded all payments minus a cancellation fee equal to fifty percent (50%) of the total exhibit space rental fee.
- If notification of cancellation of all exhibit space is received after January 6, 2023, no refunds will be made, and the Exhibitor will be liable for one hundred percent (100%) of the exhibit space rental fee, even if exhibit space is resold.
- Submission of the online contract and exhibit space request is a temporary reservation only. Submitting a contract and space request does not guarantee requested space, nor does it qualify for a confirmed booth assignment. Booth space will only be confirmed and guaranteed after the 50% deposit is received within two (2) weeks of contract submission.

REDUCTION OF EXHIBIT SPACE POLICY:

- Reduction of Exhibitor's exhibit space is treated similar to cancellation of exhibit space.
- Reduction requests received in writing by January 6, 2023, will be refunded appropriate payments minus a fifty percent (50%) surcharge on the difference between the original contracted square footage and the revised square footage.
- No refunds will be made for square footage reductions or cancellations of exhibit space after January 6, 2023, even if exhibit space is resold.

SHOW MANAGEMENT RESERVES THE RIGHT:

- To refuse to permit an Exhibitor which, in its sole opinion, violates this Contract to participate in one or more future PCBC Exposition(s) by reason thereof.
- To reject, remove or prohibit any exhibit in whole or in part, or any Exhibitor or its representatives if in the opinion of Show Management, the exhibit or the activities of the Exhibitor or its representatives violates the Contract, the Rules or Regulations, Exhibitor Service Kit or are detrimental to the aims, goals and purposes of the Show. Show Management prohibits abusive conduct and inappropriate behavior toward Show Management, attendees, guests, exhibitors or any affiliated representative of the Show.
- To close an exhibit booth or eject any Exhibitor or its representatives from the Show for violation of the Rules and Regulations or for any other stated reasons. In this event, the Exhibitor will have forfeited all exhibit space rental fees, registration fees or any other fees, and therefore not be entitled to any refunds, and will remain liable for any damages due to its actions. Whenever possible, the Exhibitor will be given notification and reasonable time to correct the problem.