



APIC27

June 14–16 | Los Angeles

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 17, 2026**. Payment instructions will be in your 'My Account' link, 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**.

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 July 1, 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 in your 'My Account' link, 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)*

- **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 available in your 'My Account' link in the top navigation bar above and 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**.
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Payment Policy/Schedule for Sponsorships

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

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

Exhibit Cancellation/Reduction Policy

- 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 March 1, 2027, APIC 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 March 1, 2027, 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 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, APIC 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 APIC, 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 APIC events. APIC reserves the right to apply any booth payment toward outstanding debts.