

ABAI 42nd Annual Convention Exhibitor Information and Contract

May 27–31, 2016, Hyatt Regency Chicago—*Downtown Chicago, Illinois*

Exhibit Space

ABAI offers exhibit space to both commercial and nonprofit agencies. A single exhibit space is 100 square feet (10' x 10') and includes:

- One single-line identification sign (including booth number)
- 8-ft high background drape and 3-ft high side drape
- One draped 6-ft table with two side chairs
- One wastebasket
- Carpeting

An exhibitor services manual for ordering additional services or equipment will be available.

Additional Benefits

- Two *exhibit hall only* badges and one complimentary full convention registration for organizational representatives.
- Your company listed in the 2016 ABAI Annual Convention program book, program addendum, mobile app (deadlines apply), and the ABAI website (contract must be received by February 1, 2016 to be included in the program book).

Exhibit Booth Pricing

- Single Exhibit Space (10' x 10')
 - Premium Space \$1,950
 - Value Space \$1,675
- Small Company Value Space \$1,200*
- Corner Booth (additional) \$100

*Company with fewer than 10 employees

Premier Exhibit Sponsorship Package \$3,995

Make the most of your marketing dollars—build your brand before, during, and after the show! Select the premier exhibit sponsorship package, a **value of more than \$6,500!** (See exhibitor prospectus for benefits.)

How to Register

Complete this application/contract and send with payment to ABAI, 550 W. Centre Ave., Suite 1, Portage, MI 49024-5364; email exhibits@abainternational.org; or fax to (269) 492-9316.

Promotional Opportunities

In addition to exhibiting at the convention, you may consider advertising in the program book, and there are other advertising, marketing, and sponsorship opportunities.

Exhibitor Schedule

See the “Set-Up/Tear-Down” section of “Exhibit Terms and Conditions” in the contract for more information.

Please check this schedule carefully before making travel arrangements.

DATE	TIME	TASK
Saturday, May 28	2–5 pm	Set-Up
Sunday, May 29	11 am–2 pm; 6–9 pm	Open
Monday, May 30 (Memorial Day in the US)	11 am–2 pm; 6–9 pm	Open
Tuesday, May 31	11 am–2 pm; 6–9 pm	Open
Tuesday, May 31	9–10:30 pm	Tear-Down
Wednesday, June 1	8 am–12 pm	Tear-Down



Complete information **as you would like it to appear**
in the 2016 ABAI Annual Convention program book and
on the ABAI website. (Due February 1, 2016)

This person will receive exhibitor-related correspondence from ABAI and is ABAI's primary contact for exhibit matters.

WORK FAX

WORK TELEPHONE

WORK TELEPHONE

Please provide a 65-word description of your organization and its products or services, to be posted on the ABAI website and printed in the 2016 ABAI Annual Convention program book. Descriptions exceeding 65 words may be shortened. (Only exhibitors whose contracts are received by **February 1, 2016** will be included in the printed program.)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.



ABAI 42nd Annual Convention Exhibitor Contract

May 27–31, 2016, Hyatt Regency Chicago—*Downtown Chicago, IL*

Select Booth Type:

- ☐ Premium: \$1,950 ☐ Value: \$1,675 ☐ Value—Small Company: \$1,200* ☐ Corner (Extra): \$100
- ☐ Premier Exhibit Sponsorship Package (**\$6,500 value!**): \$3,995 (See exhibitor prospectus for benefits.)
- ☐ I would like to exhibit at the 2016 Autism Conference as well and save 10%.

Please review the show floor plan in the exhibitor prospectus and indicate your booth preferences. We will strive to accommodate you or select the next best location.

1st choice _____ 2nd choice _____ 3rd choice _____

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 Chicago 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 Chicago; 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: _____

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): _____

Exhibit Terms and Conditions

The 42nd Annual Convention will be held May 27–31, 2016, at the Hyatt Regency Chicago—Downtown Chicago, Illinois. Please join us and exhibit to nearly 5,000 behavior analysts from around the world.

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 Organizational Review Committee. 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 of such services, products, or equipment. 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 42nd Annual Convention 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 February 1, 2016 for your exhibit information to be printed in the 2016 ABAI Annual Convention program book.*

Set-Up/Tear-Down

All crates must be unpacked and ready for removal by 5 pm on Saturday, May 28. 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 (see "Booth Decorating" below). *No set-up or moving of material or equipment is permitted during exhibit hours.* In order to better serve convention attendees and ensure security, exhibitors must have their booths open and staffed during all exhibitor hours. (Note: times are subject to change.)

Any exhibit space not occupied by 5 pm on Saturday, May 28 is subject to reassignment or resale by the association without refund, unless prior approval is obtained in writing from ABAI.

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 5 pm on Saturday, May 28, and dismantled no earlier than 9 pm Tuesday, May 31. Dismantle time is also available from 8 am–12 pm on Wednesday, June 1.

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.

Deposit

A 50% deposit is required with your application to reserve your booth. The deposit is due when the exhibitor contract is submitted, and is required to hold your space. The balance is due by April 1, 2016. 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. Payment in full is required before set-up on the exhibit floor.

Cancellation

Should an exhibitor wish to cancel a reservation before February 1, 2016, a \$100 administrative fee will be held. If an exhibitor cancels after February 1, 2016, a fee of \$250 will be held. Cancellation after April 1, 2016 obligates the exhibitor to full payment of the rental. No refunds will be made after this date.

Booth Representatives

Each exhibiting company will receive *two exhibit hall only badges* and one complimentary full convention registration with the booth fee. Additional booth representatives will be required to register for the convention.

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.

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, 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, and so on, beyond those provided by ABAI. Order forms for these items will be provided in an exhibitor service 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 promote products only from their booths. No direct selling by exhibitors is permitted. If you have products you would like sold through the ABAI bookstore, please contact the ABAI office at (269) 492-9310 or exhibits@abainternational.org.

Canvassing

Canvassing or distributing advertising materials 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 own 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 substance 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 convention 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 Chicago 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 expressly release the above-named association, individuals, and firms from any and all claims for such loss, damage, or injury.