



2025 Payroll Congress

Expo Booth Reservation Contract

May 13-16, 2025 * Kissimmee, FL

Fill in the following information:

Company Name: _____
 Address: _____
 City/State/Zip: _____ Country: _____
 Contact Name: _____ Title: _____
 Phone: _____ Email: _____

Payroll Congress Booth: May 13-16, 2025 (Dates are subject to change without notice)

Type of Space	Qty	After October 31	Total
10x10 Inline		\$4,950.00	
10x10 Corner		\$5,150.00	
20x20 Island		\$20,600.00	

Payment Information

Payment in full is required by **January 31, 2025 for Payroll Congress booth space**. A 50% deposit is required to **reserve your physical**. See Terms and Conditions for complete payment and cancellation policy.

Total Due from all sections above	\$ _____
Administrative Service Fee	\$ 100.00
Less Deposit (minimum 50% of Total Amount)	< \$ _____ >
Payroll Congress Booth Balance Due by January 31, 2025	\$ _____

Do you require a PO# to be listed on your invoice? Yes, PO# _____ No

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

Contact Name: _____
Contact E-mail: _____
Contact Phone: _____

Select method of payment: Credit Card, Check, or EFT

Agreed to in good faith by:

Accepted and Assigned by:

 Printed name of Authorized Exhibitor Representative

 Printed name of PayrollOrg Representative

 Signature of Authorized Exhibitor Representative

 Signature of Authorized PayrollOrg Representative

 Date

 Date

For Accounting Use Only	
C	
P	

PAYROLL CONGRESS TERMS AND CONDITIONS

1. **CHARACTER OF THE EXPOSITION.** API Fund for Payroll Education, Inc., d/b/a PayrollOrg (“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, PayrollOrg 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.** All applications for exhibit space must be accompanied with a 50% deposit for each physical and/or virtual booth space. The Final Balance Due for Exhibit Space must be paid on or before **January 31, 2025**.
3. **FAILURE TO MAKE FINAL CONGRESS PAYMENT CONSTITUTES A CANCELLATION OF THIS CONTRACT.** If full payment for your 2025 Payroll Congress booth space is not received by **January 31, 2025**, PayrollOrg reserves the right to charge the amount due on your credit card. Show Management reserves the right to resell your exhibit space without a notice or refund after **January 31, 2025**. Requests for Cancellation and Refunds must be in writing. Cancellations are subject to a \$1,000 per 100 sq. ft. of booth space administrative fee if received on or before **January 31, 2025**. Cancellations received after **January 31, 2025**, will result in the PayrollOrg retaining the full amount paid for each booth space rented. No requests for refunds will be granted after January 31, 2025. PayrollOrg reserves the right to deny exhibit space to companies which have overdue account balances with PayrollOrg and/or its affiliates.
4. **SUBLEASING/SHARING of Exhibit Space is prohibited.** All signs, displays and products in a booth must be related to the exhibitor’s company.
5. **EXHIBIT SPACE ASSIGNMENTS** are made on the basis of priority, availability and need, with all assignments made in the best interest of the exposition. Show Management reserves the right to alter an exhibitor’s assigned space if it is deemed necessary in the best interest of the exposition or government regulation or advisory. Before exercising its discretion, Show Management will consult with the exhibitor.
6. **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 affect the necessary finishing and the exhibitor will be required to pay all costs involved.
7. **DAMAGE TO PROPERTY** caused by an exhibitor will be paid for by that exhibitor. Do not paint, tape, nail, screw, drill or tack anything to the walls, columns, floor or ceiling of the building, adjoining displays or the official contractor’s display material.
8. **FIRE DEPARTMENT REGULATIONS** must be observed. Display and packing material must be flame-retardant. Electrical equipment must be UL approved and must be wired by a licensed electrician.
9. **EXHIBITOR INSURANCE.** All Exhibitors, their contractors and suppliers working in the exhibit hall are required to carry liability and property insurance. Due to exhibitor requests, we are now including compliant liability insurance which meets all our requirements, with your both space fee. You will no longer need to go through all the hassles and costs of getting and submitting your own compliant insurance. We want to make exhibiting at our show less stressful and as easy as possible. We hope you appreciate this benefit.
10. **INSURANCE OF EXHIBITOR MERCHANDISE.** All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.
11. **EXHIBIT SAFETY.** Exhibitors must operate and maintain their exhibit so that no injury will result to any person or property. Hazardous and nuisance-causing giveaways are prohibited. No lighter-than air (e.g., helium) balloons may be given away.
12. **EXHIBITOR CODE OF CONDUCT.** Exhibitors are expected to be respectful and supportive of the exhibition attendees and of each other and to conduct themselves in a manner in keeping with the character and purpose of the exposition.

Exhibitors who act and/or speak in an intimidating, harassing, abusive, discriminatory, derogatory, or demeaning manner are acting in violation of this code of conduct.

Exhibitors who witness a violation of the code of conduct should contact a PayrollOrg staff member immediately. If the incident involves a dangerous situation, Exhibitors should first move to a safe location, report the incident to local authorities (e.g., hotel security), and then report it to PayrollOrg staff.
13. **COMPLIANCE WITH LAWS.** Exhibitor shall not cause any violation of Federal, State, County or City Laws, or the rules of the exposition location.
14. **COMPLIANCE WITH HEALTH AND SAFETY POLICIES.** Exhibitor agrees to comply with any health and safety policies required by PayrollOrg or the event venue. This may include proof of full vaccination for COVID-19 or a negative test administered within 72 hours of the event date.
15. **SOLICITING** outside the confines of the exhibitor’s assigned space is prohibited.
16. **LABOR AND CONTRACTORS.** Exhibitors that plan to use outside contractors must notify Show Management in writing at least 60 days prior to the exposition. Outside contractors are required to supply verification of liability insurance coverage. All labor must have local union clearance.
17. **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.
18. **NON-EXHIBITING COMPANIES,** organizations and individuals who supply products and services to PayrollOrg exhibitors or that supply products or services to PayrollOrg attendees may not attend.
19. **EXHIBITOR REGISTRATION** is limited to sales, marketing, management, and special booth personnel. PayrollOrg reserves the right to limit the number of exhibitor personnel.
20. **INSTALLATION, SHOW, AND DISMANTLING** hours and dates shall be those specified by PayrollOrg. Packing of exhibits prior to the close of the exposition is prohibited. Exhibitor shall be liable for all storage and handling charges for failure to remove exhibits by specified time and date.
21. **CANCELLATION OF EXPOSITION.** If PayrollOrg should be prevented from holding the exposition for any reason beyond PayrollOrg’s control (such as, but not limited to damage to building, riots, strikes, war, terrorism, medical emergency, epidemic, or pandemic, acts of government or acts of God), then PayrollOrg has the right to cancel the exposition or any part thereof, with no further liability to the exhibitor other than a refund of exhibit fees less a proportionate share of the exposition cost incurred.
22. **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.
23. **NOT ASSIGNABLE BY EXHIBITOR.** This Agreement may not be assigned by the Exhibitor absent the written consent of PayrollOrg.
24. **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.
25. **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.
26. **ATTORNEY’S FEES.** In the event of any dispute concerning this Agreement, the prevailing parties shall be entitled to reasonable attorney’s fees.
27. **FREIGHT HANDLING.** An exhibitor may “hand carry” material provided they do not use material-handling equipment to assist them. When exhibitors choose to “hand carry” material, they may not be permitted access to the loading dock/freight door areas. Wheeled devices such as luggage carriers are not considered “hand carry.”
28. **ATTENDEE REGISTRATION LIST.** Only Congress exhibiting companies are eligible to purchase a Pre- or Post- Show Attendee Registration List.
29. **EXHIBITOR GUIDE.** PayrollOrg shall not be liable for errors in guide information, including vendor index, company, or booth number information.

Signature: _____

Date: _____