

# LODGING - TRAVEL INDUSTRY REGISTRATION AMERICAN BUS MARKETPLACE

January 7-12, 2009  
Charlotte, NC



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 _____  | #07 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 delegate for full week participation.**  
*Includes appointment-taking and observer delegates.*  
**\$600 per Guest (see #4C on reverse).** Guests may not be employed by ABA member companies.

## 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.

## APPOINTMENT SESSION SCHEDULE:

Your membership category dictates your appointment session.

**Lodging Session I & II**  
**Lodging Organizations**  
**Saturday AM/Saturday PM**

**All delegates will be on appointment-taking or observer delegate status as outlined in condition 4 on the reverse.** 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. **ABA will notify you of your status by sending you a confirmation.**

- Appointment-Taker     Afterglow  
 Observer  
 Guest  
 First-Timer

\_\_\_\_\_  
Name Title E-mail address

- Appointment-Taker     Afterglow  
 Observer  
 Guest  
 First-Timer

\_\_\_\_\_  
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.**

**AMERICAN BUS ASSOCIATION**  
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(800) 283-2877; (202) 842-1645  
FAX: (202) 898-1575  
meetingsdept@buses.org  
www.buses.org

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Please Print Name and Title

## SELLER - TRAVEL INDUSTRY PARTICIPANT MARKETPLACE 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. All registration forms must be returned as soon as possible for organizations to be eligible for appointments. **Payment MUST be received prior to appointment scheduling on Nov. 14, 2008.** Registration forms will be processed on a first-come, first-served basis; as registrations are confirmed for appointment-taking status and sessions fill, pending registrations will be wait-listed for appointments.
  3. Registration is on a first-come, first-served basis and waiting lists can begin shortly after registration materials become available. However, all appointment-taking delegates must be registered no later than Nov. 14, 2008 in order to be included in the prescheduled appointment process.
  4. ABA Travel Industry members are eligible to have at least one appointment-taking delegate if registered before the session fills (see #2 above). Organizations attending for the first time and organizations that did not attend Marketplace in 2008 are eligible for only one appointment-taking delegate. ABA Travel Industry 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 (see #2 above) will be registered as observers. 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. Guest registration is \$600 per person. Seller 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.
  5. All registered 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.
  6. Individual registration fees include: Marketplace business sessions with appointments (on your appointment session day when applicable), Marketplace Networking Floor, education seminars and all meal/social functions as listed in the Official Program. Fees do not include housing or transportation to the Marketplace location. No individual function tickets will be sold.
  7. 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 a lost badge.
  8. Requests for delegate name changes and additions must be made in writing.
  9. All housing accommodations and cancellations must be coordinated through the ABA housing bureau. ABA is not responsible for cancellations.
  10. 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. No exceptions will be granted.
  11. No displays, banners, pictures or giveaways of any kind are permitted on the Marketplace Business Floor. Acceptable presentations include presentation notebooks, profile sheets, brochures, self-contained laptop computers or self-contained videos with headsets.
  12. No food, beverage or gift shall be sold or distributed in the Marketplace Hall other than through ABA designated sponsors.
  13. Internal Revenue Service guidelines prohibit the signing of business contracts in the Marketplace Hall.
  14. 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.
  15. 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.
  16. The American Bus Association cannot be held liable for any financial responsibilities incurred on the part of individual participants.
  17. 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.
  18. 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.
  19. 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
20. In the event Marketplace is cancelled, there will be no refunds.
  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 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. No refunds will be given for on-site cancellations, late arrivals, unused services, unattended events or early departure. It is your responsibility to submit your cancellation request early enough so that it is received in the ABA office by the above dates. Postmark dates will not be accepted.
  24. 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).
  25. Appointment requests not received by Nov. 14, 2008 noon ET will not be included in the prescheduling of appointments.