



Association for Behavior Analysis International Exhibitor Guidelines

The purpose of these guidelines is to ensure that your organization's mission and practice are consistent with ABAI's mission and objectives.

ABAI Mission Statement: To contribute to the well-being of society by developing, enhancing, and supporting the growth and vitality of the science of behavior analysis through research, education, and practice. This mission includes the following objectives:

- Research: To foster the science of behavior analysis.
- Education: To develop, improve, and disseminate best practices in the recruitment, training, and professional development of behavior analysts.
- Practice: To develop, improve, and disseminate best practices in the applications of behavior analysis.

1. What category does your organization fall into (check all that apply)?

_____ Provider of applied behavior analytic services

_____ Vendor of products used by behavior analysts in research or practice

_____ University program offering training relevant to behavior analysis

_____ Other _____

2. Are your organization and the services offered by your organization based on principles of behavior analysis fostered by ABAI?

_____ Yes

_____ No (in this case, please explain why ABAI should allow your organization/service to exhibit at this conference)

Organization Name _____

Organization Website Address _____

Primary Contact _____

Signature _____

ABAI 46th Annual Convention Exhibitor Contract

May 21–25, 2020, Walter E. Washington Convention Center; Washington, DC

Exhibitor Set-up May 22; 2-5pm

Headquarter Hotel—Marriott Marquis Washington, DC

REGISTER BY NOVEMBER 30, 2019 TO RECEIVE \$150 DISCOUNT ON BOOTH FEE OR \$200 DISCOUNT ON THE PREMIER PACKAGE.

Contact Information

Complete information as you would like it to appear in the 2020 Annual Convention program book and on the ABAI website. (Due January 3, 2020.)

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

Convention Registrations and Exhibitor Badges

All attendees must wear badges at all times in the convention facilities.

Each booth rental includes the following:

- One full convention registration (may attend sessions); Premier Exhibitors will receive **one extra** full registration.
- Two exhibits-only badges (may not attend sessions).

Additional exhibits-only badges (up to two) are \$75 each. All others must register for the convention.

Required for each registrant:

- First and last name
- Email address (unique, no duplicates)
- Member ID# (can be found in individual portal accounts)
- Type of registration (full registration or exhibits-only)

Please submit registrations to exhibits@abainternational.org with the subject "Annual convention exhibitor registrant list" from April 23–May 14, 2020.

There will be a \$20 badge fee for changes made on site and after the above deadline.

DONATE to support the Society for the Advancement of Behavior Analysis (SABA), a 501(c)(3) organization; all donations are fully tax deductible.

For more than 30 years SABA has been promoting the field of behavior analysis by supporting talented students, encouraging global dissemination of the science, and recognizing our most inspiring leaders and giving them a platform to reach an even bigger audience.

- Donate a product or service to the **silent auction**.
- Donate **\$160** to cover one student's registration to the annual convention in May 2020, or any amount to contribute to a student's registration—**donations for 2020 must be received by October 31, 2019**.

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 2020 Annual Convention program book. Descriptions exceeding 65 words will be shortened. (Only exhibitors whose contracts are received by **January 3, 2020**, will be included in the printed program.) You may submit representatives' names and emails as well as company descriptions to exhibits@abainternational.org.

Please use the description on file with ABAI.



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Headquarters hotel—Marriott Marquis Washington, DC

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Select Booth or Package Type:

Premier Exhibit Package (\$6,000 value!): \$4,595 Premium Booth: \$2,295 Value Booth: \$1,945

Value Booth—Nonprofit educational institution with fewer than 10 employees: \$1,475

Please indicate your top three booth choices. We will strive to accommodate your preferences.

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

Exhibitor Passport \$495 (See advertising opportunities for more details.)

NOTE: If you plan to **request a room for a reunion/reception**, you must submit online during the call for submissions **September 1–October 30, 2019**. Rooms fill quickly so please do not hesitate.

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 Walter E. Washington Convention Center, 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 Walter E. Washington Convention Center; 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.

Exhibitors agree 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 (minimum 50% booth fees due with contract; balance due February 10, 2020)

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: _____

FORMS AND PAYMENTS: Email: exhibits@abainternational.org Fax: (269) 492-9316 Mail: ABAI, 550 W. Centre Ave., Suite 1, Portage, MI 49024-5364

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 46th 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 **January 3, 2020**, for your information to be printed in the convention program book.

Set-Up

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.

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 January 3, 2020.** 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 January 3, 2020, a \$250 administrative fee will be held. Cancellation on or after January 3, 2020, 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. **Up to two additional exhibits-only badges will be provided for \$75 each.**

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 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 promote products and take orders only 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 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 decorator or the Walter E. Washington Convention Center 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.