

December, 2004

REGISTER AND PAY ONLINE: www.abma.org

TO: All Key Contacts at Supplier Member Companies

2005 ABMA Suppliers' Display

If you have not already received the appropriate paperwork for the 2005 ABMA Suppliers' Display, you will shortly. ABMA has contracted with ATTCO, INC to handle the various services and equipment required for a product event for all concerned.

The Display will take place on March 10, 2005 from 8:00 AM to 11:30 AM in the Ballroom & Foyer of the Hapuna Beach Prince Hotel. The **reservation deadline is February 1st**. 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.

Booth Registration:

The registration fee for a booth in the ABMA Suppliers' Display is \$175, if paid prior to February 1, 2005. Otherwise, the booth fee is \$275. (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 fee includes:

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

To register, complete and return the Suppliers Display Booth Space portion of the Convention Registration Form; sign and return the Suppliers' Display '05 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 the 2005 Suppliers' Display, all members must be in compliance with the following:

Dues Payments: Suppliers must be members in good standing in order to display. This means that all dues must be paid in full by March 1, 2005 at the latest, according to the ABMA Bylaws. However, no one will be assigned a booth until their dues are paid in full, so suppliers are encouraged to pay their dues promptly.

Booth Assignments: The number of booths is limited. All assignments will be made on a first-come, first-serve basis. *One booth will be allowed per company with requests for all double booths, or any other multiple, handled on a space available basis.* Every effort will be made to position suppliers in locations removed from their competitors; to aid in that process, therefore, please list on the registration form, up to four member companies which you would rather not have adjacent to your booth.

Electrical & Audio Visual Needs: Audio-visual presentations are permitted. Exhibits of machinery and/or equipment are also acceptable, but must be contained within the designated booth space and fit on top of the table. All electrical and audio-visual requirements should be pre-ordered using the form from ATTCO. Fees for electrical use and A/V equipment will be charged on an individual basis.

Shipping & Set Up: ATTCO will provide the materials for the tables and booths for the display.

Please do NOT forward materials to the Hapuna Beach Prince Hotel.

Show Hours:

Tuesday, March 8	2:00 PM – 5:00 PM	Set Up Access
Wednesday, March 9	7:00 AM – 5:00 PM	Set Up Access
Thursday, March 10	6:00 AM – 6:30 AM	Set Up Access
	8:00 AM – 11:30 AM	Suppliers' Display
	11:30 PM – 1:00 PM	Exhibit Breakdown
	Note: Any breakdown or preparation for move out prior to the designated closing time will result in a \$250 fine.	
Friday, March 11	7:00 PM – 10:00 PM	Suppliers Reception

Please keep in mind that the purpose of the show is to acquaint ABMA Manufacturers with the technical aspects of your business as opposed to distributing promotional and sales material. The ABMA Suppliers' Display works to strengthen the supplier / manufacturer relationship by increasing interaction.

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 *prohibited* as are imports of finished paint applicator and accessories found for sale in retail stores.

The ABMA Suppliers' Display is the ideal forum for meeting with your industry peers. You might want to consider providing your manufacturer 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, (630) 631-5217 or J. Andrew Dailey of Jones Companies at (877) 849-2767.

Sincerely,



David C. Parr
Executive Director

ABMA Suppliers' Display '05 Contract and Policies

1. **Location and Dates.** ABMA Suppliers' Display '05 will be held March 10, 2005 in the Ballroom & Foyer of the Hapuna Beach Prince Hotel on the Kohala Coast, HI.
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, 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.** ABMA will provide, as part of the exhibit fee, the following:
 - 8' (wide) x 10' booth space with pipe and drape
 - draped table, two chairs, electrical outlet (electricity use is an additional charge), wastebasket
 - identification signage
 - listing in the ABMA program
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 Suppliers Display Date or before - refund of 50% of exhibit fee.**
 - c. **Within 29 days or sooner to Suppliers Display Date, no refund will be made.**
7. **Exhibit Hours.** Exhibit hours will be from 8:00 AM to 11:30 AM. Beverages will be served during exhibit hours, but not during setup.
8. **Installation/Dismantle.** Exhibitors may begin move in Tuesday, March 8 from 2:00 PM to 5:00 PM that day, Wednesday, March 9 from 7:00 AM to 5:00 PM, OR Thursday, March 10, from 6:00 AM to 6:30 AM. No exhibit, or portion thereof, may be removed during the exhibition without written authorization of ABMA. Exhibitors may begin move out at 11:30 AM, Thursday, March 10 and must be completed by 1:00 pm on that day. *Any breakdown or preparation for move out prior to the designated closing time will result in a \$250 fine.*
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