

## EXHIBIT SPACE – BOOTH PAYMENT AND CANCELLATION POLICIES

Upon execution of an Application, Exhibitor agrees to immediately pay a deposit of 50% of the total cost of the booth space. The balance of the booth space is to be paid no later than Oct. 24, 2025. For Applications submitted after Oct. 24, 2025, no booth space allocations/assignments will be made, nor will an Application be processed, until full payment for the booth is received by GCSAA.

If Exhibitor fails to make timely booth space payment(s) or has a past due indebtedness to GCSAA of more than 30 days prior to the first day of move-in at the Show, Show Management may cancel the booth Application and shall have all the rights set out, in the next section below, as if an Exhibitor had cancelled after Oct. 24, 2025. GCSAA also reserves the right to offset any past due indebtedness of more than 30 days with payments received under a booth Application. In the event Exhibitor fails to submit payment for past due indebtedness of more than 30 days and its proportional payment due related to the booth space Application, Show Management reserves the right to prohibit Exhibitor from participating in the Show.

Booth space will be considered cancelled by Exhibitor upon the date when written notice of cancellation is received by Show Management. Cancellation requests **MUST** be in writing and can be emailed to [accountrep@gcsaa.org](mailto:accountrep@gcsaa.org). Refunds for cancelled or downsized space will be given as follows:

- a. If booth space is cancelled on or before Oct. 24, 2025, Show Management will retain or collect 50% of the total booth cost.
- b. If booth space is cancelled after Oct. 24, 2025, Show Management will retain or collect 100% of the total booth cost.
- c. If the Exhibitor on a main aisle downsizes by more than 50% of their original booth request on the exhibit space Application, they will be required to move to a new booth location.
- d. Exhibitors who request a reduction in the amount of booth space reserved will be assessed a downsizing fee if the Exhibitor has already been confirmed to a booth space and has been sent a confirmation letter for the original booth space. Downsizing penalties are 50% of the difference between the original booth amount and downsized booth amount. Any refund due will be processed once downsizing penalties have been assessed and paid. Downsizing fees are non-transferrable. Downsizing requests **MUST** be in writing and can be emailed to [accountrep@gcsaa.org](mailto:accountrep@gcsaa.org).
- e. For clarity, downsizing fees will be assessed as follows:
  1. Downsizing notifications received by Show Management after Application is submitted, but no confirmed booth space; no downsizing fees assessed.
  2. Downsizing notifications received by Show Management after confirming a booth placement and having received a confirmation letter from Show Management; Exhibitors shall pay 50% of the difference between the cost of the two booth spaces reserved/released exhibit space fees.

In the event CTS is cancelled because of reasons beyond the control of Show Management, including but not limited to fire, hurricane, disaster or other acts of God, war, terrorism, government regulations, strikes, civil disorder, curtailment of transportation facilities, flood, explosion, earthquake, invasion, epidemic, pandemic or similar influenza or bacterial infection (which is defined by the United States Center for Disease Control as virulent human influenza or infection that may cause global outbreak, or pandemic, or serious illness) or another cause or condition beyond the control of Show Management, space fees or deposits already made will be returned to Exhibitors on a pro rata basis, after all related expenses incurred by Show

Management, through the date of cancellation, have been met and such refund shall be accepted by Exhibitor in full settlement of all loss or damage suffered by Exhibitor.

In the event Convention Center becomes unavailable or reduces the space available because of reasons beyond the control of Show Management or the Convention Center, including but not limited to fire, hurricane, disaster or other acts of God, war, terrorism, government regulations, strikes, civil disorder, curtailment of transportation facilities, flood, explosion, earthquake, invasion, epidemic, pandemic or similar influenza or bacterial infection (which is defined by the United States Center for Disease Control as virulent human influenza or infection that may cause global outbreak, or pandemic, or serious illness) or another cause or condition beyond the control of Show Management or the Convention Center, Exhibitor hereby authorizes Show Management to assign to Exhibitor, in lieu of the booth space previously described or assigned, such booth space, regardless of size or location, in such other building as Show Management may be able to procure, during the days, month and year selected by Show Management for holding CTS, regardless of the location or timing thereof. Exhibitor shall use and occupy such substituted space at the same rent and under the same terms and conditions as are set forth in this Agreement and Show Management shall not be liable to Exhibitor for any loss or damage suffered by Exhibitor by reason of such unavoidable postponement and/or relocation of CTS.

Any marketing, advertising, sponsorship, or similar opportunities will be considered cancelled by Exhibitor upon the date that written notice is received by Show Management. Such cancellation requests MUST be in writing and may be emailed to [accountrep@gcsaa.org](mailto:accountrep@gcsaa.org). Refunds for cancelled marketing, advertising, sponsorship, or similar opportunities will be for any monies received to date less all documented costs incurred by Show Management (up to the date of cancellation) to produce the marketing, advertising, sponsorship, or similar opportunities. No refunds of any monies received will be made if cancellation is received after Oct. 24, 2025; this includes any marketing, advertising, sponsorship, or similar opportunities that are agreed upon after the above date.

Show Management has the absolute right to cancel an Application if Exhibitor fails, at any time, to comply with any of the terms, provisions, or conditions outlined in this Agreement. Such cancellation shall be without liability on the part of Show Management, and in the event of cancellation under this paragraph, Show Management shall retain all payments made by Exhibitor for booth space. Show Management has the absolute right to cancel the Application, and thus this Agreement, if Exhibitor becomes insolvent.