



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
- Commercial organization
- Government Agency
- Non-ABAI related NGO
- 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)
- _____
- _____
- N/A

Organization Name _____

Organization Website Address _____

Primary Contact _____

Signature _____

Select a Booth/Package:

- Exhibitor Package & Booth: **\$5,000** Includes:
- Exhibit Booth (Premium booth while available; highlighted on event app)
 - Two Conference Registrations
 - Company Logo on Conference E-Blasts
 - Company Logo on Conference Landing Page
 - Company Logo in Program Booklet
 - Two business-card size ad's in *Inside Behavior Analysis*
 - Two Joint Promotional Emails to Attendees* (35 words)
 - One Facebook Posting
 - Job Postings—10% Discounted for 1 Year Unlimited
- *Promotional emails will be sent by ABAI. Subject matter must be approved by ABAI and pertain to the event. Submission deadlines apply.

Details:

Exhibit Space - Exhibit Hall A

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

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

- Single Booth: **Please Select Booth Choice**

Premium Booth*: **\$2,465**

Standard Booth: **\$2,179**

Includes:

- Face-to-face exhibit time with attendees.
- One complimentary full convention registration—allowing attendance at educational presentations—and two exhibits-only passes.
- Opportunity to join the hybrid career fair at a discount prior to and during the convention to search for candidates and arrange on-site interviews.
- Career Fair promotion before, during, and after the convention.
- Attendance at educational presentations (full convention registrant only).

* Premium Booth's are premium locations that are available first come first serve.

Please select your top 3 booth choices from the floor-plan. We will strive to accommodate your preference.

1st choice _____

2nd choice _____

3rd choice _____

- Passport: **\$495**

Includes your logo -- Attendees will visit all the companies in the passport in order to be entered into valuable door prize drawings.

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.

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

Signature: _____

Date: _____

Payment Information

50% minimum due at time of contract

Payment Amount: \$ _____

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: _____

ABAI 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 48th 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, 2022 for your information to be printed in the convention program book.

Set-Up/Tear-Down

All crates must be unpacked and ready for removal by according to 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 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 11, 2022.

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 11, 2022, a \$250 administrative fee will be held.

Cancellation after February 11, 2022 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.

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 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 only from their booths and take orders. 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.

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 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.