



Conference  Trade Show  
Orlando, Florida | April 23-25, 2018

2018 ABPA Annual Conference and Trade Show  
**Sponsor and Exhibitor Kit and Agreement**

## Trade Show Dates: April 23-24, 2018

### REGISTRATION/INFORMATION

All exhibitors are required to fill ALL fields on the **Trade Show Registration**, including submission of the logo and program information, booth preferences, AV requirements, and acceptance of the terms set forth in this document.

Please read this complete document prior to beginning your registration. **The completed online registration form must be received no later than Friday, March 23, 2018 for inclusion in the program booklet.**

You must indicate if you require electrical service at your booth.

**REGISTRATION OPENS ON  
SEPTEMBER 5, 2017. EXHIBITORS CAN  
REGISTER ONLINE AT [WWW.ABPA.ORG](http://WWW.ABPA.ORG)  
OR BY GOING TO THE CONFERENCE  
REGISTRATION PAGE AT  
[2018 TRADE SHOW REGISTRATION](#)  
[2018 CONFERENCE PROSPECTUS](#)**

### EXHIBIT EQUIPMENT AND SERVICES

- 10' x 10' exhibit booth with a skirted 6' table, two chairs, and identification sign.
- NEW THIS YEAR! Perimeter set exhibit hall guarantees fantastic exposure for all exhibitors!
- NEW THIS YEAR! Complimentary electrical service and Wi-Fi.
- Displays must not be higher than 8' in the back and 3' on the side dividers.
- Two (2) complimentary conference registrations per booth.
- Conference program listing, including a description of your organization, product or service.
- Logo/link to company website on conference website (Logo/link to be provided to ABPA by exhibitor).
- A post-show attendee address list will be made available to all exhibitors.

Consider enhancing your exhibit with a sponsorship or program booklet advertisement.

### EXHIBIT LOCATION AND HOURS

Location: DoubleTree Orlando at SeaWorld®, Orange Ballroom A-C.

DATE	HOURS	EVENT
Sunday, 4-22	11:00 AM - 6:00 PM	<b>Set-up</b>
Monday, 4-23	7:00 AM - 5:00 PM 5:00 PM - 6:30 PM	Trade Show Exhibitor Reception
Tuesday, 4-24	7:00 AM - 1:30 PM 1:30 PM - 6:30 PM	Trade Show <b>Tear Down</b>

### EXHIBIT HALL LAYOUT

The 2018 Trade Show will be in Orange A-C Ballroom. Also in the Exhibit Hall:

- Exhibitor Reception on Monday Evening
- Continental Breakfast on Monday and Tuesday
- Silent Auction on Monday and Tuesday
- NEW THIS YEAR! Extended length Breaks on Monday and Tuesday
- NEW THIS YEAR! Monday Luncheon in the Exhibit Hall

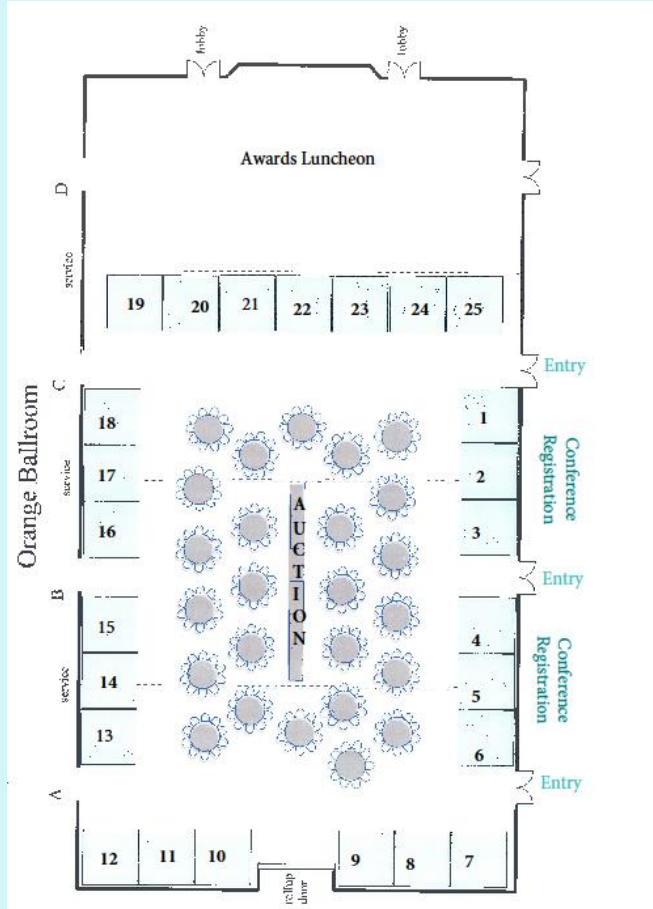
### BOOTH LOCATION AND ASSIGNMENT

**Exhibit booth locations are assigned ON A FIRST- COME, FIRST-SERVED BASIS upon receipt of exhibitor's registration and payment.**

Indicate your top **3** booth preferences on your [Trade Show Registration](#) or indicate competing companies. Conference sponsors may receive preferential placement. Booth locations will be assigned at the sole discretion of show management.

## INBOUND AND OUTBOUND SHIPMENTS

ABPA has contracted with PME Exhibition Services for exhibits and shipping and material handling for both inbound and outbound shipments.



### Shipping to PME

All shipments going to the PME warehouse must arrive there no later than **April 20, 2018**. Receiving hours are 8:00 AM - 4:00PM, M-F.

\* Information and all necessary forms for exhibit transport and material handling will be sent to all exhibitors separately and will be posted online at <http://www.abpa.org/?page=2018ConferenceExSpo>

### Shipping to the Hotel

All shipments going to the hotel must arrive there no earlier than **April 19th** and by **April 21, 2018**.

### Costs to ship to the hotel:

Box Weight	Cost Per Box
0-5 pounds	\$10.00
6-10 pounds	\$12.50
11-25 pounds	\$18.75
26 – 50 pounds	\$37.50
50 – 75 pounds	\$56.25

Pallets are a flat charge of \$275.00 and must be pre-arranged for delivery through our Convention Services/Catering Department.

\*Contact the UPS Store for Outbound shipping rates.

\*\*Please note the hotel has limited storage space in our package room so pallets will be assessed based on the hotel's availability. Outbound fees subject to any outbound freight/handling charges.

Contact The UPS Store for further assistance. When shipping materials to the hotel, use the following format/address:

The UPS Store inside the DoubleTree by Hilton Orlando at SeaWorld® Business Center  
**Name of person to receive package**  
**ABPA Conference and Trade Show**  
 10100 International Drive  
 Orlando, Florida 32821  
 HOLD FOR ARRIVAL: m/d/y  
 P: 407-370-8608 F: 407-352-6451  
[store6403@theupsstore.com](mailto:store6403@theupsstore.com)

### Exhibit Setup

Sunday, April 22 between 11:00 AM and 6:00 PM. Your booth must be staffed during all official exhibit hours.

### Exhibit Teardown

Exhibits end on Tuesday, April 24 at 1:30 PM. Exhibit move-out is 1:30 PM to 6:30 PM.

### Electrical Work

All electrical service must be pre-ordered from the hotel. Please indicate your need for electrical service on your [Trade Show Registration](#).

All cloth draping and/or display materials must be fire retardant.

### ADVERTISING

Advertising may be purchased through your **Trade Show Registration Form**

### Ad Size Specs

Quarter Page 3.5" W x 4.75" H

Half Page 7.0" W x 4.75" H

Full Page 7.0" W x 9.5" H

### **Advertiser Requirements:**

Materials must be submitted in the stipulated size directly to ABPA by March 23, 2018. Ads will be accepted in the correct format via the Trade Show Registration Form.

Ad Requirements: Electronic files only: NO WORD DOCUMENTS.

Hi Resolution PDF with Fonts outlined, or EPS preferred.

JPEG images must be 300 dpi and 500 pixels.

ABPA reserves the right to accept or reject conference program ads. All copy is subject to ABPA approval. Publication of an advertisement does not constitute endorsement or approval of a point of view, standard of service or opinion presented therein. No pricing or product comparisons may be made in the ad.

*ABPA, including its agencies and publishers, assumes no responsibility for errors associated with files sent without a color proof, errors due to file formatting and/or content errors within the ad.*

### **CHARACTER OF EXHIBITS**

The Conference Committee Chair of the American Backflow Prevention Association, reserves the exclusive right to decline or prohibit any exhibit, part of an exhibit, person, advertisement, or other feature or action deemed objectionable and/or potentially harmful to the standards of the Annual Meeting of ABPA. No refund will be given if the booth is changed or modified because of an ABPA decision. All public space in the exhibit area and throughout the conference center is under joint control of the ABPA Conference Committee Chair and the DoubleTree Orlando at SeaWorld®, and shall not be used for exhibit purposes without expressed written consent. No part of any exhibit may intrude upon or interfere with the visual presentation of an adjacent booth. If the operation of any equipment or apparatus produces noises or vibrations of sufficient volume, or odors objectionable to neighboring exhibitors or guests, it will be necessary to discontinue operation. Exhibits must be staffed at all times during exhibit hours. Exhibits must NOT be disturbed, dismantled, or removed before 1:30 PM, Tuesday, April 24, 2018.

### **SECURITY**

Each exhibit must be staffed at all announced times by the exhibitor's personnel. The exhibit area will be locked at night. It shall be agreed by the exhibitors and any riggers, haulers, or other contractors engaged for the purpose of moving exhibits and equipment into and out of the DoubleTree Orlando at SeaWorld®, that the DoubleTree Orlando at SeaWorld®, shall be compensated for any expense incurred in repairing damages or injuries to the physical property of the hotel from the handling or movement of such exhibits and equipment on the premises. Nothing shall be posted, tacked on, nailed or screwed into, or otherwise attached to columns, walls, floors or other parts of the building or furniture. Any expenses incurred in properly protecting the building, equipment or furniture therein will be the responsibility of the exhibitor.

### **SILENT AUCTION**

Silent Auction will be set up in the Exhibit Hall, Orange Ballrooms A-C.

All donated items will be displayed with ABPA identification of the donor. The Silent Auction is held in the Exhibit Hall throughout the exhibit hours. Donated items can be brought to the Silent Auction table during exhibitor set-up hours.

Contact Terry Schneider at [tfarm6@gmail.com](mailto:tfarm6@gmail.com) to donate.

### **HOTEL PARKING**

The hotel is offering discounted self-parking at a rate of \$8 per day in and out, payable at the front desk. Make sure to let them know you are with the conference.

### **AIRPORT TRANSPORTATION**

The hotel recommends MEARS Transportation for individual transportation to and from the Orlando International Airport. For information about their airport shuttles or to arrange individual or group transportation, go to: [www.mears.com](http://www.mears.com) and download the App or call 1-855-463-2776

Taxi or Uber are also available modes of transport from the Orlando International Airport to the DoubleTree Orlando at SeaWorld®,

## **LIABILITY & INSURANCE**

Neither the American Backflow Prevention Association, the DoubleTree Orlando at SeaWorld®, nor any of their employees or representatives shall be liable for any injury, loss, or damage to the exhibitor's personnel or property or to visitors attending the exhibition. Additionally, neither the American Backflow Prevention Association, nor the DoubleTree Orlando at SeaWorld®, shall be held liable for the effects of unforeseeable events that may deleteriously affect the quality of the exhibitors' display or the number of people attending the meeting. Neither ABPA nor the DoubleTree Orlando at SeaWorld®, accepts any responsibility for an exhibitor's products. Liability Insurance shall be at the exhibitor's own expense.

## **TERMS AND CONDITIONS OF PAYMENT FOR EXHIBITING, ADVERTISING AND SPONSORSHIPS**

Full payment must accompany an online registration. All advertising copy/artwork to be included in the Conference program must be received via the form in the trade show registration form no later than March 23, 2018.

## **CONTRACTUAL AGREEMENT**

All matters and questions not covered by these regulations are at the discretion of the ABPA Conference Committee and/or Headquarters and may be amended at any time. Any amendments to this document shall be equally binding upon publication on all parties affected by them, as are the original regulations. In the event of a dispute between an Exhibitor and the Conference Committee Chair, it is agreed that the dispute may be referred to the Board of Directors of the American Backflow Prevention Association for binding arbitration.

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