

EXHIBIT SPACE APPLICATION & CONTRACT

June 19-21, 2021

Baltimore, Maryland, United States

Baltimore Convention Center

www.busworldnorthamerica.org



- ① Fill in all sections of this application.
- ② Save a copy of this application for your records.

① **CONTACT INFORMATION** | The information provided will be used for your organization's listing in the Official Program and floorplan. The contact person listed on the application will receive all show related correspondence. It is the responsibility of the exhibiting organization to notify ABA of any changes to the contact or application information.

ORGANIZATION INFORMATION			
Name			
Street Address			
City	State/Province	Postal Code	Country
Phone	Fax		
Website	Email		
EXHIBIT CONTACT INFORMATION			
Name		Title	
Email		Phone	
Mobile		Fax	

② **PRODUCT/SERVICE** | Please specify below the type of product(s) or service(s) you will exhibit during Busworld North America 2021.

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③ RAW SPACE BOOTH RATES/EXHIBITOR REGISTRATIONS

Square Feet	Price/Sq. Ft.	Number of Included Attendees**
100-200	\$25.00	2
201-400	\$23.00	3
401-1000	\$22.00	4
1001-2500	\$21.00	6
2501-5000	\$20.00	8
5000+	\$19.00	Unlimited

**A separate registration form will be sent closer to the event date for attendee information.

Requested Exhibit Size	ft. (depth)	x	ft. (frontage)	=	a total of	sq. ft.
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Requested Booth Number Assignment <i>Request Will Be Confirmed Upon Payment of Deposit Fee</i>	
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Cost Calculator	RAW SPACE	sq. ft. x \$	per sq./ft. =	\$	
	CHARGE EXTRA STAND FEE	Corner Stand (open on 2 sides) + 10%			\$
		Head/Peninsula Stand (open on 3 sides) + 15%			\$
		Island Stand (open on 4 sides) + 20%			\$
TOTAL COST				\$	

④ **PAYMENT INFORMATION** | 50% deposit is by February 15, 2021. Full payment is required by April 15, 2021. Payments must be in US funds payable to American Bus Association. Contact ABA for wire transfer information and any fees that may apply.

Date	<input type="checkbox"/> AMEX	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	<input type="checkbox"/> Check	<input type="checkbox"/> Wire Transfer
Card Number	CSV Code		Expiration Date		
Amount Authorized \$	Name on Account				

⑤ **AUTHORIZATION** | We agree to all terms and conditions as stated on this application.

Name	Date
Signature	

⑥ SEND APPLICATION WITH PAYMENT

NORTH AMERICAN | ✉ ABA/Busworld North America | 111 K Street NE, 9th Floor | Washington, DC 20002 | ☎ 800-283-2877 | ✉ busworldsales@buses.org

INTERNATIONAL | ✉ Busworld International CVBA | Kasteel van Rumbeke | Moorseelsteeweg 2 | BE-8800 Roeselare | BE 0827.930.137 |

☎ +32 51 22 60 60 | ✉ mieke.glorieux@busworld.org

PART OF CONTRACT: These rules and regulations are incorporated into the Space Application and Contract for space. American Bus Association, hereinafter referred to as "ABA" reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the Busworld North America. ABA's decisions and interpretations shall be final in all cases.

1. SPACE ASSIGNMENT: Space assignments will be confirmed by ABA in keeping with the preferences as to location requested by the exhibitor. However, ABA reserves the right to make the final determination of all space assignments in the best interest of the show. Exhibitors shall not exhibit or market their products or services outside of the assigned exhibit space.

2. PAYMENT FOR SPACE: A 50% deposit of the total space rental charge is due by February 15, 2021 with the balance due by April 15, 2021. Government agencies must provide properly executed purchase orders. Full refunds will be issued by ABA to any applicant who is unsuccessful in being placed in exhibit space.

3. CANCELLATION: All cancellations or space changes, in whole or in part, must be submitted in writing to ABA. Any company canceling their contracted exhibit space, in whole or in part, after March 15, 2021 will forfeit 50% of all monies paid. No refunds or transfer of funds will be made for any company canceling exhibit space, in whole or in part, after April 15, 2021. Cancellation policy applies to all exhibiting firms. Failure to appear at the Busworld North America does not release the exhibitor from responsibility for payment in full for space rented. In addition, the exhibitor loses the right to use the complimentary exhibitor registrations and tickets granted by this contract. ABA reserves the right to terminate this contract immediately and to withhold from the exhibitor possession of the exhibit space and exhibitor shall forfeit all space rental fees paid if, (a) the exhibitor fails to pay all space rental charges by April 15, 2021, or (b) the exhibitor fails to perform any material terms or conditions of the contract or refuses to abide by these Terms and Conditions. In the event that Marketplace is canceled due to circumstances beyond the control of ABA, such as Acts of God, war, acts of terrorism, government regulations or orders, disaster, strikes, civil disorder, curtailment of transportation facilities, or pandemics, to the extent that it makes it illegal, impossible or impracticable for ABA to provide the Marketplace event, ABA will refund any funds paid.

4. SUBLETTING SPACE: No exhibitor may assign, sublet, apportion or share his space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of his business, nor permit any agent of any non-exhibiting firm to solicit business or take orders in this space. No exhibitor can feature non-exhibiting supplier products without prior written approval from ABA Show Management.

5. EXHIBIT CONTRACTOR: Prior to 4/30/2021, ABA or its show management general service contractor, Freeman Companies, will furnish each paid in full participating exhibitor with an Exhibitor Service kit, which will contain exhibit construction guidelines, shipping labels and order forms for all booth accessories and services required. Orders not processed in advance for signs, furniture, carpeting, labor and other requirements must be procured at the Official Exhibit Contractor's Service Desk in the exhibit hall. All participating exhibitors and contractors must abide by any union jurisdiction in force at the time of the Busworld North America. Exhibitors shipping by express, railroad or truck freight are requested to ship direct to the freight contractor designated in the Exhibitor Service kit in ample time prior to the Busworld North America.

6. ARRANGEMENT OF EXHIBITS: ABA will provide display space as indicated on the official floor plan, insofar as possible, but reserves the right to make any changes necessary.

7. INSTALLATION AND DISMANTLING: Exhibitors may not move in prior to 8:00 am, Thursday, June 17, 2021. Displays must not be dismantled or packed in preparation for removal prior to the official closing time of 5:00 pm, Monday, June 21, 2021. Every exhibit must be fully staffed and operational during the entire Show. Any exhibitor dismantling prior to the official closing time will be fined \$500. Exhibitors must complete tear down by 11:59 pm, Monday, 6/21/2021 at which point, all exhibit displays, or materials left in the booths without instructions will be packed and shipped at the discretion of ABA Show Mgmt., and all charges will be applied to the exhibitor.

8. EXHIBITOR BADGES: ABA will provide each exhibitor with complimentary badges based on the size of the booth purchased.

9. ADMISSION CREDENTIALS: Exhibitors will be admitted onto the exhibit hall one half hour prior to the opening of the Busworld North America. Power and lights will be turned on at the same time. Any special arrangements must be made with ABA. ABA will have sole control over admissions to the exhibit hall of all persons including exhibitor personnel and/or registrants. All persons visiting the exhibit hall will be admitted according to the Rules & Regulations of Busworld North America. ABA makes every effort to attract the maximum number of attendees to its exhibit but does not guarantee specific volumes or levels of attendance.

10. CONSTRUCTION GUIDELINES: In fairness to all exhibitors, ABA's exhibit construction guidelines as provided must be observed.

11. BOOTH CARPET: ABA requires all exhibit booths to be fully carpeted. The aisle carpet is red.

12. GENERAL REGULATIONS: Cost for repairing any damages to the Convention Center will be billed to the responsible exhibitor. No part of the exhibit building shall be defaced in any manner. Nothing shall be posted, nailed or otherwise affixed to any pillars, walls, doors or other parts of the hall.

13. FIRE SAFETY: To ensure the safety of all participants, fire regulations must be observed. Combustible decorating material, gasoline, kerosene, acetylene and all other flammable or explosive substances are forbidden. All vehicles must have battery cables disconnected and fuel supplies not exceeding 1/4 tank or 5 gal., whichever is less. Vehicles or equipment may not be fueled or defueled within the building and fuel systems must be inspected for leaks. Fuel-tank openings must be locked and sealed to prevent escape of vapors. Vehicles to be displayed must have steering and drive shaft apparatus firmly attached and operable during move-in and moveout. Cloth and other decorating materials must pass any flame-proofing and fire codes and ordinances prevailing in the host municipality. All packing containers, wadding, wrappings and such materials must be removed from the immediate exhibit area and not stored under tables or behind displays. In accordance with the city fire codes and ordinances, smoking will be permitted only in designated areas of the Convention Center during installation and dismantling.

14. ADA: All booths must be constructed in compliance with the disabilities act and accessible to persons with physical disabilities.

15. NOISE AND SOUND: Exhibitors will be permitted to have sound emanating from their booths so long as the sound is not obtrusive to neighboring exhibitors. Sound levels will be permitted to a maximum of 85db or 20db above the average ambient room sound level at the time, whichever is less. No smoke or excessive light, heat, smell or other pollutant shall be permitted. Prevailing union regulations regarding use of union operators for equipment must be observed by all exhibitors. Exhibitors wishing to have either live or recorded music must submit to ABA either evidence of ownership of such music or copyright license agreements permitting the use of such music. In the absence of such agreements, the performance of live or recorded music is prohibited. Exhibitor agrees to indemnify ABA for any liability arising from the unlicensed performance of such music.

16. NON-LIABILITY: It is expressly understood and agreed by each and every contracting exhibitor, his agents and his guests that neither the ABA, its directors, officers, members, sponsors, agents or employees, Busworld North America, nor its contractors, shall be liable for loss or damage to the goods or properties of exhibitors. At all times such goods and properties remain in the sole possession and custody of each exhibitor. By signing the Space Application, the exhibitor releases and agrees to indemnify ABA, its directors, officers, members, sponsors, staff and representatives of Busworld, employees and agents, and save them harmless from any suit or claim for property damage or personal injury by whomsoever sustained, including exhibitor and its agents or employees, on or about the exhibitor's display space or arising out of exhibitor's participation in the Busworld North America, including such damage or injury resulting in part from the negligence of one or more of the aforementioned indemnities. Exhibitors represent and warrant that they will maintain in force adequate property and liability insurance to protect against property damage, theft or other loss and liability for personal injury or property damage resulting from Exhibitor's participation in the Busworld North America. Exhibitors shall be responsible for the collection and payment of any applicable state and local taxes. It is agreed that all disputes from this agreement or participation in the show described by this agreement shall be adjudicated under the laws of the District of Columbia without regard to the principles of conflict of laws. In the event of the postponement of the show for any cause it is agreed that ABA shall have a period of 90 days from the postponement date to reschedule and reproduce the show. If the show is rescheduled and reproduced within this period, it is agreed that all aspects of this agreement remain, and that exhibitor is obligated to reschedule his exhibit in order to participate in this rescheduled Busworld North America. In the event that Busworld North America is cancelled due to circumstances beyond the control of ABA, such as Acts of God, war, acts of terrorism, government regulations or orders, disaster, strikes, civil disorder, curtailment of transportation facilities, or pandemics, to the extent that it makes it illegal, impossible or impracticable for ABA to provide, ABA reserves the right to offer a full or partial refund of funds paid, depending on the circumstances of the cancellation, or to apply the funds paid to a future Busworld North America event.

17. SECURITY: ABA will provide general perimeter security. Exhibiting companies are responsible for the security of the booth and all materials related to the booth. Any company wishing to employ additional security may do so through the official convention security company.

18. RESTRICTION OF ROOM RESERVATIONS; ASSIGNMENTS AND USE OF HOSPITALITY SUITES: Exhibitor agrees that ABA has sole control over the reservations of sleeping rooms, and the assignment and use of hospitality suites at the Official Hotel(s) during the period of Busworld North America and ABA's Marketplace. No Exhibitor shall assign, sublet, or share the whole or any part of any accommodation without receipt of written consent in advance by ABA. Violation of any regulation of ABA shall be construed as breach of contract and cause for the immediate removal of Exhibitor's display without further compensation to Exhibitor and/or their distributors, dealers or personnel.

19. AMENDMENTS: The ABA reserves the right to make such additional conditions, rules and regulations as it deems necessary to enhance the success of the Busworld North America, and to decline or prohibit any exhibit which in its judgment is out of keeping with the character of the convention. This reservation is all-inclusive as to persons, things, printed matter, products and conduct.

20. ONSITE SHOW GUIDE: To be listed in the 2021 Show Guide, ABA Show Management must receive the completed space application and 50% deposit payment by February 15, 2021.