

Thank you for supporting ABAI by registering to exhibit at the 49<sup>th</sup> Annual Convention in Denver, Colorado! Take a moment to review the following important information about exhibiting. Some information has been updated at this time.

### **Exhibitor Services:**

Exhibitor Services this year will be rendered by **Freeman**.

**Freeman's Office Hours:** 7:00 am to 7:00 pm CT, Monday-Thursday. 7:00 am to 5:00pm CT, Friday.

**Phone:** (888) 508-5054

**Live Chat:** [HERE](#)

**Online Exhibitor Kit:** <https://www.freemanco.com/store/index.jsp>

#### **Online Kit Instructions:**

- Login or Create an Account
- Find the show: "ABAI"

### **All Booths Include:**

- 10'x10' pipe and drape surround
- 6'L draped table
- 2 Chairs
- 1 Wastebasket
- Carpet

Electrical Services will be provided by the Colorado Convention Center.

Phone: (303) 228-8027

Email: [eorders@denverconvention.com](mailto:eorders@denverconvention.com)

Online Ordering:

<https://denvercc.ungerboeck.com/prod/app85.cshtml?AppCode=COE&CC=2&OrgCode=M4>

#### **Online Ordering Instructions:**

- Search: "Association for Behavior"
- Find ABAI and click "Go to Store"
- Login or Create an Account

Internet Services this year will be provided by **Smart City** at the Colorado Convention Center.

**Phone:** (303) 228-8056

**Online Ordering:** <https://orders.smartcitynetworks.com/>

#### **Online Ordering Instructions:**

- Login or Create an Account
- Create New Order
- Search for your Event: "ABAI"

**Need your booth number?** It can be found on your [organization's web listing](#) \*

\*Please note that booth numbers changed with the layout changes, so if you purchased before March 2023 the booth number on your receipt or invoice may not be correct anymore. The website is up to date at this time. New booth purchases or swaps will be updated within 1 weeks' time. If you cannot find your listing please contact [exhibits@abainternational.org](mailto:exhibits@abainternational.org).

**Onsite Booth Times:**

- **Exhibit Booth Setup:** Friday, May 26, 11:00 AM-5:00 PM
- **Exhibit Hours**
  - Saturday, May 27, 11:00 AM-4:00 PM, 7:00 PM-10:00 PM
  - Sunday, May 28, 11:00 AM-4:00 PM
  - Monday, May 29, 11:00 AM-4:00 PM
- **Exhibit Booth Teardown:** Tuesday, May 30, 8:00 AM -12:00 PM

**ABAI Website & Mobile App:**

Your exhibitor listing will include your booth number, organization name, address, URL and an optional 'Contact Us' link. Please double check your information on the [convention landing page](#). If you would like to add a public contact email please email [exhibits@abainternational.org](mailto:exhibits@abainternational.org) to let us know the company and email you'd like added.

If you have recently signed up please allow 1 week for your information to be updated. **(Any updates after 03/16 are not guaranteed to be reflected in the printed program.)**

**Discounted Job Listings**

You will receive a 10% discount on all 30-day [job postings](#) for one year. To receive this discount, you must use the supplied coupon code for posting. If you did not receive this text via e-mail. Please reach out to [exhibits@abainernational.org](mailto:exhibits@abainernational.org) for this code.

**Hotel Blocks Are Open**

Please note that **discounted hotel rooms** are available for multiple event hotels in the area. — Please do not hesitate if you plan to stay at a conference hotel, as the discounted rooms sell out extremely fast! You can only secure discounted room rates through the ABAI [website](#).

**Attendee Registrations:**

Both your full event registrations and exhibit-only registrations will be processed close to convention time. You can submit these names there.

**Registrant Submission:** <https://www.surveymonkey.com/r/J5NP39D>

If you need any additional registrations please contact [exhibits@abainternational.org](mailto:exhibits@abainternational.org).

**Additional Full Registrations:** \$Price varies based on membership status.

**Additional Exhibit Hall Registrations:** \$75 per person.

**COVID-19 Information:**

ABAI's priority is always the safety of our members and exhibitors. Please know we are closely monitoring CDC guidelines and local recommendations to ensure attendees have a safe and productive in-person convention experience.

Guidelines and recommendations change quickly. We recommend double checking all local guidelines, especially regarding testing requirements, a week before your planned departure. Currently there are no requirements for entry to the event. We do highly suggest social distancing and masks when there though.

## Scam Alert!

Please do not be fooled by anyone contacting you offering discounted room rates or attendee information. ABAI does not supply attendee lists to anyone, and all hotel rooms should be booked directly through the hotel itself.

## PACKAGE EXHIBITORS ONLY:

### Submissions needed for *Package* exhibitors:

- Two business-card sized ads in *Inside Behavior Analysis*:
  - Please submit a 4x2.5; CMYK or Grayscale color, TIF or PDF format ad to [exhibits@abainternational.org](mailto:exhibits@abainternational.org). Ad's will be printed in black and white in the next available print.
- Package exhibitor listings will include the company logo printed in the program book if purchased before the print deadline. (03/16/23)

When you have a Facebook post that you would like us to post on your behalf please post it directly on your Facebook and send a link to [exhibits@abainternational.org](mailto:exhibits@abainternational.org) so that we can repost it with it connected to your company page. You are welcome to do this any time leading up to the convention.

### Additional Marketing Opportunities:

We offer a number of additional opportunities to enhance your visibility through branding and marketing. Click [here](#) for the official PDF.

Please do not hesitate to reach out if you have any further questions, and thank you very much for your patience up until now!

Best,

The ABAI Team

Association for Behavior Analysis International

550 W. Centre Ave.

Portage, MI 49024

P: (269) 492-9310

F: (269) 492-9316