

EXHIBIT INFORMATION

Thank you for exhibiting at ABA's Marketplace 2025. Below is some key information to make the most of your investment.



SPACE ASSIGNMENTS | ASSOCIATE, COACH AND PARTNER EXHIBITORS

- Booth locations are assigned by ABA and are based on sponsor level, date of contract and special requests.
- Booth size and special booth requests should be submitted by Sept. 30 for consideration in booth assignments.
- Booths cannot exceed 8' in height without approval from ABA except for coach exhibits.
- Booth assignments will be available on November 11.



EXHIBIT/REGISTRATION DETAILS | ASSOCIATE, COACH AND PARTNER EXHIBITORS

- An exhibitor kit will be available on November 11. You may bring your own booth or rent equipment from ABA's decorator.
- Associates Exhibitors | One 6' Table, 2 Chairs, Carpet, ID Sign and Drapes. No registrations included.
- Coach Exhibitors | Carpet. No registrations included.
- Partner Exhibitors | One 6' Table, 2 Chairs, Carpet, ID Sign and Drapes. One non-appointment-taking Representative registration included.
- Pennsylvania Convention Center is a union labor center. See their Pledge to Customer Service (next sheet) to answer some frequently asked questions regarding exhibits.



FOOD AND BEVERAGE | ASSOCIATE, COACH AND PARTNER EXHIBITORS

- You may provide food and/or beverage from your booth during the show. Alcohol is only permitted on Saturday.
- Food and beverage must be ordered or approved by the convention center.
- 1 oz or less samples may be given out from booth if Sampling Form is completed and approved.
- Catering menus can be found at | TBD
- Catering ordering must be completed by TBD.
- Payments must be completed by TBD.



LIABILITY AND INSURANCE | ASSOCIATE, COACH AND PARTNER EXHIBITORS

- As a suggestion for all our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Insurance Coverage is optional.
- This insurance must be in force during the lease dates of the event naming American Bus Association (111 K Street NE, 9th Floor, Washington, DC 20002) as the certificate holder and as additional insured.
- Exhibitors are advised to ensure that their company's regular business insurance includes coverage outside of company premises and that they have their own theft, public liability, and property damage insurance. Show Management and all organizations and individuals who are employed by or associated with it in connection with this show will not be responsible for injury or damage that may occur to an exhibitor or his/her employees or agents, nor to the safety of any exhibit or other property against theft, fire, accident, or any other destructive causes.
- The exhibitor must surrender occupied space in the same condition as it was at the time of occupation. To the extent permitted by law, the exhibitor is responsible for all damage to the exhibit hall, and for any and all claims and demands on account of any injury, death, or damage to property occurring in or upon the exhibitor's booth space or because of the acts of the exhibitor, his employees, servants, agents, licensees, or contractors; and exhibitor agrees to and shall indemnify and hold harmless ABA from and against any and all liability and claims and demands which may arise from or be assessed in connection with the foregoing undertakings and responsibilities of the exhibitor.

EXHIBIT INFORMATION

**COACH
MOVE IN
WEDNESDAY
JAN. 29
8 AM**

**BOOTH
SET UP
FRIDAY
JAN. 31
8 AM - 6 PM**

**STAFFED
BOOTH HRS
SATURDAY
Feb. 1
1:30 PM - 6 PM**

**STAFFED
BOOTH HRS
SUNDAY
Feb. 2
9 AM - 6 PM**

**STAFFED
BOOTH HRS
MONDAY
Feb. 3
9 AM - 6 PM**

**STAFFED
BOOTH HRS
TUESDAY
Feb. 4
9 AM - 5 PM**

**MOVE
OUT
TUESDAY
FEB. 4
5:30 PM**

BENEFITS INFORMATION FOR EXHIBITORS



RAFFLES/GIVEAWAYS | ASSOCIATE, COACH AND PARTNER EXHIBITORS

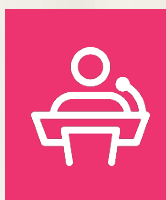
- You may provide non-food/beverage giveaways from your booth during the show.
- Raffles can be conducted daily or based on your organization's schedule.
- You are responsible for the delivery of giveaways to the winner.
- We ask that you do not interrupt any appointments during the delivery.
- ABA is not able to make winner announcements.



LISTING IN ONLINE, PRINTED AND ONSITE MATERIALS | ASSOCIATE, COACH AND PARTNER EXHIBITORS

Exhibitors will receive the following listings and recognition if contracted prior to material deadline.

- Listed on Marketplace Jumbotron
- Listed as exhibitor on Marketplace App
- Recognition in *Business Buzz*
- Listing in *Destination* magazine



PRODUCT SHOWCASE IN THE EDUCATION BITES AREA | ASSOCIATE AND COACH EXHIBITORS

Associates and coach exhibitors will be eligible to submit a proposal to conduct a product showcase educational session. These education bites will take place on the Networking Floor. It is an opportunity to highlight a product or service and how it is a solution for the industry. Time slots will be limited. Proposal information will be sent in early Fall 2024.



OPERATOR BOOTH DELIVERIES | ASSOCIATE AND COACH EXHIBITORS

- ABA does not stuff registration bags. However, as an exhibitor you are eligible to have an item delivered to the Buyer booths on the Business Floor.
- If you would like to have an item (Approx. 325-350) of the item delivered for Sunday morning:
 - Email vosman@buses.org by January 3 with the item description.
 - Ship the item to the Advance Warehouse by the deadline marked with "Operator Gift" in place of the booth number of the shipping label.
 - Send the tracking information to vosman@buses.org for identifying the gifts onsite.



DEDICATED NETWORKING FLOOR TIME | ASSOCIATE, COACH AND PARTNER EXHIBITORS

- Saturday, Feb. 1 | 1:30 – 6 PM
- Sunday, Feb. 2 | 8:45 – 9 AM; 2:30 – 2:45 PM; 5:47 – 6:00 PM
- Monday, Feb. 3 | 8:45 – 9 AM; 2:30 – 2:45 PM; 5:47 – 6:00 PM
- Tuesday, Feb. 4 | 8:45 – 9 AM; 2 – 2:15 PM
- Plus exhibits will be available for operator representatives and operator rotation delegates during all staffed booth hours.



SOCIAL MEDIA POSTING | ASSOCIATE AND COACH EXHIBITORS

As a sponsor benefit, ABA will place (1) social media posting on our platforms. Posts will be scheduled on a first come, first scheduled basis. Sponsors must provide:

- Contact Information
- Text Content
- Graphics/Logos (if applicable)
- URL Link for the posting
- Send to brome@buses.org.



INVITATIONS AND MAILING LISTS

- Customer Electronic Invitations for Distribution | Associate and Coach Exhibitors
 - Personalized invitations created upon request.
- Contact Information for All Marketplace Operators | Associate, Coach and Partner Exhibitors
 - Post-Marketplace Excel List to Include Emails

OUR PLEDGE TO CUSTOMER SERVICE

THE PENNSYLVANIA CONVENTION CENTER

IN THE CITY OF PHILADELPHIA, known for its history-making meetings, we do hereby establish that all those who gather in our world-class facility have the right to:

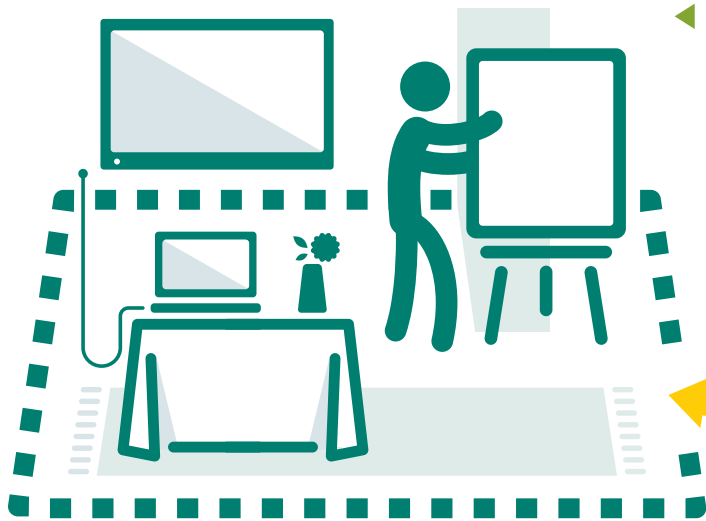
FOR EXHIBITORS

1. **EFFECTIVE MANAGEMENT.** By bringing in industry-leader ASM Global to oversee our beautiful downtown Pennsylvania Convention Center, it's clear we're further dedicating ourselves to transparent, accountable and professional management for your meeting.
2. **INDEPENDENCE AND FLEXIBILITY.** Full-Time employees (Exhibitors) (as long as there is **not an EAC Contracted** to setup/dismantle the booth) have the freedom to:
 - Setup and/or tear down their booths without limitation to size.
 - Unload their personally owned vehicles using their own equipment, including dollies, luggage carriers, non-hydraulic carts, and two-to-four-wheel hand trucks.
 - Use power tools and ladders (up to 6 feet) to setup and tear down exhibits.
 - Install signage and floor coverings.
 - Install and remove non-rented and non-public AV equipment.
3. **SIMPLE COMPUTER SETUP.** Full-Time employees of the exhibiting company and show managers may setup, connect their own (**non-rented**) computers, tablets, and all computer components and any required low-voltage power supply equipment for **non-public** use. Our show labor will need to setup any rented equipment, registration and public-use computers & tablets including when using to collect Data. Public use of computers & tablets, in areas such as cyber cafes, exhibiting booth space and meeting rooms, are set by our show labor.
4. **SELF PROMOTION.** Show managers have the freedom to place, move and remove easels, signs, and poster board materials.
5. **EASY DISPLAY SETUP.** Full-Time employees of the exhibiting company, and show managers have the freedom to open boxes, stock shelves, setup, plug in, hang up, and freely distribute their non-bulk products/literature within their booth without limitation to size of the booth.
6. **DISPLAY MAINTENANCE.** Full-Time employees of the exhibiting company have the freedom to perform maintenance on their own display equipment after the initial setup without limitation to size of the booth.
7. **A SUPPORTIVE TEAM.** Each labor union has established a core workforce with a focus on hospitality.
8. **SKILLED WORKERS.** Our Labor workforce is highly skilled and has received specialized training in hospitality services.



AN MANAGED FACILITY

Progressive work rules and streamlined services provide our customers with just the right amount of flexibility and independence they need, resulting in greater cost efficiencies and a better overall customer experience.



◀ Within your booth area or show space, full-time employees of the Exhibiting Company (as long as there is **not an EAC Contracted** for the booth setup/dismantle) have the freedom to setup and tear down your display, hang graphics and signage, install floor coverings, and install non-rented AV equipment including tablets for **non-public use without limitation to booth size.**

◀ Place, move, and remove your own easels, signs, and poster board materials.



◀ Open boxes, stock shelves, setup, plug in, hang up, and freely distribute your non-bulk products/literature within your booth or show space.



◀ Use your own dollies, luggage carriers, non-hydraulic carts, and two-to-four-wheel hand trucks.





Drive your non-commercially registered personally owned vehicle to a designated area to unload.



VEHICLES THAT QUALIFY:

			
SEDAN	SUV	PICKUP	VAN

VEHICLES THAT DO NOT QUALIFY:

			
TRAILER	RENTALS	BOBTAIL	STAKEBED

Use your own power tools and ladders (up to 6 feet) to setup and tear down exhibits.

