



EXHIBIT TERMS & CONDITIONS

These Terms and Conditions apply to and are made a part of the APIC Exhibit Space and Contract (“Contract”) entered by APIC and the exhibitor named therein (“Exhibitor”) with respect to the APIC Annual Conference and Exposition to be held in Los Angeles, CA, on June 14-16, 2027 (the “APIC Exposition”) at the Los Angeles Convention Center (the “Conference Venue”). APIC and/or its authorized representative (collectively “Show Management”) reserves the right to reject, modify the payment schedule, require payment of past obligations, or accelerate the payment schedule of any Exhibitor or any Exhibitor that has, in the past, failed to meet its payment obligation, has failed to comply with these Terms and Conditions, or otherwise meet its obligations to Show Management.

- 1. APIC Logo Usage.** Exhibitors shall abide by the APIC logo rules and request form that are available in the Exhibitor Resource Center.
- 2. Arrangements of Exhibits.** Any portion of an exhibit that obstructs the view or interferes with the privileges of other exhibitors, extends beyond the designated booth space, or for any reason becomes objectionable must be immediately modified or removed by the Exhibitor upon Show Management’s request. Show Management reserves the right to inspect the quality of the appearance of each booth prior to show opening. If determined by Show Management in its sole discretion, a masking drape or other covering material will be placed to cover unsightly wires, unfinished back walls, exposed water pipes, hoses, etc., at the Exhibitor’s expense.
- 3. Assignment of Booth Space.** Booth assignments are performed onsite in order of earned priority points and thereafter on a first-come, first-served basis. APIC does not guarantee booth placement requests. While every effort will be made to ensure that Exhibitor has the best booth space possible, APIC does not guarantee that Exhibitor will not be placed near a competitor. APIC is under no obligation to move an Exhibitor’s booth to an alternate location due to dissatisfaction with any floor plan changes made after Exhibitor’s booth space has been selected. Further, APIC reserves the right to reconfigure the floor plan and/or relocate any exhibit at any time. Exhibitor reductions in booth space may also be subject to booth relocation. **The floor plan is subject to change at any time and without notice.** Visit the live floor plan for updates. A 50% deposit, payable to APIC, must accompany the Exhibitor application. Applications submitted without payment will not be assigned until payment is received. End-cap booths, meaning a 10’x20’ booth that is exposed to aisles on three sides, are only allowed at the discretion of Show Management.
- 4. Badge Allotments.** Exhibitors receive four (4) complimentary exhibitor booth staff registrations per 100 sq. ft. of booth space purchased. If additional booth staff badges are needed, an unlimited amount may be purchased by the deadline date with prices increasing accordingly.

Exhibitors who purchased a minimum of 200 sq ft or more (10x20 space minimum) will receive Full Conference Badges included with their exhibit space. Below is a breakdown of how many badges companies occupying a minimum of 200 sq ft space will receive:

- Exhibitors with a 10x20 will receive one (1) complimentary full conference badge.
- Exhibitors with a 10x30 will receive two (2) complimentary full conference badges.
- Exhibitors occupying a space of 10x40 or 20x20 and larger will receive three (3) complimentary full conference badges.

5. **Booth Design.** These Terms and Conditions are not intended to unduly restrict exhibits in their design or utility. The spirit in which these Terms and Conditions are presented is to create and maintain an open atmosphere on the exhibit floor. Traffic flow, good judgment, and consideration for neighboring exhibitors and attendees should be primary objectives in designing exhibits. Every effort has been made to ensure the accuracy of all information distributed by APIC; however, due to the ever-changing needs and maintenance schedules of facilities, such as the Los Angeles Convention Center, up-to-the-minute information is not always available. With this in mind, we remind all exhibitors that APIC, the Los Angeles Convention Center, and its contractors or agents can make no warranties as to the accuracy of floor plans issued in conjunction with or pertaining to the exposition. If locations of building columns, utilities, or other architectural components of the facility are considerations in the construction of an exhibit, it is the responsibility of the Exhibitor and/or his/her agent to inspect the facility to verify all dimensions and locations physically. To review the Los Angeles Convention Center guidelines, please review the Los Angeles Convention Center Floorplans and Specs which can be found in the Exhibitor Resource Center.
6. **Booth Rules.** In the sole discretion of Show Management, if any exhibit fails to conform to the guidelines or the provisions set forth herein, such Exhibitors may be prohibited from exhibiting at any time during the exhibition. Each Exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions. All demonstrators or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of people watching demonstrations and other promotional activities. All booths must be carpeted to ensure the full contracted space is covered. Exhibiting companies are responsible for furnishing, cleaning, and carpeting their booths. Any booth(s) not **carpeted by 5 PM on June 13, 2027**, will be carpeted by Show Management at the Exhibitor's expense. **All exhibits must comply with the public accommodation provisions of the Americans with Disabilities Act of 1991 (ADA). Any exhibit with raised flooring must be ramped.**

Linear Booths: "Linear Booths" have only one side exposed to an aisle and are generally arranged in a series along a straight line. Regardless of the number of Linear Booths utilized (e.g., 10' x 20', 10' x 30', 10' x 40', etc.), display materials must be arranged in such a manner as not to obstruct the sight lines of neighboring Exhibitors. Side walls/displays/equipment may be up to 8 feet tall in the back 5ft. of the booth but must be 4 feet or under on the front 5 feet of the booth to the aisle. When three or more Linear Booths are combined as a single exhibit space, the 4-foot height limitation is applied only to that portion of exhibit space within 10 feet of an adjoining booth. A "Perimeter Booth" is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. All guidelines for Linear Booths apply to Perimeter Booths except that the maximum back wall height is 12 feet. APIC does not allow end cap booths, meaning booths exposed to aisles on three sides and composed of two 10-foot x 10-foot booths. **APIC does not allow in-booth education for Linear Booths.** Please refer to the current display rules and regulations located in the Exhibitor Resource Center.

Island Booths: "Island Booths" are booths 400 square feet or more, exposed to aisles on all four sides. Supplementary regulations governing such exhibits are as follows: The entire cubic content of the space may be used up to the maximum allowable height of 20 feet, including signage (hanging or stationary) from the top of the hanging sign to the floor, banners, trusses, and hanging lighting systems. In designing the exhibit, please consider sightlines to neighboring booths. Island Booth schematics must be submitted to show management for review and approval. The link to upload schematics is in the Exhibitor Resource Center.

Island Booths must be constructed to allow access from all sides. Solid walls cannot span more than 30% of the booth and must have a 30% see-through effect from front to back and side to side, so that the surrounding area can be viewed around and through the booth and that neighboring booths are not inappropriately obstructed. **Please note that opaque and/or frosted walls are not considered see-through.** Any theater presentation or demonstration areas should be set back a minimum of 5 feet from the booth edge and allow adequate room for seating or standing without obstructing any aisles.

Canopies, including ceilings, umbrellas, and canopy frames, can be decorative or functional (such as shade computer monitors from ambient light or hanging products). The base of the canopy should not be lower than 7 feet from the floor within 5 feet of any aisle. Canopy supports should be no wider than 3 inches. This applies to any booth configuration with a sight restriction. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings, and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.

Island Booths should adhere to the following minimum guidelines when determining booth lighting.

- a. No lighting fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space
- b. Lighting should be directed to the inner confines of the booth space. Lighting must not be projected onto other exhibits or show aisles.
- c. Lighting that is potentially harmful, such as lasers or ultraviolet lighting, must comply with facility rules and be approved in writing by exhibition management.
- d. Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring Exhibitors or otherwise detract from the general atmosphere of the event.

- 7. Cancellation of Event.** In the event that the premises on which the Exposition is conducted should become unfit for occupancy or substantially interfered with by reason of any cause or cause not reasonably within the control of APIC or its agents, the Exposition may be canceled or moved to another appropriate location, at the sole discretion of APIC. APIC shall not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions arising by virtue of cause or causes not reasonably within the control of APIC. Causes for such action beyond the control of APIC shall include, but are not limited to: fire, casualty, flood, epidemic or pandemic, earthquake, explosion, accident, blockage, embargo, inclement weather, governmental restraints, act of a public enemy, riot or civil disturbance, impairment or lack of adequate transportation, inability to secure sufficient labor, technical or other personnel, labor union disputes, loss of lease or other termination by the Los Angeles Convention Center, municipal, state or federal laws, or act of God.

Should APIC terminate the Contract pursuant to the provisions of this section, the Exhibitor waives claims for damage arising therefrom. Refunds of "Paid Exhibit Space Fees" in the event of event termination or cancellation shall be made to Exhibitors at the sole discretion of APIC and, in any case, will not exceed the amount of each Exhibitor's paid exhibit space fee less any pro-rata adjustments based on non-reimbursable direct and/or indirect event costs or financial obligations incurred by APIC through the date of Exhibitors' receipt of notification of event termination or cancellation or through the completion of event termination or cancellation processes, whichever is later. In the event that APIC27 is a hybrid conference, Exhibitors will have access to in-person booth spaces. In the event that APIC27 transitions to a virtual conference, Exhibitors will receive a 50% refund of the amount that was collected, and the other 50% will be applied towards 2027 booth space.

- 8. Cancellations/ Reductions.** All cancellations/ reductions in booth space **must** be provided in writing to Show Management and must be by mutual consent of the Exhibitor and APIC. Reductions in booth space are considered the same as cancellations. There is a 10% non-refundable administrative fee assessed of the **full booth fee plus:**
- a. 50% of the full booth fee for cancellations or reductions received prior to March 1, 2027.
 - b. After March 1, 2027, the Exhibitor is responsible for 100% of the full booth fee, which includes the 10% non-refundable administrative fee.

Failure to pay any invoice issued under the signed Contract constitutes a material breach. 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.

- 9. Certificate of Insurance.** Insurance coverage is mandatory for Exhibitors and EAC's (as defined in section 24). APIC, A. Fassano & Company, and Freeman do not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. Exhibitors must agree to the [Exhibitor Certificate Of Insurance Terms and Conditions](#) during the application process. Copies of additional insured endorsements, primary coverage endorsements, and complete policy copies must be furnished to Show Management upon request at any time leading up to or during the event. Certified copies of the Certificates of Insurance for both the Exhibitor and its EACs must be readily available within the booth space throughout the entire event, including move-in, show dates, and move-out.
- 10. Conduct.** All exhibits will serve the interest of APIC members and will be operated in a way that will not detract from other exhibits, the exhibition, or the meeting as a whole. Show Management reserves the right to request the immediate withdrawal of any exhibit that APIC believes to be injurious to the purpose of APIC. Only an exhibitor can give another exhibitor permission to enter their booth and functions, examine their products and or materials. Management reserves the right to refuse to admit and/or eject any objectionable or undesirable person or persons from the exhibit building. The use of sideshow tactics or other undignified methods considered by APIC to be objectionable is expressly prohibited in the exhibition area and in any meeting room. Advertising material and souvenirs must be limited to the Exhibitor's booth. Canvassing or distribution of advertising material or souvenirs in the exhibit hall by representatives of nonexhibiting firms is strictly forbidden and may result in immediate eviction from the conference.
- 11. Contractor Services.** An authorized APIC contractor will provide all services in the exhibit area. Complete information, instructions, and schedule of prices regarding shipping, drayage, labor for installation and dismantling, electrical service, furniture, etc., will be included in the Exhibitor Resource Center to be accessible online via the A2Z platform. An Exhibitors' service center will be maintained during applicable hours to facilitate services requested for the additional needs of Exhibitors. Under no circumstances will APIC or the Los Angeles Convention Center assume responsibility for loss or damage to goods consigned to the official contractor. Advance shipments of exhibit material must be made to the official contractor as specified in the Exhibitor Resource Center. Should any shipments not be made as specified in the manual, they will be removed by the official contractor and stored until the hall is ready to accept materials for the exhibition, and all costs involved will be charged to the exhibiting company. Exhibitors are responsible for all information provided in the Exhibitor Resource Center.
- 12. Exhibitor's Personnel.** Exhibitor badges will be made available to the Exhibitor's representatives for distribution to Exhibitor personnel. The official APIC conference badge must be worn whenever a representative is in the exhibit hall. All personnel representing the Exhibitor or his or her agents on the exhibit floor during installation and dismantling must be properly identified. Each exhibit must be fully operational and staffed during the open exhibit hours. Qualified company specialists should man booths to discuss details of their products or services.
- 13. Exhibitor Resource Center (ERC).** The Exhibitor Resource Center (ERC) contains valuable information to enhance your experience at the show. This includes the Freeman Service Kit, Freeman Quick Facts, all preferred vendor forms, and additional information on booth displays. Registration and housing information can also be found in the ERC. To access the platform, you will need to set up a personal account and be associated with your company. The primary contact can add others to the platform and grant them access.
- 14. Exhibitor-Sponsored Events.** No Exhibitor-sponsored event, meeting, seminar, reception, focus group, or similar function to which conference attendees are invited may be held during the official APIC Conference events, nor can the topic or event title conflict with an official APIC event topic or title. Please consult the APIC

website for a schedule of events or contact the APIC Exhibits Department at Alicia_Fresquez@AFassanoCo.com.

- 15. Facility Guidelines.** APIC27 will take place at the Los Angeles Convention Center. All Exhibitors must abide by the policies and procedures outlined by the Los Angeles Convention Center. At the discretion of Show Management and the Los Angeles Convention Center, any Exhibitor not abiding by the guidelines may be asked to leave APIC27.
- 16. Facility Use.** All public function space in the Los Angeles Convention Center and host hotels is controlled by APIC. No function space will be released to exhibiting firms or other commercial firms for social functions without the permission of Show Management. Good taste and conformity to the purposes of the meeting must prevail. Showing of equipment or product presentations to registered members or guests of APIC by exhibiting firms other than on the exhibit floor during the stated hours is expressly prohibited.
- 17. Failure to Occupy Space.** Space not occupied by 8 AM on June 14, 2027, will be forfeited by Exhibitors and their space may be resold, reassigned, or used by the exhibit management without refund.
- 18. FDA Approval.** Exhibitors must abide by all applicable FDA regulations. All products and services exhibited at the APIC 2027 Annual Conference & Exposition shall comply with FDA policy and procedures. Inclusion of any product that is an investigational device or an investigational drug is permitted; however, such products must be clearly marked as such. Exhibitors must ensure that with respect to all such devices or drugs, only permissible pre-approved dissemination of scientific and educational information is provided at the exhibit, and appropriate disclosures and cautionary notices are included with the devices or drugs. Exhibitors are reminded that the FDA prohibits the advertising or other promotion of investigational or unapproved drugs or devices. The FDA also forbids the promotion of approved drugs or devices for unapproved uses. In addition, under FDA rules, the exhibit background must show the generic name of any featured drug product. For additional information, contact the FDA at 1-888-INFO-FDA (1-888-463-6332) or <http://www.fda.gov>.

Exhibitor is solely responsible for ensuring that its products, services, and promotional literature, activities, and claims comply with all applicable laws and regulations, including those of the U.S. Food and Drug Administration (FDA). APIC reserves the right, but not the obligation, to review or request substantiation of any claims and document verification of FDA status made by Exhibitor. Any such review is for conference purposes only and does not constitute approval, certification, or verification of compliance by APIC.

- 19. Fire, Safety, and Health.** The Exhibitor assumes all responsibility for its booth and personnel's compliance with local, city, and state ordinances and regulations covering fire, safety, and health in the installation and operation of the exhibit. All exhibit equipment and materials must be located within the booth. Only fireproof materials may be used in displays, and the Exhibitor must take all necessary fire precautions. No combustible material will be stored in or around exhibit booths.
- 20. Food and Beverage.** Food and beverage must be arranged and approved through the official catering vendor at the Los Angeles Convention Center. No outside food or beverage of any kind may be brought into the Convention Center for the purpose of distribution to attendees without prearranged written approval of the Convention Center's Food and Beverage department.
- 21. Giveaways and Handout Materials.** Promotional giveaways and Exhibitor prize drawings may be permitted. All handout materials are expected to be professional. APIC reserves the right to disallow any material it believes is inappropriate. No Exhibitor may use APIC's name or any of its affiliate organizations in conjunction with any promotional activity or award in the exhibit hall without the expressed written consent of APIC.

The following promotional items are not allowed.

Tote bags, golf/tennis balls, hats, t-shirts, music CDs, coupons for personal services such as massages, gift certificates, mugs, watches, and prescription and non-prescription drugs.

22. Installation and Dismantling of Exhibits. Show Management reserves the right to modify the time for the installation of a booth prior to the show opening and for its removal after the conclusion of the show. Under no circumstances will the addition to or removal of any portion of an exhibit be permitted during show hours. All booths must remain intact until the close of the show. Installation must occur only during the installation times designated in the Exhibitor Resource Center. All booths must be properly installed, fully operational, and show-ready no later than 8 AM on June 14, 2027, for the final inspection of the exhibit hall by Show Management. Dismantle may not begin until after 10:30 AM on June 16, 2027, and must be completed by 7:30 PM on June 16, 2027. Early dismantling and/or removal of an exhibit may result in the loss of exhibit privileges for future shows and priority points. The hours in the Exhibitor Resource Center are tentative and subject to change. All Exhibitors will be notified in writing if the official exhibit hall schedule changes. Exhibitors are expected to make travel arrangements in accordance with this schedule. If the erection of any exhibit has not started by 5 PM on June 13, 2027, Show Management may order the exhibit to be erected, and the Exhibitor will be billed for all charges incurred.

Each Exhibitor will make arrangements to remove their material from the Los Angeles Convention Center per the instructions provided in the Exhibitor Resource Center.

All materials must be packed and picked up by 7:30 PM on June 16, 2027. Any material not called for by said time and date will be shipped at the Exhibitor's expense by a carrier selected by the official drayage contractor. No one under the age of 18 will be permitted on the exhibit floor during installation and dismantling hours.

23. Labor Terms and Conditions. The local unions make labor terms and conditions for union labor that may change at any time. Where union labor is required because of building or contractor requirements, it will be necessary for the Exhibitor to comply with these regulations. Information regarding specific applicable regulations may be obtained from the Exhibitor Resource Center under "Freeman." Displays, painters, carpenters, electricians, and other skilled labor can be arranged through the official contractor at established rates. Labor order forms will be included in the Exhibitor Resource Center.

24. Liability and Security. APIC makes no warranty, expressed or implied, that security measures will avert or prevent occurrences that may result in loss or damage. Each Exhibitor must make provisions for the safeguarding of his or her goods, materials, equipment, and display at all times. APIC will not be liable for loss or damage to the property of Exhibitors, their representatives, or their employees from theft, fire, accident, or other causes. APIC will not be liable for injury to Exhibitors or their employees or for damage to property in their custody, ownership, or control, and which claims for damages, injury, etc., may be incident to or arising from, or be in any way connected with their use or occupation of the exhibit booth display space. Exhibitors hereby indemnify and hold harmless APIC and its representatives against such claims. The Exhibitor assumes all liability for any damage to the facility's floor, walls, lighting fixtures, etc., because of Exhibitor negligence or misconduct. The Exhibitor will abide by and observe all laws, rules, regulations, and ordinances of any government authority and of the contracted facility. The Exhibitor further indemnifies and holds APIC, its Board, members, staff, and representatives, the City of Los Angeles, and the Los Angeles Convention Center harmless from any and all damages, loss, or liability of any kind whatsoever resulting from injuries to persons or property occurring within the Los Angeles Convention Center or property adjacent thereto occasioned by: (1) any act, neglect, or wrongdoing, (2) any breach of the Contract or these Terms and Conditions, and (3) any violation of Convention Center policies or governmental laws, rules, and regulations, by the Exhibitor or any of its officers, agents, representatives, guests or employees, invitees, or other persons permitted by the Exhibitor upon the premises, and the Exhibitor will at its own cost and expense defend and protect APIC, the City of Los Angeles and the Los Angeles Convention Center against any and all such claims or demands.

Each **Exhibitor-appointed contractor (EAC)** and **Exhibitor** shall be responsible for securing, maintaining, and providing documentation of the following insurance coverages at the EAC's or Exhibitor's expense: (a) Workman's compensation insurance coverage for Exhibitor's employees, which shall be in compliance with

the laws of the State of Tennessee; (b) Commercial general liability insurance with policy limits of \$1,000,000 for combined single limit coverage to include: comprehensive form, premises/operations, contractual, broad form property damage and products/ completed operations, providing for terms of coverage to be effective from on or before **June 11 – June 16, 2027**, which shall include Exhibitor's move in and moveout. All Certificates of Insurance (COIs) must be submitted by Show Management no later than 6 weeks prior to the upcoming show start date (April 29, 2027). Such insurance shall cover all damage or injury to all persons arising out of such person's attendance at the Exhibitor's exhibit during the term of the APIC 2027 Annual Conference & Exposition. (c) Other insurance: Each Exhibitor acknowledges that it is responsible for obtaining any additional insurance coverage solely at its own expense, in such amounts as it deems appropriate to comply with its obligations here and for its own protection.

- 25. List Publication.** The list of APIC Exhibitors, in whole or in part, shall not be published other than in APIC official publications.
- 26. Live Animals.** Under the ADA, State and local governments, businesses, and nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is allowed to go. APIC does not allow exhibitors to have live animals, other than service animals, at the show with the understanding that APIC itself may have live animals (e.g. puppies).
- 27. Payment Policy/Schedule for Exhibit Space.** All payments must be received by deadlines noted below in U.S. funds drawn from a U.S. Bank.

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

APIC26 confirmed exhibitors who qualify under the [Exhibitor Priority Point Policy](#) are provided the opportunity to select booth space for APIC 2027 Annual Conference & Exposition by virtual conference call or on-site in Nashville, TN during the 2026 Annual Conference & Exposition. Selection appointment time shall be based on the Exhibitor Priority Point Policy.

Standard Requirements:

- i. A 50% deposit must be paid at time of signing the Contract at the check-out portal link provided immediately following the Exhibitor's appointment time and assignment.
- ii. Exhibitor is expected to come prepared to pay deposit at time of appointment using ACH or/a credit card.
- iii. **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):

- iv. 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.
- v. **Penalty for Late Deposit:** If required deposit is not received **on or before July 17, 2026**, APIC reserves the right to release exhibit space being held and resell the space.

Final Balance Due:

- vi. **Due Date:** The remaining balance is due in full **by March 1, 2027**.
- vii. **Penalty for Late Final Payment:** If remaining balance is not received **on or before March 1, 2027**, APIC reserves the right to release the space being held and resell the space.

Priority Point Application Window Payment Policy/Schedule for Exhibit Space

Exhibitors who are eligible for priority point selection of exhibit space have until July 1, 2026 to submit Application and Contract to be assigned according to the [Exhibitor Priority Point Policy](#). After the Priority Point Application Window closes on July 1, 2026, assignments are made on a first-come, first-served basis.

Standard Requirements:

- viii. A 50% deposit must be paid at time of signing the Contract for all Applications submitted **on or before July 1, 2026**.
- ix. Exhibitor is expected to pay required deposit as outlined above at time of application submission using ACH or/a credit card.
- x. Applications submitted without payment will not be assigned until payment is received.

Alternative Payment (Check/Special Account Processing Circumstances):

- xi. 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.
- xii. **Penalty for Late Deposit:** If required deposit is not received within 30 days of signed Application and Contract, APIC reserves the right to release exhibit space being held and resell the space.

Final Balance Due:

- xiii. **Due Date:** The remaining balance is due in full **by March 1, 2027**.
- xiv. **Penalty for Late Final Payment:** If remaining balance is not received **on or before March 1, 2027**, APIC reserves the right to release the space being held and resell the space.

Open Application Window (first-come, first-served) Payment Policy/Schedule for Exhibit Space

Standard Requirements:

- xv. A 50% deposit must be paid at time of signing the Contract for all Applications submitted **on or before March 1, 2027**.
- xvi. After March 1, 2027, all applications must be accompanied by 100% of the total fee due.
- xvii. Exhibitor is expected to pay required deposit as outlined above at time of application submission using ACH or/a credit card.
- xviii. **Applications submitted without payment will not be assigned until payment is received.**

Alternative Payment (Check/Special Account Processing Circumstances):

- xix. 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.
- xx. **Penalty for Late Deposit:** If required deposit is not received within 30 days of signed Application and Contract, APIC reserves the right to release exhibit space being held and resell the space.

Final Balance Due:

- xxi. **Due Date:** The remaining balance is due in full **by March 1, 2027**.
- xxii. **Penalty for Late Final Payment:** If remaining balance is not received **on or before March 1, 2027**, APIC reserves the right to release the space being held and resell the space.

28. Photographing Exhibits. Each Exhibitor has control over the space it has rented and may prevent those considered its competitors from gaining access to or photographing or videotaping its exhibit. The taking of pictures, other than by the official photographer, is expressly prohibited during setup, dismantling, and non-exhibit hours, and cameras will not be allowed on the exhibit floor during these times. Only the Exhibitor may grant permission to have its exhibit photographed, videotaped, or an audio presentation taped, during exhibit hours. No Exhibitor shall deny any reasonable request from Show Management or the official photographer to photograph the exhibit from outside the perimeter of the booth.

29. Rates, Deposits and Payments. The pricing structure can be reviewed below. An example of a rental rate for linear booth space is \$3,650 per 10' x 10' with a \$450 additional charge for each corner assigned. *Special discounts apply for the [2026 APIC Strategic Partner Program](#).*

Commercial Pricing

Commercial Linear (10x10): \$36.50/sf
Commercial Corner Premium: \$36.50/sf +
\$450 Commercial 2 Corner Premium:
\$36.50/sf + \$900 Commercial Islands:
\$44.50/sf

30. Selling Products/Merchandise. Selling products or merchandise on the exhibit floor is strictly prohibited and may result in immediate eviction from the conference.

31. Severability. All agreements and covenants contained herein are severable, and in the event any of them should be held to be invalid by any competent court, these Terms and Conditions shall be interpreted as if such valid agreements or covenants were not contained herein.

32. Show Management. The exhibition is organized and managed by APIC. Any matters not covered in these Terms and Conditions are subject to the interpretation of the APIC Board of Directors and the APIC CEO or their designee, and all Exhibitors must abide by their decisions. Exhibitors must comply with the Los Angeles Convention Center policies and procedures. The Show Management shall have full power to interpret, amend, and enforce these Terms and Conditions, provided any amendments, when made, are brought to the notice of Exhibitors. Each Exhibitor, for himself/herself and his/her employees, agrees to abide by the foregoing terms and conditions and by any amendments or additions thereto in conformance with the preceding sentence.

33. Sound Devices, Lighting, and other Presentation Devices. Public address, sound-producing, or amplification devices that project sound must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent Exhibitor and their patrons nor cause the aisles to be blocked. Speakers and other sound devices should be positioned to direct sound into the booth rather than into the aisle. Noise levels must be always held to a 70-decibel maximum during show hours. Show Management will monitor the 70-decibel regulation onsite. If an Exhibitor is in violation of the 70- decibel regulation, they will receive one warning. If the Exhibitor continues to operate noisemaking exhibits more than 70 decibels after the first warning, Show Management reserves the right to cut the power of the offending mechanism or otherwise ensure the noisemaking mechanism is shut off. Any expenses incurred in this instance will be the sole responsibility of the Exhibitor. Any form of attention- getting devices or presentations must be terminated when crowds obstruct aisles or infringe upon another Exhibitor's display. APIC reserves the right to restrict the use of glaring lights or objectionable lighting effects. Music, whether vocal or instrumental, is prohibited.

34. Solicitation of Exhibitors. No persons will be permitted in the exhibit hall for the purpose of soliciting advertising or other exhibit space without the express written permission of APIC.

35. Sponsorships. In order to have access to APIC sponsorships you must be an Exhibitor.

- 36. Storage.** The Exhibitor should make arrangements with the contracted decorator for storage of packing boxes and crates during the exhibition. APIC assumes no responsibility for damage or loss of packing boxes or crates.
- 37. Subleasing of Space.** Exhibitors may not assign, sublet, or apportion to others the whole, or any part of, the space allocated. They may not display goods or services other than those manufactured or regularly distributed by them. If Exhibitor acquires, is acquired by or merges with a third party, Exhibitor shall remain liable for full payment of fees under the Contract, regardless of whether the third party has entered into its own exhibit space contract.
- 38. Suitcasing.** Anyone observed soliciting business in the aisles or other public areas or in another exhibitor's booth will be asked to leave immediately. Additional penalties may also be applied. Please report any violations you may observe to Show Management.
- 39. Type of Exhibiting Companies.** The APIC 2027 Annual Conference & Exposition exhibit hall is only for those entities offering products, equipment, and services that are related to APIC's tax exempt purposes. The purpose of the exhibition is to further the education of conference attendees through product and service displays and demonstrations relevant to APIC members. TENS products, lotions, cosmetic skin care products, etc., are prohibited from participating or selling the products at this Event. APIC reserves the right to restrict who may exhibit at the conference and exhibit sales activities that it deems inappropriate or unprofessional. In addition, APIC reserves the right to prohibit any company, association, or entity from exhibiting at the conference that has products or services that compete with the products and services APIC provides.
- 40. Trademarks.** Exhibitor hereby grants to APIC and its authorized representatives, without the right to sublicense, a nonexclusive, revocable, non-transferable, royalty-free, worldwide license to use and display Exhibitor's company name and logo on APIC's website(s), print materials, and in other marketing media solely for purposes of promoting the conference and future conferences, provided that such use is in accordance with Exhibitor's established brand guidelines. Exhibitor also hereby grants APIC or its authorized representatives the right to use or publish, in print or electronic format, any photographs or video taken during the conference which contain images of Exhibitor's booth or space, including any trademarks, logos, or other images displayed in or on Exhibitor's booth or space, as well as any images or likenesses of Exhibitor's employees, contractors, subcontractors, or agents in the exhibit hall or at the conference.

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- 41. Violations.** APIC may at its discretion take away all or part of future exhibiting privileges for violations of the Terms and Conditions. In addition, violation of any of these Terms and Conditions by the Exhibitor or his or her employees or agents shall at the option of APIC forfeit the Exhibitor's right to occupy space and such Exhibitor shall forfeit to APIC all monies paid or due. Upon evidence of violation, APIC may take possession of the space occupied by the Exhibitor and may remove all persons and goods at the Exhibitor's risk. The Exhibitor shall pay all expenses and damages that APIC may incur thereby.

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