

# ASSOCIATE MEMBER REGISTRATION AMERICAN BUS MARKETPLACE

January 7-12, 2009  
Charlotte, NC



AMERICAN BUS ASSOCIATION

www.buses.org

Registration forms are processed on a **first-come, first-served basis**. As registrations are confirmed for appointment-taking status and sessions till, pending registrations will be wait-listed for appointments.

Organization information will appear on all Marketplace materials as listed below. Any membership change must be made in writing on company letterhead and sent to ABA.

Company Name:  
Company Address:  
Company Phone:  
Company Email:  
Company Web:  
Company Primary Contact:  
Company ID:  
Company Password:

|                         |                  |                    |
|-------------------------|------------------|--------------------|
| <b>For ABA Use Only</b> | Mbr. No. _____   | Int. _____         |
| Postmark Date _____     | Exp. Date _____  | #06 Requests _____ |
| Date Rec'd _____        | Date Added _____ | Appt. Code _____   |
| Pd. _____               |                  |                    |

Total Amount Enclosed \$ \_\_\_\_\_  
Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 VISA     MasterCard     American Express

Print Name as it Appears on Card  
 Please Invoice  
 Check Payment  
 My Company has Pre-paid for Marketplace 2009

## REGISTRATION FEES:

\$1,195 per Appointment-taking/Observer delegate.  
\$795 per Representative delegate (Networking Floor/Coach Exhibit Staff).  
\$600 per Associate Guest.  
\$100 per Additional Exhibitor delegate for Sunday. (Product Pavilion Exhibit Staff).  
(Product Pavilion display fee below includes one exhibitor.)

## FOUNDATION PAID EVENTS:

**\$35 per delegate to attend the Foundation Afterglow on Sun., Jan. 11.**

Make checks payable to the American Bus Association and mail with this registration form. U.S. funds only.

## EXHIBIT FEES:

### Sunday, Jan. 11, 2009 Only

- \$300 – Product Pavilion Early Bird Special: Exhibit space includes a 10 x 10 space, 8' table, 2 chairs, carpet, drape, one exhibitor pass. Register before September 15, 2008
- \$400 – Product Pavilion Regular Registration. Registrations after September 15, 2008.

### All Marketplace Week – Jan. 7 – 12, 2009

- \$3,000 per COACH EXHIBIT. Does not include delegate registration. Coaches on display must be ABA members and must be manned during show hours.
- \$2,000 - NETWORKING FLOOR EXHIBIT: 10 x 10 exhibit; does not include delegate registration or furnishings.

List individual delegate's name as it should appear on badge and in Marketplace materials. Please check the first-time box if this is your first Marketplace. If you have a special badge request, please attach your request. **Appointment-taking delegates** will participate in 2 of the 3 Attraction/LRO/Other sessions (Sunday AM/Monday AM/Monday PM) and will be eligible for prescheduled appointments, access to the Networking Floor and all official functions. **Observer delegates** will not have prescheduled appointments but will have access to the Business Floor on their session days. **Representatives (Networking Floor/Coach Exhibit Staff)** will not have access to the Marketplace Business Floor but will have access to the Networking Floor and all official functions. **Exhibitors (Product Pavilion Exhibit Staff)** will have access to the Trade Show, Networking Floor and all official functions for Sunday, Jan. 11 only. **Guests** may not be employed by an ABA member company and will have access to the Networking Floor and all official functions.

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Appointment-Taker          | <input type="checkbox"/> Afterglow   |
| <input type="checkbox"/> Observer                   | <input type="checkbox"/> First-Timer |
| <input type="checkbox"/> Representative             | _____                                |
| <input type="checkbox"/> Product Pavilion Exhibitor |                                      |
| <input type="checkbox"/> Guest                      |                                      |

Name

Title

E-mail address

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Appointment-Taker          | <input type="checkbox"/> Afterglow   |
| <input type="checkbox"/> Observer                   | <input type="checkbox"/> First-Timer |
| <input type="checkbox"/> Representative             | _____                                |
| <input type="checkbox"/> Product Pavilion Exhibitor |                                      |
| <input type="checkbox"/> Guest                      |                                      |

Name

Title

E-mail address

- I have a special badge request and have attached the request.
- I have a disability and need special assistance, or I have a special dietary need. The necessary information regarding my need is attached.  
*Every effort will be made to accommodate your request.*

**By signing this form, I am agreeing to the Marketplace Conditions on the reverse side.**

Signature

Date

AMERICAN BUS ASSOCIATION  
700 13<sup>th</sup> Street N.W., Suite 575 • Washington, DC 20005-5923  
(800) 283-2877; (202) 842-1645  
FAX: (202) 898-1575  
meetingsdept@buses.org  
www.buses.org

Please Print Name and Title

## ASSOCIATE PARTICIPANT CONDITIONS

**1. All delegates must be representatives of ABA member organizations whose dues and all other outstanding monies due ABA or its agents have been paid in full. ABA members who have not paid 2008 AND 2009 dues will be unable to participate in Marketplace. The member organization also will not be eligible to attend Marketplace 2010.**

2. ABA Associate members are eligible to have at least one appointment-taking delegate if registered before the session fills. Organizations attending for the first time and organizations that did not attend Marketplace in 2008 are eligible for only one appointment-taking delegate. ABA Associate organizations may register additional delegates as outlined below:

a. Organizations that had thirty-two (32) or more prescheduled buyer requests (not appointments) in 2008 will qualify for a second appointment-taking delegate if that delegate is registered before the session fills. A third appointment-taking delegate will qualify if the organization had sixty-four (64) or more prescheduled buyer requests in 2008 and if that delegate is registered before the session fills.

b. Delegates who are not eligible for appointments will be registered as observers if they want access to the Business Floor. Observer delegates are eligible to participate in all Marketplace functions through attendance at social functions, education seminars and meal functions as outlined in the Official Program. Observer delegates have access to the Marketplace Networking Floor at all times, and the Marketplace Business Floor on their session day.

c. Representative delegates are staff for Networking Floor/Coach Exhibits. Representatives have the same privileges as observer delegates except for access to the Marketplace Business Floor.

d. Exhibitors are staff for Product Pavilion Exhibits. Exhibitors have access to the Trade Show and Networking Floor and all official functions for Sunday, Jan. 11 only.

e. Guest registration is \$600 per person. Guests have the same privileges as observer delegates except for access to the Marketplace Business Floor. Guests may not be employed by ABA member companies.

3. Individual registration fees include: unlimited access to the Marketplace Networking Floor, education sessions and all meal and social functions as listed in the Official Program. Appointment-taking/Observer delegates will have access to the Marketplace Business Floor during their session. Fees do not include housing or transportation to the Marketplace location. No individual function tickets will be sold. **Payment MUST be received prior to appointment scheduling on Nov. 14, 2008.**

4. Name badges are required for participation in all Marketplace events and will be prepared from information provided on this registration form. Admittance to any function of Marketplace requires the appropriate badge. Badges may NOT be transferred, exchanged or shared. Badges may not be altered or defaced in any way. Violators are subject to badge confiscation. There is a \$100 replacement fee for lost badges.

5. Requests for delegate name changes and additions must be made in writing.

6. Hosted functions will be available only to companies registered for Marketplace and must be operated within the guidelines set by ABA. Hospitality functions and any other function, gift or service involving delegates will not be permitted during Marketplace week without written approval from ABA.

7. The 10x10 Networking Floor exhibit space does not include furnishings. Furnishings must be purchased separately through ABA's decorator or shipped by the exhibitor.

8. All delegates must be at least eighteen (18) years of age. No one under 18 years of age is permitted at any Marketplace function including the Networking and Business Floors.

9. All housing accommodations and cancellations must be coordinated through the ABA housing bureau. ABA is not responsible for cancellations.

10. Appointments are only for Associate delegates registered as appointment-taking delegates. It is agreed that Associate delegates will not interfere with scheduled appointments between Travel Industry (Seller) and Operator (Buyer) delegates.

11. Associate delegates are not allowed to solicit or sell advertising.

12. Internal Revenue Service guidelines prohibit the signing of business contracts in the Marketplace Hall.

13. Delegate agrees to indemnify and hold harmless the American Bus Association against all claims of damages, losses and charges of any kind resulting from Marketplace participation.

14. The American Bus Association will provide the services of a bonded and licensed security agency throughout the Marketplace Hall during business hours. Delegate agrees that provision of such services constitutes adequate discharge of all obligations of the management to supervise and protect delegate property.

15. The American Bus Association cannot be held liable for any financial responsibilities incurred on the part of individual participants.

16. Any photographs or film coverage of delegates during Marketplace may be used at the discretion of the American Bus Association in future publications or videos.

17. All delegates must comply with all American Bus Association policies at all Marketplace functions. The ABA Policy prohibits harassment and discrimination so that ABA may maintain a pleasant working environment for its employees and members, free of any intimidation or hostility. Any violation of this policy will be reported to ABA's President and will be addressed immediately.

18. It is understood, and agreed to, that failure of a participant to comply with the above conditions may prohibit future participation in the American Bus Marketplace.

## DATES AND DEADLINES

19. In the event Marketplace is cancelled, there will be no refunds.

20. No refunds will be given for on-site cancellations, late arrivals, unused services, unattended events or early departures.

21. Refunds for appointment-taking delegates: A refund will be granted with a \$100 cancellation fee per delegate if written requests are received within 30 days of registration confirmation **and** before Sept. 24, 2008. Written requests may be faxed or e-mailed. A 50% refund will be granted if written requests are received prior to Sept. 24, 2008. No refunds will be granted after Sept. 24, 2008. Appointments, the Marketplace Passport and Marketplace services are not available to cancelled delegates.

22. Refunds for observer, representative, exhibitor and guest delegates: There will be no cancellation fee if written requests are received within 30 days of registration. After 30 days, there will be a \$100 cancellation fee. No refunds will be granted after Sept. 24, 2008.

23. All cancellation requests will be sent a cancellation verification via email which must be responded to in writing by the cancelling delegate or representative from the company. When the cancellation verification is received by ABA the registration will be cancelled and a cancellation confirmation will be sent to the delegate. Appointments, the Marketplace Passport and Marketplace services are then no longer available to cancelled delegate(s).

24. Appointment requests not received by Nov. 14, 2008 noon ET will not be included in the prescheduling of appointments.