

# ABAI 45th Annual Convention Exhibitor Contract

May 23–27, 2019, Hyatt Regency Chicago, Swissôtel Chicago, and Fairmont Chicago Millennium Park—Exhibits at Hyatt

## Contact Information

Complete information **as you would like it to appear** in the 2019 Annual Convention program book and on the ABAI website. **(Due February 11, 2019)**

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

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Please indicate registration type below. You may submit representatives' names, emails, and company descriptions to [exhibits@abainternational.org](mailto:exhibits@abainternational.org). Single booth provides one full convention registration and two exhibits-only passes. Additional exhibits-only badges are \$75 each.

### \*\*Mandatory

#### Booth Representative 1

\*\*  Exhibits-Only Pass  Full Convention Registrant

\*\*CONTACT FIRST NAME

\*\*CONTACT LAST NAME

AFFILIATION

STREET ADDRESS

CITY

STATE/PROVINCE

POSTAL/ZIP CODE

COUNTRY

\*\*EMAIL

WORK TELEPHONE

#### Booth Representative 2

\*\*  Exhibits-Only Pass  Full Convention Registrant

\*\*CONTACT FIRST NAME

\*\*CONTACT LAST NAME

AFFILIATION

STREET ADDRESS

CITY

STATE/PROVINCE

POSTAL/ZIP CODE

COUNTRY

\*\*EMAIL

WORK TELEPHONE

## Organization and Exhibit Description

Please provide a maximum 65-word description of your organization and its products or services, to be posted on the ABAI website and printed in the 2019 Annual Convention program book. Descriptions exceeding 65 words will be shortened. (Only exhibitors whose contracts are received by **February 11, 2019**, will be included in the printed program.)

Please use the description currently on file with ABAI.



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### Select Booth or Package Type:

- Premier Exhibit Sponsorship **Package (\$6,000 value!)**: \$4,350       Premium Booth: \$2,145       Value Booth: \$1,895
- Value Booth—Nonprofit/educational institution (fewer than 10 employees): \$1,400

Please select 3 booth choices. We will strive to accommodate your preference.

1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_ 3rd choice \_\_\_\_\_

Addition to exhibiting:  Passport \$495 See [advertising opportunities](#) for more details.

**NOTE:** If you plan to **request a room for a reunion/reception**, you must [submit online](#) through the Call for Papers submissions—**DEADLINE OCTOBER 31, 2018.**

**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.

When applying the exhibitor agrees that acceptance to exhibit does not constitute ABAI endorsement. Exhibitors are **prohibited from representing in any manner including the use of the ABAI logo**, that their company or products are endorsed by ABAI.

I have read the exhibit terms and conditions and agree to comply with regulations as stated in this document.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Payment Information (a minimum of 50% due with contract and balance due February 11, 2019)

Organization Name: \_\_\_\_\_ Total Payment Submitted: \$ \_\_\_\_\_

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: \_\_\_\_\_

# ABAI Annual Convention—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. Exhibitors are not permitted to represent in any manner that its goods or services have been endorsed by ABAI. An exhibitor is not permitted to represent in any manner that its goods or services have been endorsed by ABAI. **Exhibitors may not use the ABAI logo.**

## Exhibits

ABAI reserves the right to prohibit the installation or removal from the exhibition any exhibit or part of an exhibit, any exhibitor or employee, which, or who, in the opinion of the Management is objectionable. This may apply to the actual exhibits, to signs, catalogs and printed matter or to persons and their conduct and **include violation of the Rules and Regulations set forth on this application**, misrepresentations in applying for booth space and any other action, which, in the sole judgment of the management is objectionable or contrary to the best interests of the Association. **Such prohibition or removal may take place at any time and no exhibitor/company shall have any claim against ABAI on account of such actions.**

## 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 11, 2019.** 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.

## Space Assignment

All applications for exhibit space at the ABAI 45th 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 11, 2019, 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. (Note: times are subject to change.)

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. **Please review the exhibit schedule** provided to you or on the ABAI website **before making travel plans.**

## Storage

Please note: due to extremely strict **fire restrictions in Chicago** exhibitors may store only ONE DAY of goods underneath their exhibit tables. The balance required for the event must be brought in each day or stored with Freeman Services.

## 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.

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.**

## Cancellation

Should an exhibitor wish to cancel a reservation by **February 11, 2019**, a \$250 administrative fee will be held. Cancellation after February 11, 2019 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 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.

## 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.

### **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 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 services manual from the official decorator, Freeman Companies, and will be available online.

### **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 and take orders from their booths. **No direct selling** by exhibitors is permitted.

### **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.

### **Exhibit Removal**

ABAI reserves the right to prohibit the installation of or to remove any exhibit, in whole or in part; or any exhibitor or employee. This may apply to exhibit materials, including signs, catalogs, or other printed matter, or to persons, in response to any violation of the regulations set forth in this application, misrepresentations in applying for booth space, or any other action, which, in the sole judgment of ABAI management, is objectionable or contrary to the interests of the association. **Such prohibition or removal may take place at any time, and no exhibitor/company shall have any claim against ABAI.**

### **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.