

44th Annual Convention Exhibitor Contract

May 25–28, 2018, Manchester Grand Hyatt San Diego and Marriott Marquis San Diego Marina (Exhibits at Marriott)

Contact Information

Complete information **as you would like it to appear** in the 2018 Annual Convention program book and on the ABAI website. **(Due February 9, 2018)**

ORGANIZATION NAME

STREET ADDRESS

CITY

STATE/PROVINCE

POSTAL/ZIP CODE

COUNTRY

EMAIL

WEBSITE

WORK TELEPHONE

WORK FAX

EMPLOYEES IN ORGANIZATION

Contact Person

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

CONTACT FIRST NAME

CONTACT LAST NAME

☐ Check here if all contact information is the same as above. Skip address fields below, if checked.

STREET ADDRESS

CITY

STATE/PROVINCE

POSTAL/ZIP CODE

COUNTRY

EMAIL

WORK TELEPHONE

WORK FAX

You are welcome to send representatives' contact information and company descriptions to exhibits@abainternational.org. Please indicate exhibits-only pass or full convention registration. You may copy this form to provide additional names if needed. One full registration and two exhibits-only passes are provided with each booth. **NOTE:** Exhibit set-up: May 25; exhibit tear-down: May 29.

***Required information.**

Booth Representative 1

☐ Exhibits-Only Pass ☐ Full Convention Registration

*CONTACT FIRST NAME

*CONTACT LAST NAME

STREET ADDRESS

CITY

STATE/PROVINCE

POSTAL/ZIP CODE

COUNTRY

*EMAIL

WORK TELEPHONE

Category

☐ Center ☐ Consultant ☐ School ☐ Service Provider ☐ Technology

☐ Other

Organization and Exhibit Description

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 2018 Annual Convention program book. Descriptions exceeding 65 words will be shortened. (Only exhibitors whose contracts are received by **February 9, 2018** will be included in the printed program.)

☐ Please use the description currently on file with ABAI.

Booth Representative 2

☐ Exhibits-Only Pass ☐ Full Convention Registration

*CONTACT FIRST NAME

*CONTACT LAST NAME

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San Diego Marina (Exhibits at Marriott)

Premier Exhibit Sponsorship Package (\$6,700 Value!):

☐ \$4,650 (with Specialty Premium Booth; foyer location) ☐ \$4,350 (Premium Booth)—Click [here](#) for full package benefits.

Individual Booth Selection:

☐ Specialty Premium (foyer locations): \$2,495 ☐ Premium: \$2,145 ☐ Value: \$1,875

☐ Value (fewer than 10 employees; nonprofit/educational): \$1,395

Please select 3 booth options. We will strive to accommodate your preferences.

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

☐ Passport: \$495

Exhibits will be on two floors. Secure a passport logo space to ensure maximum attendance at your booth.

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 Marriott Marquis San Diego Marina 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 Marriott Marquis San Diego Marina; 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 (minimum of 50% due with contract; balance due February 9, 2018 to be included in program book):

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

Organization Name: _____ Payment Submitted: \$ _____

Contact Name: _____ Contact Email: _____

Name on Card: _____ Expiration Date: _____

Card Number: _____ Sec#: _____

Signature: _____

FORMS AND PAYMENTS: Email: exhibits@abainternational.org; Fax: (269) 492-9316; Mail: ABAI, 550 W. Centre Ave., Suite 1, Portage, MI 49024

Exhibit Terms and Conditions

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 44th Annual Convention must be made on the contract form included here. Space is assigned on a first-come, first-served basis. *You must **reserve exhibit space by February 9, 2018** for your information to be printed in the convention program book.*

Set-Up/Tear-Down

All crates must be unpacked and ready for removal according to the exhibit services company schedule. 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.

Any exhibit space not occupied by the end of move-in hours 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 and dismantled according to the exhibit services company schedule.

Please review the exhibit schedule provided to you or on the ABAI website 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 exhibit privileges.***

Deposit

A 50% deposit is due when the exhibitor contract is submitted, and is required to hold your booth. **The balance is due by February 9, 2018.** 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 by February 9, 2018, a \$250 administrative fee will be held. Cancellation after February 9, 2018 obligates the exhibitor to full payment. No refunds will be made after this date. All cancellations must be in writing.

Booth Representatives

Each exhibiting company will receive one complimentary full convention registration and two exhibit-hall-only badges per booth. 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 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 **only promote** products from their booths. **No direct selling** by exhibitors is permitted. If you have products you would like sold through the ABAI bookstore, please contact ABAI at 269-762-5317 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 use 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 decorating company or the Marriott Marquis San Diego Marina 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.