

**Congress Xstream: An Online Conference & Expo
Virtual Booth Reservation Contract
June 2-5, 2020**

Fill in the following information:

Company Name: _____
Street Address: _____
City/State/Zip: _____
Contact Name: _____ Title: _____
Phone: _____ Email: _____ Twitter: @_____

VIRTUAL EXPO ITEM:

Congress Xstream Virtual Booth \$4,500 each = \$_____

Please note the virtual booth will come with five booth staff access passes and one complimentary full conference registration.

Payment Information

Payment in full is required by **April 30, 2020**. See Terms and Conditions for complete payment and cancellation policy.

Total Due from all sections above \$_____

ALL ITEMS WILL BE INVOICED. Payment due upon receipt of invoice. *Please provide contact information for billing:*

Contact Name: _____

Contact E-mail: _____

Contact Phone: _____

Agreed to in good faith by:

Printed name of Authorized Exhibitor Representative

Signature of Authorized Exhibitor Representative

Date

Accepted and Assigned by:

Printed name of APA Representative

Signature of Authorized APA Representative

Date

Please Direct Any Inquiries to Vendorrelationsteam@americanpayroll.org

For Accounting Use Only	
C	
P	

CONGRESS XSTREAM TERMS AND CONDITIONS

1. CHARACTER OF THE EXPOSITION. The APA ("Show Management") reserves the right to determine the eligibility of any company, product or service and the right to restrict, prohibit or evict any exhibitor or product which, in the opinion of Show Management, detracts from the character of the exposition or for any violation of the following Terms & Conditions. In the event of such restriction or eviction, the APA is not liable for refunding exhibit fees or any other cost incurred by the exhibitor. Violations of the Terms & Conditions may also result in loss of exhibitor priority.
2. TERMS OF PAYMENT. The Final Balance Due for Exhibit Space must be paid on or before **April 30, 2020**.
3. FAILURE TO MAKE FINAL PAYMENT CONSTITUTES A CANCELLATION OF THIS CONTRACT. If full payment is not received by **April 30, 2020**, APA reserves the right to charge the amount due on your credit card. No requests for refunds will be granted after **April 30, 2020**. The APA reserves the right to deny exhibit space to companies which have overdue account balances with the APA and/or its affiliates.
4. DISPLAYS AND EXHIBITS in Public View are required to be appropriately finished on all sides and surfaces. If such surfaces remain unfinished at the start of the exposition, Show Management may authorize the official contractor to effect the necessary finishing and the exhibitor will be required to pay all costs involved.
5. COMPETITIVE meetings, sessions, forums, or events which conflict with the conference and exposition are prohibited and holding such events may prevent your organization from exhibiting at future conferences.
6. NON-EXHIBITING COMPANIES, organizations and individuals who supply products and services to APA exhibitors or that supply products or services to APA attendees may not attend.
7. EXHIBITOR REGISTRATION is limited to sales, marketing, management and special booth personnel. The APA reserves the right to limit the number of exhibitor personnel.
8. AMENDMENTS TO RULES AND REGULATIONS. Show Management, at its discretion, may make reasonable changes, amendments or additions to these Terms and Conditions. Any changes, amendments or additions shall be binding on the exhibitor. The ruling of Show Management shall be final in all instances with regard to use of any exhibit space.
9. GOVERNING LAW AND JURISDICTION. This Agreement shall be governed by the internal laws of the state of New York. The parties hereby submit to the exclusive jurisdiction of the state and federal courts in New York governing any disputes concerning this Agreement, and further agree that they are subject to personal jurisdiction in New York in any such dispute.
10. MERGER CLAUSE. The parties agree that this Agreement (and any other Agreement referred to herein) contain the complete agreement between the parties and supersede any prior understandings, agreements or representations by or between the parties, written or oral, which may have related to the subject matter hereof in any way.
11. ATTORNEY'S FEES. In the event of any dispute concerning this Agreement, the prevailing parties shall be entitled to reasonable attorney's fees.

Signature: _____

Date: _____