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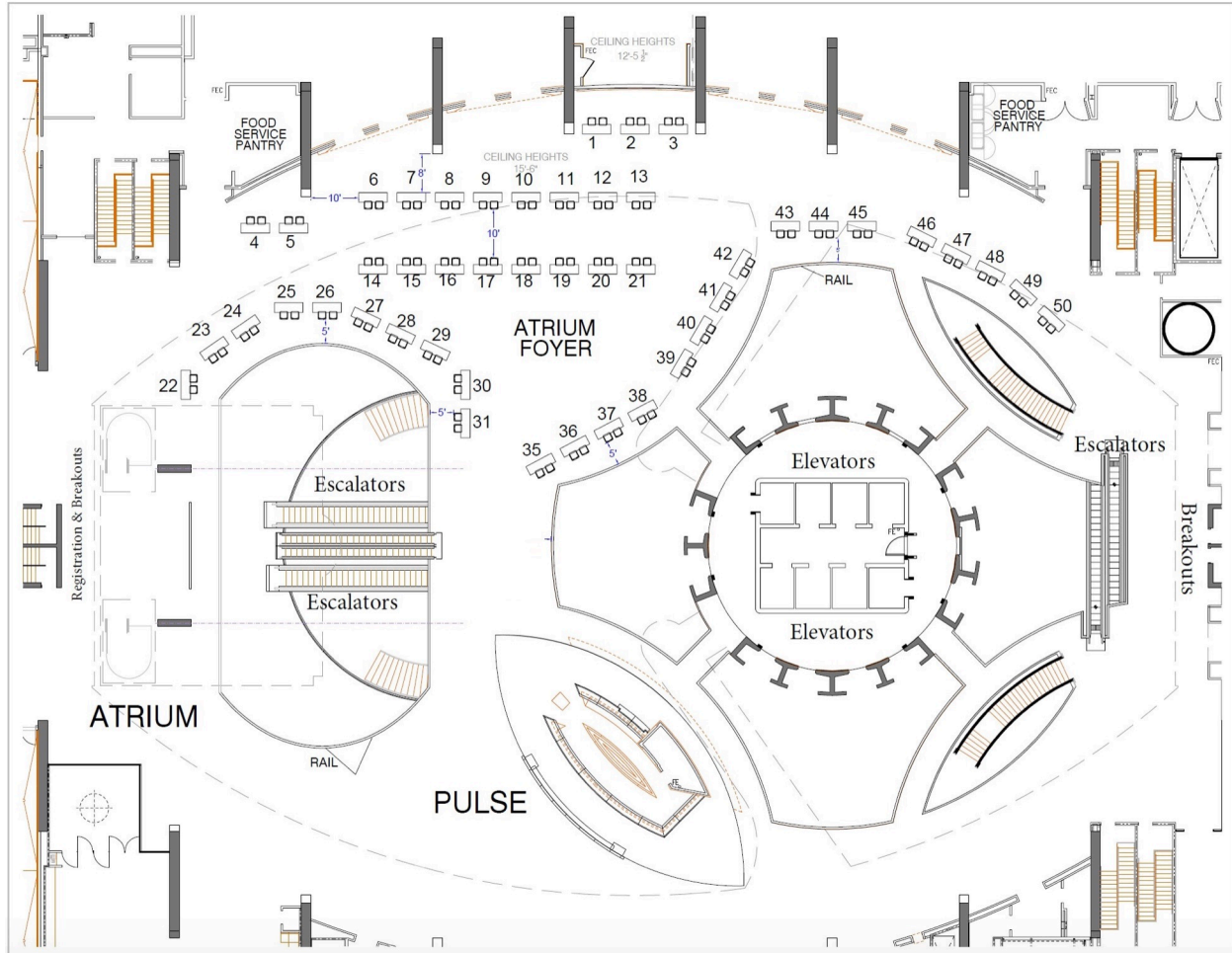


*Professional
Behavior Analysts*

2019 Convention
April 11-13 • Atlanta Marriott Marquis
Exhibitor Terms & Conditions

- Electricity, audiovisual equipment, internet hookups, etc. for exhibits are not included in the fees paid to APBA and must be ordered directly from Atlanta Marriott Marquis providers.
 - To order electrical, internet, or phone service at your exhibit, complete and submit the Marriott Marquis Application for Services and Credit Card Authorization Form in the Exhibitor's Kit, following the instructions on those forms.
 - For audiovisual equipment at your exhibit, complete and submit the PSAV Audiovisual Exhibitor Services form in the Exhibitor's Kit, following the instructions on the form.
- Exhibitors are responsible for arranging and paying for shipping and handling of exhibit materials through FedEx Office at the Atlanta Marriott Marquis. Receiving and handling fees vary by weight. Shipping instructions and prices are included in the Exhibitor's Kit. All questions about shipping and handling of materials should be directed to FedEx Office.
- All signage must be professionally made (no handwritten signs) and is subject to approval by the Atlanta Marriott Marquis and APBA.
- **Nothing may be taped, stapled, nailed, screwed, tacked, or otherwise affixed to any hotel doors, walls, columns, or other parts of the buildings or furnishings.**
- **No gummed stickers or labels may be distributed.**
- Standing displays must be placed behind exhibit tables unless they fit on the table. The width cannot exceed the total width of the exhibit purchased (6 ft if one exhibit table, 12 ft if two adjacent tables).
- **No part of an exhibit can cover or restrict access to fire exits, obstruct trafficways, encroach on any neighboring exhibits, or be moved from the assigned location shown in the diagram on the next page.**

Atrium Ballroom - Keynote Addresses



- Exhibitors may give away products and materials at their own exhibits, but not at the APBA convention registration desk or in any convention rooms or other areas.
- Exhibitors are responsible for keeping the area around their exhibit clean. Literature and other display materials must be limited to reasonable quantities, and reserved supplies must be kept in closed containers and stored in a neat and compact manner.
- **The exhibit area is not secure.** Valuables should not be left at unattended exhibits. Neither the Atlanta Marriott Marquis nor APBA is responsible for loss of or damage to exhibit equipment or materials.
- Exhibits are to be set up on Wednesday, April 10 between 6:00 and 8:00 pm and must be torn down by 5:30 pm on Saturday, April 13.
- Exhibit hours are 8:00 am - 5:00 pm all 3 days of the convention (April 11, 12, 13).
- **Convention registration is required to enter all convention areas, including the exhibit area.** That means that all exhibit workers must register for the convention. See the instructions that were sent to the purchaser of your exhibit.
- Questions about exhibits (except electrical, internet, audiovisual, or shipping) may be sent to Dr. Dennis Mozingo, operations@apbahome.net.