



**2020 Annual Convention & Industry Expo**  
**David L. Lawrence Convention Center | Pittsburgh, PA**  
**June 15-19, 2020**

**Booth Contract Terms & Conditions**

These terms and conditions are a bona fide part of the contract for exhibit space for Retail Confectioners International's Annual Convention & Industry Expo. Each exhibiting company and its employees agree to abide by these regulations and by any amendment or addition hereafter made by Retail Confectioners International (RCI).

*RCI as used herein shall refer to Retail Confectioners International; Exhibitor as used herein shall refer to the exhibiting company.*

**Contract and Space Assignment:** By reserving booth space with RCI, you are agreeing to the Booth Contract Terms, Conditions & Policies provided herein.

RCI will make every effort to accommodate booth location requests; however, RCI reserves the right to assign an alternate location as deemed necessary. RCI reserves the right to rearrange the show floor plan.

**Payment/Cancellation:** Applications for space must be submitted with 50% payment if reserved by April 15, 2020. After April 15, 2020, 100% payment is required to reserve a booth space. If paying by check, payment must be received within five days of requesting a booth reservation using the online booth sales process. International wire transfers will incur an additional \$30 transaction fee. RCI reserves the right to resell and/or reassign exhibit space at its sole discretion for exhibitor reservations not submitting payment in accordance with the policies.

Cancellation or reduction of space may be submitted in writing on or before April 15, 2020 and a full refund will be granted, minus a \$75 processing fee. For cancellations made after April 15, 2020, no refunds will be granted and exhibitor is fully responsible for the full payment of the booth space contracted, regardless of cancellation or reduction.

Members who have any outstanding monies owed to RCI, including membership dues, are not permitted to register for exhibit booths or advertising until the outstanding debt has been satisfied.

**Eligibility to Exhibit:** The expo is a trade show of suppliers to the confectionery industry, namely confectioners who both manufacture and retail chocolates or candies. Categories for exhibiting include but are not limited to packaging, machinery/equipment, ingredients, finished products and services. RCI reserves the right to determine the eligibility of any company or product for inclusion as an exhibitor.

**Exhibitor Admission & Registration:** Each standard booth shall receive three Exhibitor Badges for admission to the expo, including the reception hosted on the expo floor and the Exhibitor Lounge hosted by RCI. Additional badges may be purchased for \$75 each by contacting RCI. Exhibitor is responsible for registering all booth representatives by May 31, 2020. Booth representatives will be allowed to enter the expo floor 30 minutes before the expo opens on day two. (Day one set-up time leads to expo opening.) Exhibitor booth representatives shall be restricted to owner, executives, agents or employees of exhibiting company and shall wear proper badge identification at all times.

Exhibitor badges do not include admission to the full RCI Annual Convention, which include meals, education sessions and tours. As a thank you to our exhibitors, each exhibiting company receives two discounts per booth on convention full registration. Additionally, each exhibiting company receives two complimentary tickets per booth to the Awards Banquet and Reception; banquet and reception tickets are only to be used by booth representatives.

**Subleasing/Sharing Exhibit Space:** Exhibitor may not assign, sublet or apportion space to or with another business entity or individual.

Exhibitor may not show or demonstrate products or services other than those manufactured or distributed by the exhibiting company. Sharing space with individuals or companies not officially represented by the contracting exhibitor is strictly prohibited.

**Operation of Exhibits:**

- a. Hours and dates for installation, showing and dismantling shall be as specified in the official Exhibitor Services Kit. All exhibits must remain intact until final closing of the expo.
- b. Exhibitor will ship and store materials using RCI's contracted exhibit service company and in accordance with rules specified in the official Exhibitor Services Kit.
- c. Sales activities shall not take place in aisles or in booths other than exhibiting company. Exhibitor materials (samples, catalogs, etc.) may be distributed only from within the rented booth space and may not be made available in any other way unless expressly approved by RCI.
- d. In the rear one-third of each booth, display material may be placed up to a height not exceeding eight feet from the building floor. In all other portions of the booth, no display material shall be placed to exceed a height of four feet from the building floor. However, this rule shall not apply in the case of machinery and equipment placed in position comparable to actual utilization for industrial purposes. All booth components including equipment, electrical and lighting must fit within the square footage purchased by Exhibitor.
- e. Sound, including audio/visual and equipment, must be operated at a level not interfering with neighboring exhibitors. RCI shall be the sole judge of what constitutes appropriate sound levels. Exhibitor is responsible for all applicable ASCAP/BMI licensing fees.

**Insurance:** Exhibitor acknowledges that neither RCI nor the expo location maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance at his/her own expense, if so desired.

**Expo Cancellation:** In the event the expo is cancelled due to a reason beyond the control of RCI, RCI shall return monies already paid by Exhibitor after all related expo expenses incurred by RCI through the date of cancellation have been met.

**Photography and Media:** RCI may take photographs, videos or recordings during the expo. Exhibitor agrees RCI has permission to use such photographs, videos and recordings to promote the association, including the expo and convention without compensation to the Exhibitor or its booth representatives.

**Amendment to Terms and Conditions:** Any matters not specifically covered by the terms and conditions contained herein shall be subject to the sole discretion of RCI. RCI may, in its sole discretion, make reasonable changes, amendments or additions to these terms and conditions. Exhibitors will be advised of such changes and any such changes shall be binding on Exhibitor equally with the other terms and conditions contained herein.