Cancellation Policy

Requests for registration cancellations received before Wednesday, October 16, 2019 at 11:59 p.m. (EDT) are eligible for a refund, less a $175.00 administrative fee. No refunds will be granted for requests for cancellations after Wednesday, October 16, 2019 or in the case of conference no shows.

Cancellation requests must be received in writing via email to apapnc@apap365.org.

Approved credit card refunds, less the administrative fee, will be processed within three (3) business days of receipt of cancellation. If payment was made by check, a refund check will be processed after the conference.

No refunds will be given for EXPO Hall booth personnel badges, separately ticketed events, Board Track registrations, or pre-conference professional development seminars or intensives, unless a seminar is cancelled by APAP. If you have questions about the registration process, please call 1.877.372.3950 or send an email to apapnc@apap365.org.

Substitution Policy

Substitutions are accepted. Substitute registrants are required to pay a fee of $25.

To make a substitution, you must contact info@eventproducers.events. Please include the first name, last name and the confirmation number of the original registrant (found on the confirmation email). APAP will validate the request with the original registrant (or representative of the registrant) before a substitution is made.

Once substitute status has been verified, a registration code will be provided to you and you will need to complete a new registration. If your substitution request is not approved by the original registrant, APAP will not fulfill the request, and you will be required to pay the full amount due.

Payment Policy

- No partial payments will be accepted for conference registration.
- If you select to pay by check, purchase order or wire transfer, payment must be submitted within ten days of your registration. Registration is subject to cancellation if payment is not received promptly.
- A surcharge of $25 applies if paying by check or purchase order and a $50 surcharge applies if paying by wire transfer. You must select the box for that payment type in the registration process. If you do not, the fee will be added, and the invoice re-sent to the registrant.
Minor/Child Attendance Policy

Although the Association of Performing Arts Professionals (APAP) does not encourage members to bring minor children to the APAP|NYC Conference, the association understands that there may be circumstances whereby a minor child must accompany a parent or guardian. It is therefore agreed that minor children are allowed to attend the APAP|NYC Conference as long as they are fully registered at the student rate established for the conference ($180) and remain under the constant care and supervision of a parent or guardian who is a current member of APAP and also registered for the conference.

Under no circumstances can children, 16 years and younger be left unattended. It is the responsibility of the parent or guardian to ensure the supervision and safety of the minor at all times.

Although APAP promotes the showcases presented during the conference, APAP does not produce them and is not responsible or liable for the content of said showcases. It is understood that not all material presented in the showcases is appropriate for children under 16 years of age and that the parent or guardian will ensure proper oversight.

In addition, if a child attends a professional development or plenary session with a parent or guardian, the parent or guardian must ensure that there is no disruptive behavior during those sessions. Careful consideration should be given to allowing children to attend the plenary or professional development sessions, which may contain material or language that is not appropriate for minor children.

To request a child attendance waiver form and register your child, please email apapnyc@apapnyc.org.