

THE 2018 PENNSYLVANIA ASSOCIATION FOR BEHAVIOR ANALYSIS CONFERENCE EXHIBITOR PROSPECTUS

The Pennsylvania Association for Behavior Analysis (PennABA) seeks to promote high-quality behavior analysis in the region, maintain the scientific and integrity of the discipline, and advocate on behalf of behavior analysts and consumers of behavior analysis.

Annual Conference

This year's annual conference will be held April 3rd, 4th and 5th at the Hershey Lodge and Convention Center in Hershey, PA. Convention attendees are primarily direct care professionals, researchers, teachers, professors, parents, consultants, undergraduate and graduate students in the field of applied behavior analysis. We typically see attendance in the ranges of 200-300 participants across the three day conference.

Location

The three-day conference will be held at the Hershey Lodge at 325 University Drive, Hershey, PA 17033. The Hershey Lodge can be reached via phone at 717-533-3311. Additional location information could be found on line at: www.hersheyloodge.com or at www.pennaba.org.

Exhibitor Benefits

The Conference will provide an opportunity to meet and network with professionals, experts, direct care providers and students in the area of Applied Behavior Analysis from across the Commonwealth of Pennsylvania for the three-day conference. Some additional benefits are:

- Organization listing on the PennABA website as an exhibitor at the conference
- Job/Internship posting on the PennABA website following approval of the PennABA Executive Council
- Ability to exhibit at four events (two days of workshops, poster session, speaker series) across three days
- Listing in the 2018 PennABA Conference Program that is distributed to all attendees
- Opportunity to display literature and brochures on-site at the conference
- Meals provided for 1 exhibitor per booth on Day 3 of the conference

Exhibitor Schedule

Please note that all times and location of exhibition are tentative and subject to change at any time. Exhibitors will be contacted prior to convention about the specific areas assigned for set-up.

Tuesday, April 3rd, 2018	Workshop Day 1	8:00 AM – 4:30 PM
Wednesday, April 4th, 2018	Workshop Day 2	8:00 AM – 4:30 PM
Thursday, April 5th, 2018	Speaker Series	8:00 AM – 5:00 PM
	Poster Session to be held during Lunch Hour	

Pricing

Single Exhibit Space, all three days of the conference and poster session **\$325***

Checks payable to: PennABA

*Exhibitor pricing does *not* include CEUs from the conference or entry into workshop or speaker series sessions. However, many exhibitors both exhibit and attend the conference. Those interested in attending workshops and speaker series may register for the conference online at www.pennaba.org.

How to Register

Complete, sign and send the attached information with payment, no later than **March 13th, 2018** to:

PennABA: Exhibitor Registration
P.O. Box 361,
Hershey, PA 17033-0361

*Final Executive Council decision regarding acceptance as an exhibitor will be given no later than **March 20th, 2018**.

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EXHIBITOR APPLICATION/CONTRACT

Organization Contact Information

Date of Submission: _____

Name of Organization: _____

Organization Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Website: _____

Telephone: _____ Fax: _____

Contact Name of person(s) who will be exhibiting and which days:

Name: _____ Email address: _____ Days: Tues Wed Thu

Name: _____ Email address: _____ Days: Tues Wed Thu

Name: _____ Email address: _____ Days: Tues Wed Thu

Name: _____ Email address: _____ Days: Tues Wed Thu

In Addition, Please Provide:

1. **Organization and Exhibit Description.** Please provide a description of your organization and product or services to be posted on the PennABA website and the Conference Program. Descriptions may be shortened at the sole discretion of PennABA.

2. **Optional Job/Internship Opening(s) Description.** Please provide a description of your job/internship position to be posted on the PennABA website. Descriptions may be shortened at the sole discretion of PennABA.

3. **Selling Products or Services:**

Note. Selling is the exact exchange of payment for merchandise. It does not include taking orders. Please be advised that it is the responsibility of each Exhibitor to secure all licenses or permits that may be required for selling and that each Exhibitor must collect and remit city, state, and/or country taxes if applicable.

Will products or services be sold from your exhibit booth? ___ Yes ___ No

If yes, please provide a brief description of the items to be sold:

Please return both pages of this application and payment to:

PennABA: Exhibitor Registration
P.O. Box 361,
Hershey, PA 17033-0361

**THE 2018 PENNSYLVANIA ASSOCIATION FOR BEHAVIOR
ANALYSIS CONFERENCE
Exhibition Terms and Conditions**

Exhibit Approval Process. The Pennsylvania Association for Behavior Analysis (PennABA) reserves the right to determine suitability of all exhibits and advertisements submitted, and to reject those that do not meet the criteria. All exhibits will be reviewed and approved by the PennABA Executive Council. The exhibiting or promotion of services, products, or equipment at the PennABA Conference does not constitute endorsement by PennABA of such services, products, or equipment. Exhibitors are not permitted to represent in any manner that its goods or services have been endorsed by PennABA.

Space Assignment. All applications for exhibit space at the PennABA Conference must be made on the official contract form included herein. Space is assigned on a first come-first served basis. PennABA will make all reasonable effort to give exhibitors equal access to attendees and frequency of foot traffic. WiFi can be made available for a fee.

Cancellation. Should an exhibitor wish to cancel a reservation prior to or on **March 20th, 2018**, \$100 will be held for our costs, and the balance of the deposit will be refunded. Cancellation after **March 20th, 2018** obligates the exhibitor to full payment of the rental. No refunds will be made after this date.

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 their business, without the written consent of PennABA.

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 PennABA. 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.

Canvassing. Canvassing or distributing advertising matter 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.

Noise and Equipment. Electrical or other mechanical apparatus must be muffled for noise and positioned so as not to interfere with other exhibits. Business communication noise must be kept to a whisper. X-ray equipment may not be operated. Volatile or flammable oils, gasses, 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.

Liability. Insurance and liability are the full and sole responsibility of the exhibitor. Neither the Pennsylvania Association for Behavior Analysis (PennABA), nor any of its officers, employees or representatives, nor the owners, employees or representatives of the Hershey Lodge and Convention Center shall be responsible for injury, loss or damage that may occur to 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.

Agreement. In making this application, we agree to conform to all Exhibit Terms & Conditions set forth by the Pennsylvania Association for Behavior Analysis and its agents. It is mutually agreed that all said regulations shall be interpreted by the Executive Council of PennABA and the parties hereto shall be bound by such interpretations. Exhibitor shall be fully responsible to pay for any and all damages to property owned by the Hershey Lodge and Convention Center and the Pennsylvania Association for Behavior Analysis, its owners or managers, which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, the Hershey Lodge and Convention Center, and the Pennsylvania Association for Behavior Analysis, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all claims, losses, costs, damages, attorney's 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 and conference center, or any part thereof.

Authorized Signature _____ **Date** _____

Printed Name _____ **Organization Name:** _____