



APEC 2024 EXPOSITION RULES AND REGULATIONS

Booth fees for the in-person exposition include:

- Perimeter Pipe & Drape
- One small ID sign
- Listing on conference website with hyperlink to your company website
- Listing in online floor plan
- Listing in mobile app with website, company description and product/service categories
- Listing in printed Exhibitor Directory with company description
- Unlimited Exhibitor badges (access to Exposition during set-up, tear down and Exposition hours) **A \$50 fee will be applied for exhibitor badges assigned after February 12, 2024.**

(1) Full-Conference Badge and set of Conference materials (plus an additional full conference badge for exhibits 400 sq. feet or greater)

Not Included with Purchase of a Booth:

- Admission to the APEC Social Event, unless Exhibitor has a full conference badge.
(*Tickets to these may be purchased separately.*)

Payment Information

2023 Onsite Pricing:

- **Corner Booth - \$5,160**
- **In-Line Booth - \$3,440**

2024 Booth Pricing:

- **Corner Booth - \$5,570**
- **In-Line Booth - \$3,710**

Exhibitor must remit a (50%) percent deposit of the total space rental charge. All exhibitors selecting their booth space during the 2023 onsite sales process will receive 2023 booth pricing. If 50% deposit is paid within 30 days of receipt of invoice, 2023 pricing will be honored. After 30 days, invoices will reflect 2024 booth pricing. All deposits must be received by May 25, 2023 to confirm booth selection. The remaining (50%) balance must be paid on or before six months before the 1st day of the Expo, August 25, 2023. Full payment is required, and no refunds on deposits or payments will be given.

All deposits and payments are non-refundable.

Credit card payments can be made online using American Express, Discover, MasterCard or Visa. For payments via wire transfer and check, please refer to your invoice provided by Show Management.

Cancellation: All cancellations must be made in writing to exhibits@apcc-conf.org.

CANCELLATION POLICY:

If for any reason beyond APEC's control, APEC determines that The APEC Show must be shortened, delayed, dates changed (same calendar year), or otherwise altered or changed (collectively "Show Adjustment"), Exhibitor understands and agrees that APEC shall not refund the rental fees paid to it by Exhibitor.



Exhibitor understands that all losses and damages that it may suffer as a consequence of a Show Adjustment or cancellation are its responsibility and not that of APEC or its directors, officers, employees, agents or subcontractors. Except for the foregoing refund, Exhibitor understands that it may lose all monies it has otherwise incurred for the Show, including travel to the Show, setup, lodging, decorator freight, employee wages, etc.

Exhibitor, as a condition of being permitted by APEC to be an Exhibitor in the Event, agrees to indemnify, defend, and hold harmless APEC, its directors, officers, employees, agents and subcontractors from any and all loss which Exhibitor may suffer as a result of Event cancellation, duration, delay or other alterations or changes caused in whole, or in part, by any reason outside APEC's control. The terms of this provision shall survive the termination or expiration of this Contract.

Space Selection and Priority Points

Exhibitors at APEC will be given a chance at APEC to sign up for a booth at the following year's APEC at the current year's conference posted and advertised price. The order for Exhibitors at APEC to select booths at the following year's APEC will be based on a score that is the sum of the number of 10'x10' squares that company has purchased and manned in consecutive preceding APECs. ***If a company fails to purchase a booth for a given year's APEC, or purchases a booth but fails to exhibit at the conference (unless blocked by country travel restrictions & notifies APEC in advance), their priority number is reset to zero. In the case that more than one company has the same priority point number, the order will be determined by a method of random selection chosen by the Exposition Chair.***

EXPOSITION SCHEDULE*:

Move-In

Saturday, February 24	8:00am-5:00pm
Sunday, February 25	8:00am-5:00pm
Monday, February 26	8:00am-3:00pm

ALL EXHIBIT SETUP MUST BE COMPLETE BY 3:00 PM, Monday, February 26, 2024.

Exposition Hours

Monday, February 26	5:00pm-8:00pm
Tuesday, February 27	9:00am-4:30pm
Wednesday, February 28	9:00am-2:30pm

All exhibits must be opened and staffed during the show hours. Exhibitors will be allowed into the Exposition 2 hours prior to show opening on Tuesday and Wednesday. Exhibitors will be required to exit the Exposition as soon as the show closes each night.

Move-Out

Wednesday, February 28	2:30pm-8:00pm
Thursday, February 29	8:00am-2:00pm

Exhibitors may begin to pack equipment, supplies and literature when the show closes on Wednesday at 2:00 PM and must be completely out of the hall by Thursday at 2:00 PM.

**Hours subject to change*



BOOTH DEFINITIONS AND DISPLAY REGULATIONS:

Booths must conform to IAEE *Guidelines for Display Rules & Regulations* posted at www.apec-conf.org. The following brief summary is included for information only.

In-Line Booth

In-line Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. APEC in-line booth shape is a 10'x10' configuration. No exhibit construction or signage may exceed 8' in overall height on in-line booths. If sidewalls are utilized on in-line Booths, a maximum height of 8' is permitted on the back 5' section and a maximum height of 4' is permitted on the front 5' section. Exhibit construction and/or signage may not exceed 8' in overall height.

Corner Booth

A Corner Booth is an in-line booth exposed to aisles on two sides. All other guidelines for in-line booths apply.

Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather to another exhibit. A perimeter booth can have a back wall/signage maximum height of 12'. All other guidelines for an in-line booth apply.

Island Booth

An Island Booth is exposed on all sides to aisles. Only Islands can have hanging signs. Maximum build, including signage should not exceed 20'.



ADDITIONAL REGULATIONS:

Permitted Exhibits

APEC accepts and permits only exhibits that are related to power electronics. APEC reserves the right to decline any application for a booth from any person or organization whose exhibit APEC believes will not be related to power electronics. APEC also reserves the right to decline an application for a booth from any person or organization for whom recruiting or staffing is a for-profit activity.

Distribution of Commercial Materials

Distribution of commercial material by organizations not participating in the Exposition is prohibited in the APEC hotel space, meeting space and Exposition. Exhibitors may only distribute commercial materials in their booth, at Exhibitor Seminars they are conducting, and at press conferences they are holding. APEC reserves the right to remove without notice any material found to be in violation of this policy.

Booth Sharing

Each booth is rented to a single organization for its own use, and is expected to have a consistent appearance throughout. In special cases the renting organization may invite closely related organizations to share its booth, but the renting organization remains fully responsible for all booth fees, exposition costs, and compliance with applicable rules and procedures. Organizations are considered "closely related" at APEC's discretion; these typically include parent companies and their subsidiaries, manufacturers' representatives exhibiting for their clients, and companies involved in a merger. If the renting organization becomes unable to occupy its booth, it must notify the APEC Exposition Show Management who may resell the space. The renting organization may not resell the space, and all deposits and fees are nonrefundable.

Exhibitors are prohibited from assigning or subletting a booth or any part of the space allotted to them nor shall they exhibit or permit to be exhibited in their space any products or advertising materials which are not a part of their own regular products, or which are not compatible with the purpose and/or character of APEC as determined by APEC in its sole discretion.

Recruiting

Recruiters and recruiting advertisements will not be permitted in the APEC hotel space, meeting facilities or Exposition. Also, ads or postings seeking positions are not permitted. APEC reserves the right to remove without notice any materials in violation of this policy.

Minimum Age

Entrance to APEC events is restricted to those 18 years of age or older.



Exhibitor Meetings & Parties

Exhibitors are NOT allowed to host a meeting or an event during the plenary session. During exposition hours, to minimize impact on show-floor traffic, exhibitors may host only private, unadvertised meetings with no more than 8 non-host attendees. At other times, exhibitor events should not interfere with APEC activities - if in doubt, please contact Show Management.