

ABAI 10th Annual Autism Conference Exhibitor Information

January 18–20, 2016, Hyatt Regency New Orleans; New Orleans, LA

Exhibit Space Pricing

- Premium Booth \$1,500
- Value Booth \$1,300
- Value Booth (for small companies with fewer than 10 employees) \$950
- Corner (extra) \$100

Premier Exhibit Sponsorship Package	
	\$2,795
Exhibit Booth	X
Two Conference Registrations	X
Company Logo on Conference E-blasts	X
Company Logo on Conference Landing Page	X
Company Logo in Program Booklet	X
2 Joint Promotional Emails to Attendees*	
Promote your participation/specials in advance of the event	X
Job Postings—3 FREE	X
Job Postings—10% Discounted for 1 Year	Unlimited

*Promotional emails will be sent by ABAI. Deadlines for information apply—November 30 for first email, January 5 for second email.

- Contract must be received by **December 1, 2015** for information to be included in the program booklet.

How to Register

Complete the ABAI annual autism conference exhibitor application/contract (at the end of this document) and send it with payment to ABAI, 550 W. Centre Ave., Suite 1, Portage, MI 49024-5364 or exhibits@abainternational.org, or fax it to (269) 492-9316.

For the passport and other advertising and marketing opportunities—see the separate form included in this document.

Exhibitor Schedule

Please note that all times are tentative and subject to change. See the “Set-Up/Tear-Down” section in “Exhibit Terms and Conditions” for more information.

Please check this schedule carefully before making travel arrangements.

Move-in/Set-up

Sunday, January 17 2–6 pm

Exhibits Open

Monday, January 18 8 am–2 pm; 3–8 pm

Tuesday, January 19 9 am–1:30 pm; 3–8 pm

Wednesday, January 20 8 am–12:30 pm

Tear-Down/Move-out

Wednesday, January 20 12:30–3 pm

Exhibit Terms and Conditions

The ABAI 10th Annual Autism Conference will be January 18–20, 2016 at the Hyatt Regency New Orleans. Please join us to exhibit to more than 700 behavior analysts from around the world, including scientists, practitioners, and teachers.

Exhibit Approval Process

ABAI reserves the right to determine the suitability of all exhibits and advertisements submitted, and to reject those inconsistent with its mission. All exhibits will be reviewed and approved by the ABAI Practice Board. You will receive confirmation from the ABAI office when your application is approved.

The exhibiting or promotion of services, products, or equipment at the ABAI exhibit does not constitute endorsement by ABAI. An 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 ABAI 10th Annual Autism Conference must be made on the official contract form included here. Space is assigned on a first-come, first-served basis.

You must reserve exhibit space by December 1, 2015 for your information to be printed in the conference program booklet.

Set-Up/Tear-Down

All crates must be unpacked and ready for removal by 6 pm on January 17. 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 will be the exhibitor's responsibility. *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.

Dismantling

All exhibit booths must remain open and staffed for the entire duration of the exhibition. Your exhibit booth must be set up no later than 6 pm on Sunday, January 17, and dismantled no earlier than 12:30 pm on Wednesday, January 20.

Please review the exhibit schedule before making travel plans. To maintain the integrity of the exhibition all exhibitors are required to remain open until the close of the exhibit hall. Exhibitors who

dismantle early may be subject to a 1-year suspension of exhibitor privileges.

Any exhibit space not occupied is subject to reassignment or resale by the association without refund, unless prior approval is obtained in writing from ABAI.

Deposit

A 50% deposit is due when the exhibitor contract is submitted and is required to hold your booth. The balance is due by December 15, 2015. If the contract is submitted after December 15, the full booth rental fee is due with the completed contract. Failure to remit the balance by the date specified constitutes cancellation of the contract, and the reserved space will be subject to resale without refund of deposit.

Cancellation

Should an exhibitor wish to cancel a reservation prior to or on December 15, 2015, a \$100 administrative fee will be held. If an exhibitor cancels after December 15, 2015 (after the program booklet is printed), a fee of \$350 will be held. Cancellation after December 30, 2015, obligates the exhibitor to full payment. No refunds will be made after this date.

Booth Representatives

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

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 business, without written consent of ABAI.

Booth Layout

No exhibit will be permitted to span an aisle by roofing or floor covering. The exhibit should be installed so as not to project beyond the space allotted, or obstruct the sight lines of or otherwise interfere with other exhibitors.

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 exhibitors of any

deviation from the exhibit rules. In the event an exhibitor is not available, the exhibit manager will order necessary draping (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 services manual from 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 only promote products from their booths. *No direct selling* is permitted. If you have products you would like sold through the ABAI bookstore, please contact the ABAI office at (269) 492-9310.

Canvassing

Canvassing or distributing advertising material 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. Valuable items inside the booth space may require additional security at the exhibitor's expense.

Noise and 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, gases, unprotected picture film, other explosive flammable material, or any

substances prohibited by city laws or insurance carriers are not permitted on the premises.

Outside Exhibit Contractor

If an exhibitor chooses to utilize its own contractor for material handling; labor; rental of mechanized equipment, standard and specialty furniture, carpet, or flooring; staging; exhibit rental; installation and dismantling labor; or transportation, the exhibitor must provide to the official decorator at least *30 days prior* to the conference move-in date (i) a written statement setting forth the identity and intended use of the contractor and (ii) evidence from the contractor 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 ABAI 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 disabled.

Liability

Insurance and liability are the full and sole responsibility of the exhibitor. Neither ABAI; nor any of its officers, employees, or representatives; nor the owners, employees, or representatives of the official decorator or the Hyatt Regency New Orleans shall be responsible for injury, loss, or damage that may occur to the 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, by accepting space and making application for space, acknowledge the above terms and assume the entire responsibility and liability for losses, damages, and claims arising out of their activities on the hotel premises and will indemnify, defend, and hold harmless the hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims and expressly release the above-named association, individuals, and firms from any and all claims for such loss, damage, or injury.

ABAI 10th Annual Autism Conference Exhibitor Contract

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Select Booth Type:

☐ Premium: \$1,500 ☐ Value: \$1,300 ☐ Value—Fewer Than 10 Employees: \$950 ☐ Corner (Extra): \$100

Premier Exhibit Sponsorship Package (**\$5,000 value!**): ☐ \$2,795

Agreement:

In making this application, we agree to conform to all exhibit terms and conditions set forth by the Association for Behavior Analysis International (ABAI) 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.

The exhibitor shall be fully responsible to pay for any and all damages to property owned by the Hyatt Regency New Orleans or ABAI and its owners or managers that result from any act or omission of the exhibitor. The exhibitor agrees to defend, indemnify, and hold harmless the Hyatt Regency New Orleans; the official decorator; and ABAI and its owners, managers, officers or directors, agents, employees, subsidiaries, and affiliates from any damages or charges resulting from the exhibitor's use of the property. The exhibitor's liability shall include all claims, losses, costs, damages, attorneys' 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 and 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.

I have read the Exhibit Terms and Conditions and agree to comply with regulations as stated in this document.

Authorized Signature: _____

Date: _____

Payment Information

Organization Name: _____ TOTAL DUE: _____

Make checks payable to ABAI or charge your: ☐ Am Express ☐ MasterCard ☐ Visa ☐ Discover

Contact Name: _____ Contact Email: _____

Name on Card: _____ Card Number: _____ Sec: _____

Expiration Date: _____ Signature: _____

MAILING ADDRESS FOR FORMS AND PAYMENTS: ABAI, 550 W. Centre Ave., Suite 1, Portage, MI 49024-5364

Fax: (269) 492-9316 **Email:** exhibits@abainternational.org

For Administrative Purposes Only:

Deposit: _____ Charged On: _____ Invoice #: __INV-_____

Balance: _____ Follow-Up Email (1): _____ Follow-Up Email (2): _____

Advertising/Sponsorship/Marketing Order Form

The conference program booklet is distributed to all attendees of the 10th Annual Autism Conference and is the perfect way to reach the unique audience you're seeking. The 2016 conference will attract behavior analysts, including scientists, practitioners, and teachers, who are eager to learn what products and services the participating companies offer.

Conference Program Booklet Ad Specs:

<input type="checkbox"/> Outside back cover: 8.5" x 11"*	\$5,000	<input type="checkbox"/> Full Page: 8.5" x 11"*	\$1,125
<input type="checkbox"/> Inside front or back cover: 8.5" x 11"*	\$2,500	<input type="checkbox"/> Half Page: 7.5" x 5"	\$650
<input type="checkbox"/> Color upgrade for covers	\$1,725	<input type="checkbox"/> Business Card: 4" x 2.5"	\$250

* For all full page and cover ads, please add 0.125" bleeds to each side of your designs.

Additional Marketing Opportunities:

(See exhibitor prospectus for details of benefits.)

☐ Passport Square—\$299

Every attendee receives a "passport" to visit exhibits and enter a drawing. Purchase a passport square with your company's name and drive traffic to your booth. Only those exhibitors who purchase squares will be listed in the passport.

☐ Tuesday Lunch—\$6,500 (each) → **Co-sponsorship**

Open to all attendees. Offers great networking options. Sponsorship includes signage with logo recognition and an opportunity to present a 5-minute welcome message to attendees.

☐ Hotel Key Cards—\$5,500 → **Only One Available!**

Attendees will see your company's logo as they check in to the Hyatt Regency New Orleans.

☐ Refreshment Break—\$3,500 (each) → **Co-sponsorship; \$7,000 single sponsor**

A traffic builder right in the exhibit hall. Includes logo signage.

☐ "We're Hiring"/"Visit Us at Booth ____" Sign—\$550

☐ Two-Sided Upgrade—\$150 (each)

An eight-foot meter board will be placed in a strategic location at the conference with your company's message and logo.

☐ Elevator Doors—\$6,500 → **Only Two Locations Available!**

Company message or logo—main lobby across from front desk area of hotel.

☐ Atrium Elevator Doors; Third Floor—\$7,500

Company message or logo—located outside the Celestin Ballroom where the majority of sessions will be held.

☐ Fabric Tote Bags—\$6,500 (Co-sponsorship available)

Ensure you are remembered long after the event with a high-quality reusable fabric tote bag.

☐ Lanyards—\$3,500

Don't miss this opportunity to be ever-present over this 3-day event.

☐ Meter Boards—\$550 (each)

An eight-foot meter board with your logo and message. Recruiters can use the message "We're Hiring. Visit us at booth # ____."

Due date: December 1, 2015—Please send ads/logos to exhibits@abainternational.org as tiff, jpg, or pdf files.

Payment Information

Organization Name: _____ TOTAL DUE: _____

Make checks payable to ABAI or charge your: ☐ Am Express ☐ MasterCard ☐ Visa ☐ Discover

Contact Name: _____ Contact Email: _____

Name on Card: _____ Card Number: _____ Sec: _____

Expiration Date: _____ Signature: _____

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