

## BUYER - OPERATOR PARTICIPANT CONDITIONS

1. A rebate per paid ABA member delegate will be given ONLY if all of the following conditions are met:

- A delegate must be at each assigned table throughout all business sessions held Monday, Tuesday, Wednesday, and Thursday.
- All appointments must be kept.
- Appointment-taking Buyers must be registered prior to Dec. 15, 2006.
- Your company must complete a 2006-07 membership profile form.
- Your company must be a current ABA member.

Your company will also receive one free registration per delegate to Marketplace 2008 if all of the above conditions are met. Rotation delegates and guest registration fees are not eligible for rebates but rotation delegates are eligible for free registrations for Marketplace 2008 if all of the above conditions are met.

2. All delegates must be representatives of member companies/ organizations whose dues and all other outstanding monies due ABA or its agents have been paid in full.

3. 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.

4. Individual registration fees include: Marketplace business sessions with appointments (appointment-taking delegates only), education sessions and all meal/social functions as listed in the Official Program. Fees do not include housing or transportation to the Marketplace site. No individual function tickets will be sold. Full payment for individual delegates must accompany the registration form.

5. 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.

6. In order to give you more flexibility, as well as guarantee that all appointments are kept, refer to the following key when registering delegates:

Number of People You Are Bringing	Minimum Number of Appointment-Taking Delegates	Maximum Number of Rotation Delegates
1	1	0
2	1	1
3	2	1
4	2	2
5	3	2
6	3	3
7	4	3

Rotation delegates will not have prescheduled appointments. All appointment-taking delegates must participate in the appointment process by adhering to the conditions stated in Item #1 above.

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

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

9. No displays, banners, pictures, booth decorations or giveaways of any kind will be permitted without written consent from ABA. Acceptable presentations may include presentation notebooks, profile sheets, a limited number of brochures, self-contained laptop computers or videos with headsets.

10. No food, beverage or gift shall be sold or distributed in the Marketplace Hall other than through ABA designated sponsors.

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

12. 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.

13. 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.

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

15. 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.

16. 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.

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

#### **DATES AND DEADLINES**

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

19. A refund will be granted with a \$100 cancellation fee if written requests are received within 30 days of registration confirmation **and** before Oct. 23, 2006. Written requests may be faxed or e-mailed. A 50% refund will be granted if written requests are received prior to Oct. 23, 2006. No refunds will be granted after Oct. 23, 2006. 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. Appointments, the Marketplace Passport and Marketplace services are not available to cancelled delegates.

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

21. All appointment-taking delegates should be registered no later than Dec. 13, 2006 in order to be included in the prescheduled appointment request process.

22. Appointment requests not received by Dec. 13, 2006 will not be included in the prescheduling of appointments.

## 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 2006 and 2007 dues will be unable to participate in Marketplace. The member organization also will not be eligible to attend Marketplace 2008.
2. All registration forms must be returned as soon as possible, with payment, for organizations to be eligible for appointments. 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 Dec. 13, 2006 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 2006 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 2006 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 2006 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), 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 Oct. 23, 2006. Written requests may be faxed or e-mailed. A 50% refund will be granted if written requests are received prior to Oct. 23, 2006. No refunds will be granted after Oct. 23, 2006. 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 Oct. 23, 2006.

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. Appointment requests not received by Dec 13, 2006 will not be included in the prescheduling of appointments.

## 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 2006 or 2007 dues will be unable to participate in Marketplace. The member organization also will not be eligible to attend Marketplace 2008.
2. 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 2006 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 2006 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 2006 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 have the same privileges as observer delegates (except for access to the Marketplace Business Floor).
  - 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.
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.
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 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. Full payment must accompany this registration form or invoice.
10. All housing accommodations and cancellations must be coordinated through the ABA housing bureau. ABA is not responsible for cancellations.
11. 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.
12. Associate delegates are not allowed to solicit or sell advertising.
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.
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