

## **SGC/SGC Horizon Events Policies**

### **ADMITTANCE POLICY**

No one under 18 will be admitted to the exhibit floor. There will be no exceptions. SGC/SGC Horizon Events reserves the right to request proof of age. Only building product manufacturers and service providers that are sponsors may attend this event. If your company is a building product manufacturer or service provider you must receive written confirmation that it is ok for you to attend from SGC Horizon.

### **CONSENT FOR USE OF PHOTOGRAPHIC IMAGES**

Registration and attendance at, or participation in, SGC/SGC Horizon Events and other activities constitutes an agreement by the registrant to permit SGC/SGC Horizon Events to use and distribute (both now and in the future) the registrant's or attendee's image or voice in photographs, videotapes, electronic reproductions, or audiotapes of such events and activities.

### **CANCELLATION POLICY**

Cancellations must be received by email to [jbrociek@sgcmail.com](mailto:jbrociek@sgcmail.com) at least 30 days before an event. Cancellations will be subject to a \$50 processing fee. Refunds will not be issued for any fee within 30 days of an event, or for any seminars or luncheons registered for, but not attended.

**PRIVACY POLICY** - The effective date of this policy as posted is March 1, 2013. SGC/SGC Horizon Events respect the information provided by our customers. Because we gather certain types of information when our customers communicate with us, we believe you should fully understand the terms and conditions surrounding the information we capture and the use of that information. This privacy statement discloses the type of information we capture about our customers, how we use it to communicate with our customers, and how you can request to no longer receive communications from SGC/SGC Horizon Events.

#### **Our Customers**

This policy applies to all customers of SGC/SGC Horizon Events, who include, but are not limited to, our show exhibitors, show visitors, conference visitors, customer inquiries, speakers, press, and other individuals with whom SGC/SGC Horizon Events maintain business relationships or communications.

#### **Customer Information and Use**

Two primary types of information are gathered about our customers:

**Financial Information** is payment information used for or gathered during the registration process and includes, but is not limited to, credit card numbers, financial institutions, and expiration dates. This information is not used for any purpose other than that for which it is being provided to us, and is used only to the extent necessary for processing the transaction or to facilitate future transactions.

**Professional Information** includes, but is not limited to, name, address, company name, company address, phone number, fax number, and email address, as well as questions answered on survey or registration forms. Data captured during a customer's visit to an SGC/SGC Horizon Events web site, as well as during a visit with an SGC/SGC Horizon Events customer is also considered professional information and may also be stored in our customer database for our internal use. Professional information may be, upon the consent of SGC/SGC Horizon Events, shared with other organizations or SGC/SGC Horizon Events customers for the purpose of facilitating business relationships believed by SGC/SGC Horizon Events to be in our customers' best interests.

### **Opting Out**

**SGC/SGC Horizon Events will accept, implement and maintain any customer request to opt out of future email communication from SGC/SGC Horizon Events. If you would like to opt out of email communications you are receiving from SGC/SGC Horizon Events, please click [here](#) and type REMOVE in the "Subject:" line, along with the individual name you would like removed from our database.**

### **Security**

**This site utilizes a secure server to protect your financial and professional information. Secure server software is used to encrypt the information sent between your Internet browser and our Internet site. This ensures the security of your professional and financial transaction details when using the site. We follow strict security procedures in the storage and disclosure of information you have given to us and may, on occasion, request proof of identity before we disclose any professional information to you.**

### **Cookies**

**A "cookie" is a bit of data sent by a website through the browser to the computer of the user visiting the site, and enables the site to return the results the browser expects. SGC/SGC Horizon Events website uses temporary, session-specific cookies to ensure visits to its websites are smooth and customized for the visitor. Such cookies allow us to provide a visitor's browser with information tailored to the visitor's preferences and needs. We use permanent or persistent cookies that remain on a visitor's computer after the visitor leaves SGC/SGC Horizon Events website. However, our cookies neither reveal nor contain any identifying or personal data. Cookies also cannot read any information on a visitor's computer or interact with other cookies on the visitor's hard drive.**

**If you do not want your browser to accept cookies, you can turn off the cookie acceptance option in the browser's settings. However, disabling the cookie support function of the browser will prevent our website from functioning properly and you may not be able to utilize fully all of the site's features and information.**

### **Policy Changes**

**SGC/SGC Horizon Events reserves the right to review and change this Policy. Policy changes may be made without prior notice to existing customers. Policy revisions only apply to information gathered as of the effective date of the revised policy, unless we give you notice and choice as to the changes in use, in which case all information is subject to the new policy.**

### **Review and Correction of Customer Information or Other Questions**

**If you have any questions or concerns about your customer information or your request to opt-out of email communications from SGC/SGC Horizon Events, or if you would like to review the information we've collected about you, please contact our Privacy Administrator:**

### **SGC/SGC Horizon Events**

**Attn: Judy Brociek**

**3030 West Salt Creek Lane, Suite 201**

**Arlington Heights, IL. 60005**

**Phone: 1-847-954-7943**

**Email: [jbrociek@sgcmail.com](mailto:jbrociek@sgcmail.com)**

**QUESTIONS? Contact SGC/SGC Horizon Events at 847-954-7943 (Monday-Friday, 9am-5pm CST) or email [jbrociek@sgcmail.com](mailto:jbrociek@sgcmail.com)**