



PMEXPO 2024 – RULES & REGULATIONS

VISION

The Property Management Association aspires to create opportunities for all property management industry professionals to achieve career success and personal fulfillment.

MISSION

The Property Management Association is a community for property management industry professionals to network, connect and grow professionally and socially through events, programming and practical education.

VALUES

We act with integrity
We foster inclusion
We encourage growth
We are collaborative
We give back
We have fun

General Definitions: The term “Event” refers to the Property Management Association PMEXPO. The Event is owned, produced and managed by the Property Management Association. The term “Participant” refers to the organization that has contracted for exhibit space, sponsorship and/or advertising space and such organization’s officers, directors, shareholders, employees, contractors, agents and representatives.

Application to Participate: Receipt by PMA of contract for exhibit space, sponsorship and/or advertising space will constitute a binding agreement (“Agreement”). A \$500 nonrefundable deposit per booth is required at the time of entering Agreement. If Participant changes management or is purchased by another company/organization, Agreement becomes binding on such company/organization.

Application Period: PMA will begin accepting Agreements on Monday, May 13, 2024, at 8 a.m. EDT. Exhibit space assignments will begin Monday, June 10, at 8 a.m. EDT.

Exhibit Space, Sponsorship and/or Advertising Space Reservation: Booth assignments will begin Monday, June 10, at 8 a.m. EDT. Exhibit space is assigned only after receipt of signed Agreement and required payment as follows:

- a. **RIGHT OF FIRST REFUSAL:** PMA 2024 Platinum Sponsors in good standing shall have first choice of exhibit space, followed by PMA 2024 Gold Sponsors in good standing, followed by PMA 2024 Silver Sponsors in good standing, followed by 2023 PMEXPO Exhibitors. Selection will be granted to 2023 PMEXPO exhibitors based on the order in which 2023 booths were purchased. 2024 Platinum, Silver and Gold Sponsors and/or 2023 Exhibitors shall have through 11:59 p.m. EDT on Sunday, June 9, 2024, to indicate 2024 booth preference by submitting Agreement AND \$500 nonrefundable deposit. Commencing Monday, June 10, 2024, at 8 a.m. EDT, PMA shall begin booth assignments for all Participants eligible for the Right of First Refusal.
- b. **SALES TO PMA MEMBERS IN GOOD STANDING:** Following the Right of First Refusal, all unclaimed booths will be made available to PMA members in good standing who were not eligible for the

Right of First Refusal for a period of 30 days. Booths shall be assigned on a first-come first-served basis only after receipt of Agreement and \$500 nonrefundable deposit.

- c. **SALES TO GENERAL PUBLIC:** Finally, any remaining booth inventory will be available to the general public until sold out, or until 11:59 p.m. EDT on Sunday, September 1, 2024, whichever occurs first. Booths shall be assigned on a first-come first-served basis only after receipt of Agreement and full payment.
- d. **EXHIBIT BOOTH PLACEMENT:** PMA shall act in good faith to honor Participant preferences. PMA reserves the right to change the exhibit space location assigned to Participant at any time, as it may, in its sole discretion, deem necessary in the best interest of the Event. Due to the volume of exhibiting companies exhibiting the same and/or similar products and/or services, PMA cannot guarantee that competing companies will not be placed in nearby or adjoining booths.
- e. **EXCLUSIVE ADVERTISING AND SPONSORSHIP SALES:** Exclusive advertising and sponsorship opportunities are reserved on a first-come, first-served basis only after receipt of Agreement. Companies that purchased exclusive advertising and/or sponsorship opportunities in 2023 shall have through Sunday, June 9, 2024, at 11:59 p.m. EDT, to secure same or comparable opportunity by submitting Agreement.

Exhibit Space: Exhibit space shall be sold in 10’ x 10’ booths, each of which includes:

- An 8’ high draped back wall;
- 3’ high draped side walls*;
- Carpeting;
- One 6’ table;
- Two chairs;
- One waste basket;
- Company Identification sign;
- Registration for four (4) booth personnel that gives access to PMEXPO tradeshow floor ONLY;
- Access to the pre/post-event attendee mailing lists**;
- A basic online company listing; and
- Access to a marketing toolkit.

*Side walls may not be removed for inline booths unless purchased by a single company as a 10'x20' option.

**The pre-event attendee list will be provided two weeks in advance of the Event. A post-Event attendee list will be accessible within 24 hours following the successful completion of the exhibitor survey. The survey will be emailed to all exhibitors at the end of the event. The post-Event survey will be available for a maximum of one week following the Event. The post-Event attendee list will not be provided outside this window.

Note, fees for lead retrieval, wi-fi, electricity and/or food and beverage are NOT included in the Exhibit Space fees and must be purchased separately.

Participant Conduct, Booth Operation, Décor and Right of Entry and Inspection:

- a. No adhesive-backed promotional items may be distributed or used at Event;
- b. All decorating materials must be constructed of flameproof material or treated with an approved fire-retardant solution;
- c. No decorations of any kind may be fastened to ceilings, painted surfaces, columns, walls or windows;
- d. Decorations may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits or lighting systems;
- e. All exhibits, signage, activities and/or personnel may not extend beyond the perimeter of the assigned booth space and may not interfere with or impede access to other booths or impede free use of aisle(s);
- f. In regular and premium booths, the height of signs and displays are limited as follows: From the back wall 5' toward the aisle, the display may be no higher than 8'; and from the midpoint out to the aisle, the display may be no higher than 4';
- g. The use of helium filled balloons is prohibited;
- h. Interference with the lighting, visibility and space of other Participants is prohibited;
- i. The use of objectionable amplifying or lighting equipment is prohibited;
- j. Self-supported audio equipment within exhibit booths must be directed inward to avoid posing a sound level nuisance, as exclusively judged by PMA Staff, to other Participants. Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth (refer to OSHA regulations at www.osha.gov for more information);
- k. Participants may not schedule private functions or events during official Event hours;
- l. Other than service animals, or those animals directly related to Participant's mission, the use of live animals is prohibited in Event;
- m. Participants may not use strolling entertainment, nor distribute samples, magazines, business cards or advertising materials in any area outside of contracted space or during Event hours;
- n. Use of "Segways" or similar equipment is prohibited unless used as a disability aid;
- o. Participants are responsible for ensuring that the appearance and dress of their models and/or artisans are not offensive to modest tastes;

- p. Food and beverage may be dispensed from Participant's contracted space ONLY within the following guidelines: Any food and beverage distributed must be arranged though Event facility; distribution area must be kept clean and attractive; and All attendees must have opportunity to receive samples.

Participants agree to abide by all facility rules and exhibit display guidelines. Displays and exhibits not conforming to specifications, or which in design, operation or otherwise, are deemed objectionable by PMA in its sole discretion, will be prohibited.

If Participants engage in any conduct in violation of the rules and or applicable laws, PMA reserves the right to cancel Participant's contract without further notice and without obligation to refund monies previously paid. PMA further reserves the right to reject Participant's application to participate in future PMA events. Further, PMA in its absolute discretion shall have the right at any time to enter and inspect the area occupied by the Participant. Participants and their representatives shall at all times conduct themselves in a professional manner and shall not disparage or defame fellow participating companies, PMA or the employees of aforementioned organizations, or engage in other activities detrimental to Event.

Security: Participants and representatives must be registered. Admission to Event will be by badge only. The safekeeping of Participant's property shall remain the responsibility of Participant.

Cancellation by Participant: All requests for cancellation of exhibit space, sponsorship and/or advertising space must be made in writing.

- A full refund or waiver of exhibit booth, sponsorship and/or advertising fees, less a \$500 nonrefundable deposit, will be granted if written notice of cancellation or reduction in contracted sponsorship and/or advertising space is received by PMA no later than Friday, July 19, 2024.
- A 50% refund or waiver of exhibit booth, sponsorship and/or advertising fees, less a \$500 nonrefundable deposit, will be granted if written notice of cancellation or reduction in contracted sponsorship and/or advertising space is received by PMA Saturday, July 20, 2024 through Sunday, August 18, 2024.
- Commencing Monday, August 18, 2024, no exhibit booth, sponsorship and/or advertising fees shall be waived nor shall refunds be made.

Cancellation or Postponement of Event: It is mutually agreed that if Event is cancelled for any reason this Agreement will be automatically terminated and PMA will determine an equitable basis for the refund of a portion of all exhibit space, sponsorship and/or advertising space fees, after due consideration of expenditures and commitments already made.

Payment of Debts: Participants must make required payments for PMA membership and all contracted exhibit space, sponsorship and/ or advertising space. Participants are further responsible for ensuring that there are no outstanding amounts owed by them to PMA. If any outstanding debts are not paid in full by Sunday, August 18, 2024, PMA retains the right to cancel Participant's exhibit space, sponsorship and/or advertising space upon written notice

and without obligation to either refund previously paid amounts or waive balance due. Exhibitors may not move into their exhibit space until payment in full is received. PMA shall be entitled to recover all fees and costs incurred in collecting the debt.

Exhibit Space Occupancy: Any Participant that fails to occupy and set up its assigned exhibit space by the end of published setup hours, leaves its space unattended during Event hours or begins dismantling of exhibit space prior to the close of Event by PMA, may forfeit its right to exhibit space and its eligibility to exhibit at future PMA events. Participant shall not sublet or permit the use of all or any part of the exhibit space or any equipment provided by PMA. Furthermore, Participant shall not allow any representative(s) of any non-exhibiting existing or potential PMA member(s) to staff Participant's booth.

Handling and Storage: Neither PMA nor the managers of Event facility will accept or store display materials or empty crates. Participant shall make arrangements for shipment, delivery, receipt and storage of such materials and empty crates. Such arrangements shall be made by the Participant with the company of their choice. PMA's officially designated decorating contractor will not be providing handling or storage services for PMEXPO 2024.

Codes and Agreements: Participant hereby agrees to be bound by all rules and regulations outlined here and any additional rules, regulations and information as may be adopted by PMA or Event facility. Participant further agrees to adhere to and be bound by:

- a. All applicable fire, utility and building codes and regulations of Event facility;
- b. Any rules or regulations of said facility;
- c. The terms of all leases and agreements between PMA and the managers and/or owners of said facility;
- d. The terms of any and all leases and agreements between PMA and any other party relating to Event;
- e. All federal, state and local laws, ordinances rules and copy write protections; without limiting the foregoing, Participant shall construct any displays to comply with the Americans with Disabilities Act.

Participant shall not, nor shall Participants permit others to, do anything to its assigned space or do anything in Event facility which would cause a difference in conditions from those previous approved by the insurance carriers of PMA, or the owners or managers of said facility, which will in any way increase premiums payable by any of said parties, and Participant shall be responsible for any such increase resulting from violation of this section.

Listing and Promotional Materials: By participating at Event, Participant grants PMA a fully paid, perpetual, nonexclusive license to use, display and reproduce the name of Participant in any directory or listing of Event Participants and to use such names in promotional materials. PMA shall not include Participant's name in any promotions or advertising until full payment for the Agreement has been received. PMA shall not be liable for any errors in any listing or for omitting any Participant from any directory or listing pertaining to Event. Furthermore, by participating in event Participant acknowledges that publicity photographs and/or videos may be taken during Event and grants permission for photos

and/or videos containing their likeness to be used for publicity or general information purposes, whether in print or electronic mediums, which may be seen by the general public.

Liability and Insurance: This Agreement shall not constitute or be considered a partnership, employee-employee relationship, joint venture or agency between PMA and Participant. Participant hereby agrees to and does indemnify, hold harmless and defend PMA, its officers, directors, employees, agents, affiliates and subsidiaries (collectively, "Indemnified Party"), from and against any and all liability, loss, damage, cost of expense of any kind whatsoever (including but not limited to cost, interest and attorney's fees) which any Indemnified Party may incur, suffer, be put to, or be required to pay, incident to or arising directly or indirectly from any act or omission by Participant or any of its employees, servants or agents. Participant agrees that the Indemnified Party shall not be responsible in any way for damage, loss or discretion of any property of Participant or injury to Participant or its representatives, agents, employees, licensees or invitees. Participant must obtain insurance policies covering exhibit materials at Event. Exhibiting participants must also have public liability, bodily injury and property damage insurance. Such insurance shall name Event facility, PMA and PMA's officially designated decorating contractor as additional insured's. Upon request, Exhibitor shall provide a certificate of insurance to PMA.

Limitation of Damages: In no event will an Indemnified Party be liable to Participant, whether in contract or tort, for any amount in excess of the exhibit space, sponsorship and/or advertising space fee(s) in relation to any damages, including lost profits arising out of or relation to Event, the rental of exhibit space, the conduct of PMA, any breach of this Agreement, or any other act, omission or occurrence.

Protection of Exhibit Facility: Participant is expressly bound, at its expense, to promptly pay for or repair any and all damage to the exhibit facility, booth equipment or the property of others caused by Participant or any of its employees, agents, contractors or representatives.

General Attendance: Adults 18 years of age and older may visit any area of Event. Individuals under 18 years of age are not permitted at the Event. Non-exhibiting suppliers are not allowed to attend Event. Any individuals found to be involved in the unauthorized and inappropriate solicitation of business within the Event without proper participation or registration shall be immediately removed from the Event and may be banned from future participation at the discretion of PMA Staff.

Interpretation and Enforcement: PMA has full power to interpret and enforce all regulations for Event and the power to make amendments and/ or further regulations that are considered necessary for the proper conduct of Event. Such decision shall be binding on all Event Participants. Failure to comply with any rule or regulation may be sufficient cause for PMA to require immediate removal of the offending Participant and may result in forfeiture of all further rights at future events sponsored by PMA. PMA may lease any exhibit space, sponsorship and/or advertising space so forfeited to another Participant.