



ABAI Ninth Annual Autism Conference Exhibitor Information

January 23–25, 2015

Exhibit Space

The Association for Behavior Analysis International (ABAI) offers exhibit space to both commercial and nonprofit agencies. A single exhibit space is 100 square feet (tabletop) and includes:

- One-line identification sign including booth number
- One draped 6-ft table with two side chairs
- One wastebasket
- Carpeting

An exhibitor services manual with ordering information for additional equipment will be made available by the decorator. Additional equipment and services are the responsibility of the exhibiting organization.

Additional Benefits

- Exhibit hall-only badge for two organization representatives.
- Your company listed in the 2015 ABAI Autism Conference program flyer and on the ABAI website (contract must be received by December 30, 2014 to be included in the program flyer).

Exhibit Space Pricing

Single Exhibit Space (Tabletop)

- Premium Booth \$1,500
- Value Booth \$1,300

Single Exhibit Space for organizations with fewer than 10 employees

- Premium Booth \$1,000
- Value Booth \$ 950

Stand-Alone Booth in registration area (high traffic) \$2,950

(excludes graphics)—Only two available!!

Sponsorship Opportunities

Choose one of the packages below and save as a Supporting Organization of ABAI. Other sponsorship opportunities are available. Contact us at mail@abainternational.org for additional information.

Autism Conference Supporting Organization Packages	Gold \$3,995	Bronze \$2,495
Exhibit Booth at 2015 Autism Conference	X	X
Two Registrations to 2015 Autism Conference	X	X
Acknowledgement at Entrance of 2015 Autism Conference	X	
2015 Autism Conference Passport Square	X	
Company Logo on 2015 Autism Conference E-blasts	X	
Company Logo on Autism Conference Landing Page	X	X
Recognition in Autism Conference Program Flyer	X	X
Autism Conference Attendee Mailing List	X	X
Job Postings—3 FREE	X	X
Job Postings—Discounted for One Year	Unlimited	Unlimited

How to Register

Complete the ABAI annual autism conference exhibitor application/contract and send payment to ABAI, 550 W. Centre Ave., Suite 1, Portage, MI 49024-5364 or fax to (269) 492-9316.

Autism Passport

The 2015 Autism Conference will feature an exhibitor passport. The passport will include the names of exhibitors with reservations by print time. All attendees will be given the passport at registration with their name badge and program flyer. Attendees are encouraged to visit all of the exhibitors featured in the passport and receive a signature at each booth. Once an attendee has obtained all signatures, he or she will be given a free ABAI gift from the ABAI bookstore, and be entered in a drawing to win a 2016 Autism Conference registration. The passport is a great opportunity to get your organization's name in front of attendees. Our goal is to draw attendees into the exhibit hall and to your booth!

Exhibitor Schedule

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

Please check this tentative schedule carefully before making travel arrangements.

Set-Up

Thursday, January 22 2:00 pm–6:00 pm

Exhibits Open

Friday, January 23 7:00 am–1:30 pm; 3:00 pm–8:00 pm

Saturday, January 24 7:00 am–1:30 pm; 3:00 pm–8:00 pm

Sunday, January 25 7:00 am–2:00 pm

Tear-Down

Sunday, January 25 2:00 pm–5:00 pm

Exhibit Terms & Conditions

The ABAI Ninth Annual Autism Conference will be held January 23–25, 2015 at the JW Marriott Las Vegas Resort & Spa. Please join us to exhibit to more than 700 behavior analysts, parents, educators, and other care providers from around the world.

Exhibit Approval Process

The Association for Behavior Analysis International (ABAI) reserves the right to determine the suitability of all exhibits and advertisements submitted, and to reject those that are not consistent 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 Ninth Annual Autism Conference must be made on the official contract form included herein. Space is assigned on a first-come, first-served basis.

You must reserve exhibit space by December 30, 2014 for your exhibit information to be printed in the 2015 ABAI Annual Autism Conference program flyer.

Set-Up/Tear-Down

All crates must be unpacked and ready for removal by 6:00 pm on January 23. 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 8:00 am on Friday, January 23, and dismantled no earlier than 7:30 pm on Saturday, January 24.

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 \$250 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 of the amount for the exhibit booth is due by November 10, 2014. 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 November 10, 2014, a \$100 administrative fee will be held. If an exhibitor cancels after November 10, 2014, the entire deposit of \$250 will be held. Cancellation after November 10, 2014 obligates the exhibitor to full payment of the rental. 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 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.

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 matter or 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 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 JW Marriott Las Vegas Resort & Spa 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 Ninth Annual Autism Conference Exhibitor Contract

January 23–25, 2015, JW Marriott Las Vegas Resort & Spa

Contact Information

Complete information **as you would like it to appear** in the 2015 ABAI Annual Autism Conference program flyer and on the ABAI website.

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

Booth Representative 1

CONTACT FIRST NAME

CONTACT LAST NAME

AFFILIATION

STREET ADDRESS

CITY

STATE/PROVINCE

POSTAL/ZIP CODE

COUNTRY

EMAIL

WORK TELEPHONE

Booth Representative 2

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 65-word description of your organization and its products or services, to be posted on the ABAI website and printed in the 2015 ABAI Annual Autism Conference program flyer. Descriptions exceeding 65 words may be shortened. (Only exhibitors whose contracts are received by **December 30, 2014** will be included in the printed program.)



ABAI Ninth Annual Autism Conference Exhibitor Contract

January 23–25, 2015, JW Marriott Las Vegas Resort & Spa

Select Booth Type:

☐ Stand-Alone booth located in registration area (high traffic): \$2,950

(excludes graphics; see diagram in exhibitor prospectus)

☐ Single Exhibit Space (Tabletop) ☐ Premium @ \$1,500 ☐ Value @ \$1,300

☐ Fewer than 10 Employees ☐ Premium @ \$1,000 ☐ Value @ \$950

Supporting Organization Packages:

☐ Gold @ \$3,995 ☐ Bronze @ \$2,495

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 JW Marriott Las Vegas Resort & Spa 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 JW Marriott Las Vegas Resort & Spa; the official decorator; and ABAI, 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, 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 & Conditions and agree to comply with regulations as stated in this document.

Authorized Signature: _____

Date: _____

Payment Information

Organization Name: _____

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

For Administrative Purposes Only:

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

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

Advertising Order Form

The conference program flyer is distributed to all attendees of the Ninth Annual Autism Conference and is the perfect way to reach the unique audience you're seeking. The 2015 conference will attract behavior analysts, parents, educators, and other care providers who are eager to learn what products and services the participating companies offer.

Conference Program Flyer Ad Specs:

<input type="checkbox"/> Back Cover*	8 ½" x 11"	\$5,000	<input type="checkbox"/> Full-Color Upgrade for Cover	\$1,725
<input type="checkbox"/> Inside Front Cover*	8 ½" x 11"	\$2,500	<input type="checkbox"/> Full-Color Upgrade for Cover	\$1,725
<input type="checkbox"/> Inside Back Cover*	8 ½" x 11"	\$2,500	<input type="checkbox"/> Full-Color Upgrade for Cover	\$1,725
<input type="checkbox"/> Full Page*	8 ½" x 11"	\$1,125		
<input type="checkbox"/> Half Page	8" x 4.5"	\$650		
<input type="checkbox"/> Business-Card Size	4" x 2.5"	\$250		

*For full page ads, please include a minimum of .125" of bleed on each side, top, and bottom.

Additional Marketing Opportunities:

☐ Luncheon on Saturday—\$7,500 → **Only One Available!**

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

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

Available to attendees as they check in to the JW Marriott Las Vegas Resort & Spa and includes your company's logo!

☐ Refreshment Break—\$2,000 (each) → **Only Two Available!**

A traffic builder right in the exhibit hall.

☐ 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.

☐ "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.

Due date: December 15, 2014

Please send ad to mail@abainternational.org as a jpg or pdf file.

Payment Information

Organization Name: _____

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