

December, 2011

REGISTER AND PAY ONLINE: www.abma.org

TO: All Key Contacts at Member Companies

2012 ABMA Suppliers' Display

And Again for 2012...

2012 ABMA Finished Goods Static Display

If you have not already received the appropriate service kit for the 2012 ABMA Suppliers' Display and the 2012 Finished Goods Static Display, you will shortly. ABMA has contracted with Gems to handle the various services and equipment required for a product event for all concerned.

The **Suppliers Display** will take place on March 9, 2012 from 8:00 AM to 12:00 PM in the PGA Ballroom of the PGA National Resort. The **reservation deadline is January 31st**. Please remember that the display of completed brushes, rollers, brooms, and mops for resale is prohibited as are imports of finished paint applicator and accessories found for sale in retail stores.

The **Finished Goods Static Display** will take place from March 7, 2012 from 12:00 PM to until March 9, 2012 at 6:00 PM. This unmanned tabletop event will provide an exciting venue to showcase your products as you network with colleagues. The **reservation deadline is January 31st**. **The purpose of this exhibit is to showcase our members' unique manufacturing talents and capabilities.** Please remember only your North American manufactured product (and labeled as such) may be exhibited. Finished products made by others and distributed by your company are not allowed.

Booth Registration:

The registration fee for a booth in either the ABMA Suppliers' Display is \$325; for the ABMA Finished Goods Display is \$100, if paid by January 31, 2012. Otherwise, the booth fee is \$425 and \$200 respectively. (Checks should be made payable to ABMA in US funds drawn against a US bank. If making a wire transfer, add \$30 for the service fee.) The Suppliers fee includes:

- ◆ One 8' x 10' booth with draping
- ◆ Two chairs, Wastebasket
- ◆ One 6' draped table
- ◆ ID Sign with company name

The Finished Goods fee includes a simple display table. To register, complete and return the Suppliers/Finished Goods Display Booth Space portion of the Convention Registration Form; sign and return the Suppliers'/Finished Goods Display Contract and Policies sheet; and enclose your payment, or complete the entire process on-line at www.abma.org. Remember, only exhibiting suppliers and registered manufacturing delegates may participate in the Suppliers' Display; non-exhibiting Suppliers will NOT be allowed in the Suppliers' Display.

Exhibitor Requirements:

In order to participate in either the Suppliers' Display, the Finished Goods Display, or both, all members must be in compliance with the following:

FINISHED GOODS STATIC DISPLAY Show Hours:

Wednesday, March 7
Friday, March 9

12:00 PM
6:00 PM

FG Display Opens
FG Display Closes

Please keep in mind that the purpose of the ABMA Finished Goods show is to acquaint ABMA Manufacturers with the unique manufacturing capabilities of your business. The ABMA Finished Goods Display works to strengthen our members by increasing awareness and networking.

The Display also promotes the domestic manufacturing of brushes and brush related products including mops, rollers, and brooms. Therefore, the display of *completed* brushes, rollers, brooms, and mops for resale is restricted to those products manufactured in North America by our members.

The ABMA Suppliers' Display and Finished Goods Static Display are ideal forums for meeting with your industry peers. You might want to consider providing your customers with carry bags for brochures and samples. Nevertheless, be sure to participate by completing your registration form today!

If you have any questions, please contact ABMA headquarters, (720) 392-2262 or Jill Shinnors of Pioneer Packaging Inc. at (413) 378-6930.

Sincerely,



David C. Parr
Executive Director

ABMA Display Contract and Policies

1. **Location and Dates.** ABMA Suppliers' Display (March 9) and Finished Goods Display (March 7-9) will be held at the PGA National Resort in Palm Beach Gardens, FL.
2. **Arrangement of Educational Displays.** All displays will be arranged in accordance with the master floor plan developed by ABMA Staff, the Suppliers Division Executive Committee, the ABMA Convention Committee and the designated contract supplier.
3. **Use of Space.** The purpose of the exhibits is to inform and educate ABMA members regarding the uses, characteristics, applications, technology, etc. of the exhibitor's products or services. Only those products and services of the company represented may be displayed and offered for sale. Subletting any portion of exhibit space is prohibited.
4. **Guidelines.** Pop-up, tabletop or similar portable displays are acceptable. Exhibits, displays or any devices, which in the opinion of management are not suitable or in keeping with management's policy, will be prohibited.

Conference management reserves the right, to restrict exhibits which, because of noise, method of operation or any other reason, become objectionable or otherwise detract from or are out of keeping with the character of the exhibition as a whole. Exhibit activities must be conducted so as not to infringe on the rights of other exhibitors or offend visitors.

The exhibitor agrees not to sponsor functions, such as tours, golf and recreational outings, speeches, or other activities, during exhibit hours or in conflict with any officially programmed ABMA Annual Conference event.

5. **Exhibit Set-up (Suppliers).** ABMA will provide, as part of the exhibit fee, the following:
 - 8' (wide) x 10' booth space with pipe and drape
 - draped 6' table, two chairs, electrical outlet (electricity use is an additional charge), wastebasket
 - identification signage
 - listing in the ABMA program
 - Finished Goods Static Display is furnished with table only

6. **Payment and Cancellation.** Full payment for exhibit space and registration fees must accompany exhibit space agreement. After space agreement is accepted, it shall be binding upon the applicant and subject to all terms and conditions of the agreement, rules and regulations, exhibitor manual and memos issued prior to the Conference.

In the event the Meeting is canceled, interrupted, or access of the premises is prohibited by reason of any strike, lockout, injunction, act of war, act of God or any other reasons, this contract will be terminated by ABMA. In the event of such termination, exhibitor waives any and all damages and claims for damages and agrees the sole liability of ABMA shall be to return to the exhibitor his prepaid fees, less his pro-rata share of all costs and expenses incurred by the ABMA.

In the event the Exhibitor cancels participation in the Conference, the following shall apply:

- a. Cancellation notice must be received by ABMA in writing (via mail, e-mail or fax).
 - b. Notice of cancellation received by ABMA 30 days prior to Display Date or before - refund of 50% of exhibit fee.
 - c. Within 29 days or sooner to Display Date, no refund will be made.
7. **Exhibit Hours.** Exhibit hours for the Suppliers Display will be from 8:00 AM to 12:00 PM. Exhibit hours for the Finished Goods Display will be from 12:00 PM Wednesday to 6:00 PM Friday. Beverages may be served during exhibit hours, but not during setup.
 8. **Installation/Dismantle.** Supplier Exhibitors may begin move in Thursday, March 8, from 11:00 AM to 5:00 PM. OR Friday, March 9, from 7:00 AM to 7:45 AM. No exhibit, or portion thereof, may be removed during the exhibition without written authorization of ABMA. Exhibitors (Suppliers Display) may begin move out at 12:00 PM, Friday, March 9 and must be completed by 1:00 pm on that day. Exhibitors (Finished Goods Static Display) may begin move in at a 12:00 PM, Wednesday, March 7 and must be completed by 7:00 PM on Friday, March 9. *Any breakdown or preparation for move out prior to the designated closing time will result in a \$250 fine without the consent of ABMA management.*
 9. **Care of Premises.** No part of an exhibit and no signs or other materials may be posted in any way that might mar or deface the premises. Exhibitors will be held responsible for any and all property damage incurred by their employees/representatives.
 10. **Liability.** Exhibitor assumes full responsibility for losses, damages, and claims arising out of injury or damage to exhibitor's display, equipment, and other property brought upon by the Hotel and shall indemnify and hold harmless the Hotel agents, servants, service contractor, and all employees, and all ABMA members, officers, directors, agents and employees from any and all such losses, damages and claims.

The ABMA reserves the right to render all interpretations and decisions, should any questions arise, and to establish further regulations as may be necessary for the success and general well being of ABMA Suppliers' Display.

NAME

SIGNATURE

COMPANY

DATE