

## Payment Policy/Schedule

### On-site Booth Assignment Payment Policy/Schedule for Exhibit Space

- **Standard Requirements:**
  - **A 50% deposit must be paid at time of signing Contract immediately following the Exhibitor's appointment time and assignment.**
  - Exhibitor is expected to come prepared to pay deposit at time of appointment using ACH or/a credit card.
  - **The contract is binding upon its acceptance by the Exhibitor. The hold on the exhibit space is not confirmed until the required funds are received.**
- **Alternative Payment (Check/Special Account Processing Circumstances):**
  - If you must pay by physical check or have a special account processing circumstance preventing immediate payment, the contract must still be signed at the appointment and payment must be made **on or before July 8, 2026**. Payment instructions will be included in the Exhibit Booth Confirmation email sent after the contract is executed. *Payments made by wire transfer should include an additional \$50 USD to offset wire fees.*
- **Final Balance Due:**
  - **Due Date:** The remaining balance is due in full **by March 1, 2027**.

### Priority Point Application Window Payment Policy/Schedule for Exhibit Space

- **Standard Requirements:**
  - **A 50% deposit must be paid at time of signing Contract** for all Applications submitted **on or before June 23, 2026**.
  - Exhibitor is expected to pay required deposit as outlined above at time of application submission using ACH or/a credit card.
  - **Applications submitted without payment will not be assigned until payment is received.**
- **Alternative Payment (Check/Special Account Processing Circumstances):**
  - If you must pay by physical check or have a special account processing circumstance preventing immediate payment at time of application submission, **payment must be made within 30 days of signing Application and Contract**. Payment instructions will be included in the Exhibit Booth Confirmation email sent after the contract is executed.
- **Final Balance Due:**
  - **Due Date:** The remaining balance is due in full **by March 1, 2027**.

### Open Application Window Payment Policy/Schedule for Exhibit Space *(first-come, first-served; after on-site booth assignment process closes)*

- **Standard Requirements:**
  - **A 50% deposit must be paid at time of signing Contract** for all Applications submitted on or before **March 1, 2027**.
  - After **March 1, 2027**, all applications must be accompanied by **100% of the total fee due**.
  - Exhibitor is expected to pay required deposit as outlined above at time of application submission using ACH or/a credit card.
  - **Applications submitted without payment will not be assigned until payment is received.**
- **Alternative Payment (Check/Special Account Processing Circumstances):**
  - If you must pay by physical check or have a special account processing circumstance preventing immediate payment at time of application submission, **payment must be made within 30 days of signing Application and Contract**. Payment instructions will be included in the Exhibit Booth Confirmation email sent after the contract is executed.
- **Final Balance Due:**
  - **Due Date:** The remaining balance is due in full **by March 1, 2027**.

- **Standard Requirements:**
  - **100% of the total fee due must be paid at time of signing Application and Contract.**
  - Exhibitor is expected to pay full fee at time of application submission using ACH or/a credit card.
  - **Applications submitted without payment will not be assigned until payment is received.**
- **Alternative Payment (Check/Special Account Processing Circumstances):**
  - If you must pay by physical check or have a special account processing circumstance preventing immediate payment at time of application submission, **payment must be made within 30 days of signing Application and Contract.** Payment instructions will be included in the Exhibit Booth Confirmation email sent after the contract is executed.

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### **Payment Policy/Schedule for Promotional Opportunities & Industry Learning Packages**

Items shall be **paid in full** in the amount(s) noted either by credit card or ACH **at time of signing Supporter Agreement** or upon receipt of invoice per the net terms included in said invoice.

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**Penalty for Late Payments:** If deposits or balances are not received as outlined above, ADA reserves the right to release the space/item being held and resell the space/item.

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### **Cancellation/Reduction Policy for Exhibit Space**

- Notification of an exhibitor's decision to cancel or reduce booth space must be submitted in writing to [Exhibit Management](#). If an exhibitor cancels space on/or before December 31, 2026, ADA will retain the entire deposit or 50 percent of the rental fee plus a 10% administrative fee assessed on the full booth fee. If space is canceled after December 31, 2026, the exhibiting company will be required to pay 100 percent of the total contractual obligation which includes the 10% non-refundable administrative fee.
- If an exhibitor reduces contracted booth space, the unused booths will be regarded as canceled, and the above fee schedule will be applied to the exhibitor for such portion of the space.
- Failure to pay any required deposit or invoice issued under the signed contract constitutes a breach of contract. The Exhibitor remains financially responsible for the exhibit space purchased as per the terms of the Cancellation/Reduction Policy. If payment is not made per the Payment Policy/Schedule, ADA may cancel the contract, resell the space, and collect all amounts owed under the Cancellation/Reduction Policy. All payments of prior event balances and any other outstanding obligations owed to ADA, including cancellation/reduction fees, must be paid in full to be eligible to apply and contract for any space at the 2027 Scientific Sessions or future ADA events. The ADA reserves the right to apply any booth payment toward outstanding debts.

### **Cancellation/Payment Failure Policy for Business Meeting Suites**

- If an Exhibitor cancels their exhibit space, their Exhibitor Business Meeting Suite space(s) will be canceled automatically, and no refund will be issued.
- Notification of an exhibitor's decision to cancel suite space must be submitted in writing to [Exhibit Management](#). Contracted Suites are non-refundable, regardless of cancellation date or reason. The exhibiting company will be required to pay 100 percent of the total contractual obligation.
- If a business meeting suite space is put on hold for more than 30 days without payment, the Exhibitor will be responsible for the entire amount of the business suite and ADA Management has the right to release the suite from the original hold for an exhibitor who provides full payment.
- Failure to pay any invoice issued under the signed contract constitutes a breach of contract. The Exhibitor remains financially responsible for the space purchased as per the terms of the Cancellation/Payment Failure Policy. If payment is not made per the Payment Policy/Schedule, ADA may cancel the contract, resell the space, and collect all amounts owed under the Cancellation/Payment Failure Policy. All payments of prior event balances and any other outstanding obligations owed to ADA, including cancellation/reduction fees, must be paid in full to be eligible to apply and contract for any space at the 2027 Event or future ADA events. The ADA reserves the right to apply any payment toward outstanding debts.
- In the event, State or facility regulations change in the locale where the meeting is held, exhibitors/sponsors/attendees will be expected to abide by the existing/changed regulations and those changes are not in themselves an acceptable reason for cancelling or receiving a refund. Should exhibiting company choose to cancel, the Exhibitor remains financially responsible for the space purchased as per the terms of the Cancellation/Payment Failure Policy above.