

Autism Conference Exhibitor Prospectus

Research to Practice: Making Real Changes in the Lives of People with Autism

Association for Behavior Analysis International

The Association for Behavior Analysis International (ABA International) is a nonprofit professional membership organization with the mission to develop, enhance, and support the growth and vitality of behavior analysis through research, education, and practice. Since 1974, ABAI has been the primary professional organization for members interested in the philosophy, science, application, and teaching of behavior analysis. ABA International provides many services to its membership and the field, including events that promote dissemination of the science and provide continuing education opportunities for practitioners; job placement services that facilitate employment for behavior analysts; journals that provide a forum to disseminate relevant information and research results; support of the dissemination of behavior analysis in specific regions and for special interests; and resources available for purchase at the on-line store.

Autism Conference

More than 700 participants attended the 2nd ABAI Autism Conference in February 2008, at the Hyatt Regency in Atlanta. Our 2nd Autism Conference was the first time we included exhibitors and a bookstore. The 3rd Autism Conference will take place February 6-8, 2009 in Jacksonville, Florida. Conference attendees are primarily professors, researchers, undergraduate and graduate students, teachers, parents, and consultants interested in the topic of autism.

Please review the following information to determine if exhibiting would benefit your organization. If you have any questions about exhibiting, please contact the ABAI office at (269) 492-9310 or via e-mail at convention@abainternational.org.

Exhibitors from the 2008 Autism Conference

Behavior Analyst Certification Board	The Columbus Organization
Autism Speaks	Laurel Heights Hospital
The Planner Guide, LLC.	Q Charm, LLC.
Caring Technologies Inc / TalkAutism	Pacific Child and Family Associates
Accelerations Educational Software	The College Internship Program
Human Services Connections	Congressionally Directed Medical Research Programs
The May Institute/	Judge Rotenberg Educational Center
National Autism Center	Montcalm Schools
The Token System	Anderson Center for Autism
Nova Southeastern University	autismawareness.ca
The Marcus Institute	Autism Society of America
Melmark	Dept. of Behavior Analysis, Univ. of North Texas
Mangold International Inc.	

Exhibit Space

The Association for Behavior Analysis International offers exhibit space to both commercial and non-profit agencies. A single exhibit space is 80 square feet (8' x 10') and includes:

- 8-ft high background drape and 3-ft high side drape
- One-line identification sign plus booth number
- One draped 6-ft table with two side chairs
- One wastebasket

An Exhibitor Services Manual with ordering information for additional equipment will be made available by the decorator. Additional equipment and services are the responsibility of the exhibiting organization.

Additional Benefits

- Conference registration for two organization representatives
- Listing in the 2009 ABAI Autism Program and on the ABAI Web site
(Contract must be received by **January 6th, 2009**, to be included in the program book).

Pricing

- Single Exhibit Space (8' x 10') \$1,200
- Double Exhibit Space (16' x 10') \$1,800
- Single Exhibit Space for Organizations with fewer than 10 employees (8' x 10') \$850

Security Deposit & Booth Reservation

Payment in full including the \$150 security deposit is required with your application in order to reserve a booth for the 2009 ABAI 3rd Autism Conference.

Exhibitor Schedule

Please note that all times are tentative and subject to change at any time. Set-up or tear-down during non-published hours may result in overtime charges for labor utilized. See **Set-Up/Tear-Down** section of the Terms & Conditions for more information.

Friday, February 6 th	3:00 pm – 5:00 pm	Set-Up
	6:00 pm – 9:00 pm	Open
Saturday, February 7 th	10:00 am – 11:00 am	Open
	12:30 pm – 2:30 pm	Open
	4:15 pm – 5:15 pm	Open
Sunday, February 8 th	8:00 pm – 10:00 pm	Open
	12:30 pm – 2:30pm	Tear Down

Autism Conference Floor Plan will be displayed online when available for exhibitors to review at:
<http://www.abainternational.org/autconf/index.asp>.

Advertising Opportunities

In addition to exhibiting at the conference, you may consider advertising in the *2009 ABAI Autism Program*. The program book is received by all attendees prior to arriving at the conference and is a great way to spread your message beyond the exhibit hall. It is also a great way to drive attendees to your booth.

An advertising order form can be found on-line at <http://www.abainternational.org/Events/autconf2009/index.asp> or as attached in this organizational packet. Advertisements may be submitted to convention@abainternational.org and should be print-optimized .pdfs with embedded fonts. Advertisements should be the appropriate size and must be received in the ABAI office by **January 6, 2009** to be included in the program book.

Note: Discounted pricing is available for advertising space purchased in conjunction with exhibit space.

Travel Information

The conference will take place at the Hyatt Regency Jacksonville-Riverfront in heart of downtown Jacksonville, Florida. Hotel and airline information can be found online at:

<http://www.abainternational.org/Events/autconf2009/info/hotel.asp>

How to Register

Complete and send the exhibitor form with your payment to the Association for Behavior Analysis International, 550 West Centre Ave, Suite 1, Portage, MI 49024 or fax to 269-492-9316.

For Further Information

Please contact the ABAI office at 269-492-9310 or convention@abainternational.org.

Autism Conference Exhibitor Application/Contract

Name of Organization: _____

Organization Contact Information

(As you would like it to appear in the 2009 ABAI Autism Program and ABAI Web site.)

Street Address: _____

City: _____ State/Province: _____ Country: _____ Zip: _____

E-mail: _____ Website: _____

Telephone: _____ Fax: _____

Booth Contact Person: (Person responsible for all correspondence from ABAI office)

Contact Name: _____

Check here if all contact information is the same as above

Street Address: _____

City: _____ State/Province: _____ Country: _____ Zip: _____

E-mail: _____ # Employees in Organization/Company: _____

Telephone: _____ Fax: _____

Booth Representatives Attending the Conference

Two registrations are included with each single or double booth rental fee.

Booth Representative #1: _____

Booth Representative #2: _____

Affiliation: _____

Affiliation: _____

Street Address: _____

Street Address: _____

City: _____

City: _____

State/Province: _____

State/Province: _____

Country: _____

Country: _____

Zip: _____

Zip: _____

E-mail: _____

E-mail: _____

Telephone: _____

Telephone: _____

Booth Number Request: 1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____

Selling Products or Services

Will products or services be sold from your exhibit booth? Yes No

Please provide a brief description of the items to be sold:

Note: Selling is the actual exchange of payment for merchandise. It does not include taking orders. Please be advised that it is the responsibility of each Exhibitor to secure all licenses or permits that may be required for selling and that each Exhibitor must collect and remit city, state, and/or country taxes if applicable.

Organization and Exhibit Description:

Please provide a 65-word description of your organization and product or services, to be posted on the ABAI Web site and printed in the 2009 ABAI Autism Program. Descriptions exceeding 65 words may be shortened at the sole discretion of ABAI. (Only exhibitors whose contracts are received by **January 6, 2009** will be included in the printed program):

Autism Conference Exhibit Terms & Conditions

Exhibit Approval Process

The Association for Behavior Analysis International reserves the right to determine the suitability of all exhibits and advertisements submitted, and to reject those that do not meet the criteria. All exhibits will be reviewed and approved by the ABAI Organizational Review committee. The exhibiting or promotion of services, products, or equipment at the ABAI exhibit does not constitute endorsement by ABAI of such services, products, or equipment. Exhibitor is not permitted to represent in any manner that its goods or services have been endorsed by ABAI.

Space Assignment

All applications for exhibit space at the Association for Behavior Analysis International 3rd Autism Conference must be made on the official contract form included herein. Space is assigned on a first come-first served basis. Space assignments are based on the order in which reservations are received and are subject to change without notice. A floor plan will be available in the near future. We will e-mail floor plans to those who have paid their booth reservation fee once the floor plans are available. **You must reserve exhibit space by January 6th, 2009 for your exhibit information to be printed in the 2009 ABAI Autism Program.**

Security Deposit

All exhibit booths must remain open and staffed during the published exhibitor hours throughout duration of the conference. Your exhibit booth must be set up no later than 5:00 pm on Friday, February 6th, and dismantled no earlier than 10:00pm on Saturday, February 7th. However, exhibitors dismantling outside of the established exhibitor tear-down hours on Sunday, February 8th from 12:30-2:30pm will be responsible for any additional labor or other expenses incurred for a separate tear-down. To ensure compliance by all exhibitors, each will be required to pay a \$150 refundable security deposit. If the above set up and dismantling conditions are met, the security deposit will be returned within 30 days of the completion of the conference. Any exhibit space not occupied by 5:00 pm on Friday, February 6th is also subject to reassignment or resale by the Association without refund, unless prior approval is obtained in writing from the Association.

Booth Reservation

Payment in full (including the \$150 security deposit) is required with your application to reserve a booth for the 2009 ABAI 3rd Autism Conference. Please

note that applications must be received by January 6, 2009, in order to include a description in the 2009 ABAI Autism Program Book.

Cancellation

Should an exhibitor wish to cancel a reservation prior to January 6, 2009, \$100 will be held for our costs, and the balance will be refunded. Cancellation after January 6, 2009 obligates the exhibitor to full payment of the rental. No refunds will be made after this date.

Booth Representatives

Each exhibitor will receive two complimentary conference registrations for their booth representatives included in their booth fee. Additional booth representatives will be required to register for the conference.

Set-Up/Tear-Down

All crates must be unpacked and ready for removal by 5:00 pm on Friday, February 6th. Crates not unpacked will be removed and stored at the exhibitor's expense. Empty boxes not properly stored will be discarded. Any service personnel charges incurred will be at the exhibitor's expense (see Booth Decorating). No set-up or moving of material or equipment is permitted during exhibit hours. In order to better serve conference attendees and ensure security, exhibitors must have their booths open and staffed during all exhibitor hours.

Subletting

Exhibitors may not assign, sublet or apportion the whole or any part of the space allocated to them, or the exhibit therein, or permit any other person or firm to exhibit therein, any goods other than those manufactured or distributed by the exhibitor in the regular course of their business, without written consent of the ABAI.

Booth Layout

No exhibit will be permitted to span an aisle by roofing or floor covering. Exposed unfinished sides of exhibit backgrounds must be draped to present an attractive appearance. Inspections of the exhibits will be made during set-up time and an effort made to advise the exhibitor of any deviation from the exhibit rules. In the event the exhibitor is not available, the Exhibit Manager will order draping deemed necessary (including draping of any unfinished tables), and costs will be charged to the exhibitor.

Booth Decorating

Exhibitors are responsible for any items necessary for their displays, including furniture, material handling, draping, accessories, signs, electrical outlets, etc., beyond those provided by ABAI. Order forms for these items will be provided in an exhibitor service manual to be provided by the official decorator once the application has been processed.

Care of Exhibit Space

Exhibitors must surrender space occupied by them in the same condition it was in at the commencement of occupation. Exhibitors or their representatives shall not injure or deface the walls, columns, floors, or furniture of the exhibit facilities. All property destroyed or damaged by the exhibitor must be replaced in its original condition by the exhibitor at his or her own expense. The exhibitor shall be liable for all property damaged.

Direct Sales

Exhibitors may promote products from their booth. There should be no selling of products that may directly or indirectly compete with the ABAI Cooperative Bookstore. If you have products you would like to sell at your exhibit booth, please contact the ABAI office at (269) 492-9310 or convention@abainternational.org to obtain approval.

Canvassing

Canvassing or distributing advertising matter outside the exhibitor's own space is not permitted. It is strictly prohibited to publicize and/or maintain any extracurricular activities, inducements, or demonstrations away from the exhibition area during the exhibit hours.

Security

ABAI will provide limited, roaming security in the hall throughout the event. Do not leave items of value unattended. Exhibitors will be responsible for the security of booth materials and personal items at all times. Special valuable items inside the booth space may require additional security at the exhibitor's own expense.

Noise & Equipment

Electrical or other mechanical apparatus must be muffled for noise and positioned so as not to interfere with other exhibits. X-ray equipment may not be operated. Volatile or flammable oils, gasses, unprotected picture film, other explosive flammable matter or material, or any substance prohibited by City laws or insurance carriers are not permitted on the premises.

Outside Exhibit Contractor

If an exhibitor wishes to utilize its own contractor for material handling, overhead sign hanging, labor and rental of mechanized equipment, standard and specialty furniture, carpet and flooring, staging, exhibit rental, installation and dismantle labor, transportation they must obtain approval from ABAI and the official decorator at least 30 days prior to the Show move-in date with (i) a written statement setting forth the identity and intended use of the contractor, and (ii) the contractor provides evidence of the following minimum insurance coverage: (a) Workers Compensation insurance in the minimum amount as required by state law, (b) automobile liability insurance in a minimum amount of \$2 million covering all owned, hired and non-owned vehicles, and (c) commercial general liability insurance in a minimum of \$2 million. Additionally, the contractor must list the official decorator and ABA International as additional insured on the policies.

ADA Compliance

The exhibitor agrees to ensure that its exhibit booth space is in compliance with the Americans with Disabilities Act (ADA). To comply with the ADA, exhibitors should make every effort to accommodate attendees who are handicapped. The exhibit should be installed according to HCEA guidelines and may not project beyond the space allotted, obstruct the view of, or interfere with other exhibitors.

Liability

Insurance and liability are the full and sole responsibility of the exhibitor. Neither the Association for Behavior Analysis International, nor any of its officers, employees or representatives, nor the owners, employees or representatives of the official decorator or the Hyatt Regency Jacksonville-Riverfront shall be responsible for injury, loss or damage that may occur to exhibitor's property prior to, during, or subsequent to the exhibition period, provided such injury, loss, or damage is not caused by the negligence or willful act of one or more of the aforementioned parties. Exhibitors shall be fully responsible to pay for any and all damages to property owned by the Hyatt Regency Jacksonville, its owners or managers which result from any act of omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless Hyatt Regency Jacksonville, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the

property. Exhibitor's liability shall include all losses, costs, damages, expenses arising from, out of, or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibitor premises, the Hotel or any part thereof. Exhibitors, by accepting space and making application for space, acknowledge the above terms and expressly release the above named Association, individuals and firms from any and all claims for such loss, damage, or injury.

Agreement

In making this application, we agree to conform to all Exhibit Terms & Conditions set forth by the Association for Behavior Analysis International and its agents. It is mutually agreed that all said regulations shall be interpreted by the Executive Council of ABAI and the parties hereto shall be bound by such interpretations. Exhibitor shall be

fully responsible to pay for any and all damages to property owned by the Hyatt Regency Jacksonville-Riverfront and the Association for Behavior Analysis International, its owners or managers, which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, the Hyatt Regency Jacksonville-Riverfront, the official decorator, and the Association for Behavior Analysis International, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all claims, losses, costs, damages, attorney's fees, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's transportation, installation, removal, maintenance, occupancy and use of the exhibition premises, the Hotel or any part thereof.

Authorized Signature: _____ **Date:** _____

Exhibit and Advertising Packages:

Please select from the choices below. **Note:** All exhibitors are required to pay a refundable security deposit of \$150 (in addition to the booth fee) to be returned after the conference (see Exhibit Terms & Conditions).

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Single Booth
\$1,200 | <input type="checkbox"/> Double Booth
\$1,800 | <input type="checkbox"/> Single Booth for Businesses with fewer than 10 employees
\$850 | |
| <input type="checkbox"/> Double Platinum Package
\$2,850 (Regular price, \$3,350)
•Double Exhibit Space
•Full Page Ad in <i>ABAI Program</i>
•Full Page Ad in <i>ABAI Newsletter</i> | <input type="checkbox"/> Platinum Package
\$2,350 (Regular price, \$2,750)
•Single Exhibit Space
•Full Page Ad in <i>ABAI Program</i>
•Full Page Ad in <i>ABAI Newsletter</i> | <input type="checkbox"/> Gold Package
\$1,925 (Regular price, \$2,250)
•Single Exhibit Space
•Half Page Ad in <i>ABAI Program</i>
•Half Page Ad in <i>ABAI Newsletter</i> | <input type="checkbox"/> Silver Package
\$1,300 (Regular price, \$1,530)
•Single Exhibit Space
•Business Card Ad in <i>ABAI Program</i>
•Business Card Ad in <i>ABAI Newsletter</i> |

Method of Payment:

Payment may be made by check, credit card, or money order. Make checks payable to ABA International or charge: ___ American Express ___ Discover ___ MasterCard ___ Visa

Name on card: _____

Card Number: _____

Expiration Date: _____

Signature: _____

Overpayments and discounts not taken will be considered donations to ABAI unless a request for a refund is received by the ABAI office in writing within 45 days of payment.

Please return completed form with your payment to:

Association for Behavior Analysis International
550 West Centre Ave, Suite 1; Portage, MI 49024
Fax: (269) 492-9316