

A 50% deposit is due within 30 days of the time the exhibit space application is submitted. Payment may be made by credit card in the Exhibitor Portal. **Or by check, Automatic Clearing House (ACH), and Electronic Funds Transfer (EFT).**

Two bonus priority points will be awarded to those who make a full payment for the exhibit space at the time they submit their exhibit space application.

Final booth payment is due on **Tuesday, August 10**. Payments due 30 days past the final payment date will result in priority point penalties.

Exhibitors with outstanding balances on September 10 will not be listed in the Meeting Guide.

**If an exhibitor has not paid for the rental of their exhibit space, freight will not be delivered to their booth.**

## Credit Card Payments

Credit card payments may be made in the Exhibitor portal by selecting the Make Payment option. If paying less than the full amount shown, adjust the payment amount before entering the credit card information. When paying by credit card, you will need the card holder's name and billing address.

## Check Payments

Checks are to be drawn on U.S. bank accounts, made Payable to American Academy of Ophthalmology.

Send check payments by **standard mail** to:

American Academy of Ophthalmology  
Wells Fargo Bank  
PO Box 394045\*  
San Francisco, CA 94139-4045

Send check payments by **express mail** to:

American Academy of Ophthalmology  
Attn: Exhibitions Department  
655 Beach Street  
San Francisco, CA 94109

\*Do not attempt to send express mail to a post office box!

## Electronic Payments

Bank: Wells Fargo Bank, NA  
420 Montgomery St  
San Francisco, CA 94014

Account Name: American Academy of Ophthalmology  
Account number: 4121478242

ACH: Routing number: 121000248  
EFT: U.S. Wire Transfers: ABA number: 121000248  
International Wire Transfer: SWIFT Code: WFBIUS6

When using one of these electronic methods of payment, include the exhibiting company name on the documentation.

Note that the payment is "For benefit of American Academy of Ophthalmology."