

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.

Organization Information

Organization Name: _____

Organization Website: _____

Primary Contact: _____

Primary Contact Email: _____

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

- | | |
|---|--|
| <input type="checkbox"/> Provider of applied behavior analytic services | <input type="checkbox"/> Commercial organization |
| <input type="checkbox"/> Vendor of products used by behavior analysts in research or practice | <input type="checkbox"/> Government Agency |
| <input type="checkbox"/> University program offering training relevant to behavior analysis | <input type="checkbox"/> Non-ABAI-related NGO |

Other: _____

Are your organization and the services offered by your organization based on principles of behavior analysis fostered by ABAI? If no, please explain why ABAI should allow your organization/service to exhibit at this conference.

☐ Yes

☐ No



ABAI 50TH Annual Convention Exhibitor Contract

May, 23-27, 2024, Pennsylvania Convention Center, Philadelphia, PA

Organization Information

This information will appear as entered below in the printed program and on the ABAI website.

Organization Name

Contact Name

Street Address

City

State/Province

Postal/Zip Code

Country

Email (will be public)

Website

Work Telephone

Work Fax

Number of employees in organization

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 program book. Descriptions exceeding 65 words will be shortened. Only exhibitors whose contracts are received by February, 9, 2024, will be included in the printed program.

☐ **Past exhibitors only:** Please check if you would like to use the description on file with ABAI.

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

Street Address

City

State/Province

Postal/Zip Code

Country

Email (non-public)

Work Telephone

Registrations

The names of the representatives who you would like registered under your booth will be collected via survey from exhibits@abainternational.org. Please ensure this email address is white-listed in your system.

Exhibit Space Information

A single exhibit booth space includes the following:

- one single-line identification sign
- one background drape and a high side drape
- one draped table with two side chairs
- one wastebasket
- carpeting

An exhibitor services manual for ordering additional services or equipment will be available when nearing the event.

Exhibit Booth Benefits

A single exhibit booth space includes the following:

- Face-to-face exhibit time with attendees
- One full convention registration—allowing attendance at convention sessions
- Two exhibits-only passes
- Company listed on convention landing page
- Discount on the career fair
- Discount on additional convention registrations
- Inclusion on exhibitor promotion within the ABAI Annual Convention emails

Select a Booth Type

☐ Premium* *booth only* \$2,579

☐ Standard: *booth only* \$2,279

* Premium booths are in premium locations and are available first-come-first-served.

Select a Package

☐ Exhibitor Package: *INCLUDES BOOTH* \$5,229

Exhibitor Package Purchases Include

- Exhibit Booth (Premium booth while available)
- One additional full convention registration
- Additional exhibits-only passes
- Company Logo on Conference E-Blasts
- Company Logo in printed program booklet
- Two business-card size ad's in *Inside Behavior Analysis*
- Inclusion in Promotional Emails to Attendees* (35 words)
- One Facebook Re-Post
- ABAI Job Board 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.

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

_____ First choice

_____ Second choice

_____ Third choice

Select Additional Options

☐ Exhibit passport \$545
Your logo will be printed on a passport given to all attendees, when attendees visit all companies in the passport they are entered into valuable prize drawings.

☐ SABA Senior Student Presenter Grant Donation \$160
DONATE to support the Society for the Advancement of Behavior Analysis (SABA), a 501(c)(3) organization; all donations are fully tax deductible. A \$160 donation covers one talented student presenter's convention registration fee.

Agreement

In making this application, we agree to conform to all exhibit terms and conditions set forth by the Association for Behavior



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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 on the following pages and agree to comply with regulations as stated in this document.

Signature: _____ Date: _____

Total Payments Enclosed				
Exhibit Booth	Number: _____	\$	_____	
Exhibit Package		\$	_____	
Passport		\$	_____	
SABA Donation		\$	_____	
Other		\$	_____	
Total Payments		\$	_____	
Credit Card Type (Select One):	AMEX	MC	VISA	DISCOVER
(ABAI does not store credit card information)				
Name on Card		Signature		
Card Number				
Expiration Date (xx/xx)		Security Code		
Mailing address for forms and payments: ABAI, 550 West Centre Ave. Suite 1, Portage, MI 49024; or fax to (269) 492-9316				

If no payment information is listed above an invoice will be issued by ABAI.

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 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, 9, 2024 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.

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 February, 9, 2024. 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 before February, 9, 2024, a \$250 administrative fee will be held. Cancellation after this date 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 from 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 at the time of inspection, 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 only promote products 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.

It is highly recommended that exhibitors limit the items brought on site to "freebies" intended for giveaway and minimal promotional or example items. Excess stock is a liability.

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 the following 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.

Communication

The communications policy applies to all forms of written and verbal communication, including correspondence and online communications, as well as presentations and in-person communications. The policy is designed to preserve the mission of ABAI as a scientific organization and the safety of members, non-members, and staff.

Communication is meant to stimulate respectful conversation, share information, and invite dialog, not to create unnecessary conflict. ABAI values diverse opinions but expects members to express those opinions in an appropriate manner that is not offensive, demeaning, or derogatory. ABAI strictly prohibits defamatory, abusive, profane, threatening, offensive, and illegal content and actions. All communications should be professional in nature. When in doubt, if the language would not be used or allowed in a work setting, it is likely not appropriate.

Remain cognizant of how communications could potentially be perceived as offensive and/or bullying.

Please observe the following guidelines:

Stay on topic. When engaging in online or in-person communication, please keep comments on topic.

Communication should be relevant to the scientific community and rely on accurate, verifiable information as much as possible. Communications should not be used for commercial solicitations including solicitations for money, goods, or services for charitable purposes or private gain, unless you have obtained proper permission.

Do not bully or harass others. We welcome professional and thoughtful dialogue on issues relevant to our mission. If you disagree with another person's opinion, please keep your communication respectful and intended to promote scientific dialogue. Do not threaten, bully, or harass other users.

Refrain from using hateful speech. Be respectful of others. Communications that may be perceived as an attack on other users based on their race, ethnicity, national origin, religion, sex, gender, sexual orientation, disability, or medical condition will not be tolerated. All presenters at ABAI events are expected to abide by this policy. Discriminatory and derogatory language with respect to individuals or groups based on their personal characteristics (e.g., race, gender) will not be tolerated at ABAI.

Do not use vulgar language or profanity. Although some terms might be informally accepted between friends, it is best to avoid using these types of language at all times.

Observe confidentiality laws at all times. Do not share confidential information inside or outside of the organization. This includes but is not limited to individual names, addresses, telephone numbers, and email addresses, if the individual has not given consent. Online communication platforms are open to anyone and intended for behavior analytic practitioners, scientists, researchers, and students; they are not an appropriate place for patients to seek information. ABAI requires all member communications to omit all identifying information from historical data and images, and to comply with Health Insurance Portability and Accountability Act (HIPAA) restrictions regarding protected medical information.

Observe fair use, copyright and disclosure laws.

Always list the source of copyrighted materials and ensure you have permission to use them. This includes pictures, charts, graphs, tables, and excerpts of text. Materials that have not been authorized by the source for release should not be shared.

Be truthful. Never represent yourself in a false or misleading way. All statements must be true; all claims must be substantiated.

Violation of Communication Policy

ABAI reserves the right to take any action deemed appropriate for violations of this policy including but not limited to issuing a warning, removing content, and restricting access to group communications.

ABAI Rights

We reserve the right to update or modify this communication policy at any time and without prior notice, by posting the revised version on this site.

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