

Suppliers' Face 2 Face Meetings

The Suppliers Face 2 Face will take place on Friday, March 24, 2023 from 8:00 AM to 12:30 PM in the Founders Hall of the Hotel Del Coronado. The reservation deadline is February 15th. Please remember that the display of completed brushes, rollers, brooms, and mops for resale is prohibited as are imports of finished paint applicator and accessories found for sale in retail stores.

FORMAT:

- Supplier stays stationary at their table with chairs for visitors.
- Pre-Scheduled 15 minute "power meetings" for the remaining time allowing for higher-level discussions. People rotate as per their schedule.
- Open format for the last hour allowing people to move around the space freely and sit down with suppliers of their choice.
- Scheduled meetings are determined weeks in advance of the convention and are mutually agreed upon by plugging selections into software that generates out a schedule.
- Note that meeting selection process is never perfect. It is hard to accommodate all requests. This is why there is open time, which allows people to meet regardless of their schedule.

SUPPLIER DISPLAYS:

- Bring only what can fit on the table and this rule applies to everyone to keep things fair.

ALLOWED ITEMS		NOT ALLOWED
Literature	Tablecloths	Free Standing floor display
Price Sheets	Tabletop Lit racks	Banner stands
Counter Cards	Sample products	Large table top displays
Laptop to stream video and web conferencing		Wall hung displays

REGISTRATION:

- The registration fee for a table in the ABMA Suppliers' Face 2 Face is \$450, if paid by January 31, 2023. Otherwise, the booth fee is \$550. (Checks should be made payable to ABMA in US funds drawn against a US bank. If making a wire transfer, add \$30 for the service fee.) The Suppliers fee includes: (1) Meeting/Display Table, Chairs, ID Sign with Company Name, WIFI Connection.
- Sign up for your Suppliers' Face 2 Face Table when completing your registration to attend using the ABMA Members Only Portal. You may bring multiple delegates to the Convention, but only need one (1) Supplier Table registration. *Note: Only registered suppliers and manufacturing delegates may participate in the Suppliers' Face 2 Face arena; non-exhibiting suppliers will NOT be allowed in the Suppliers' Face 2 Face.*

ABMA SUPPLIERS' FACE 2 FACE MEETING INSTRUCTIONS, cont.

REQUIREMENTS:

In order to participate in the Suppliers' Face 2 Face all members must be in compliance with the following:

- **Who May Exhibit:**
Exhibitors for the Suppliers Display must be Affiliate (supplier) members of ABMA.
- **Dues Payments:**
Exhibitors must be members in good standing in order to display. This means that all dues must be paid in full by March 1, 2023 at the latest, according to the ABMA Bylaws. However, no one will be assigned a space until their dues are paid in full, so exhibitors are encouraged to pay their dues promptly.
- **Space Assignments:**
The number of tables is limited. All assignments will be made on a first-come, first-serve basis. *One table will be allowed per company with requests for all double tables, or any other multiple, handled on a space available basis.* Every effort will be made to position suppliers in locations removed from their competitors; to aid in that process, therefore, please list on the registration form, up to four member companies which you would rather not have adjacent to your table.
- **Electrical, Internet & Audio Visual Needs:**
Audio-visual presentations and additional participation via web links are permitted from laptop.
- **Shipping & Set Up:**
The hotel will provide the tables and chairs for the display. Please do NOT forward materials to the Hotel.

SCHEDULE:

In order to participate in the Suppliers' Face 2 Face all members must be in compliance with the following:

- Please keep in mind that the purpose of the Suppliers Display materials is to acquaint ABMA Manufacturers with the technical aspects of your business as opposed to distributing promotional and sales material. The ABMA Suppliers' Display works to strengthen the supplier / manufacturer relationship by increasing interaction.
- The Display also promotes the domestic manufacturing of brushes and brush related products including mops, rollers, and brooms. Therefore, the display of completed brushes, rollers, brooms, and mops for resale is prohibited as are imports of finished paint applicator and accessories found for sale in retail stores.

Thursday, March 23	3:00p to 5:00p	Set Up Access
Friday, March 24	6:00a to 7:45a	Set Up Access
	8:00a to 12:30p	Meetings @ 15-minute Intervals
	12:30p to 1:00p	Exhibit Breakdown
	<i>Note: As a courtesy do not break down before the end of the display time.</i>	
Friday, March 24	7:00p to 10:00p	Suppliers' Reception/Closing Dinner

The ABMA Suppliers' Face 2 Face is an ideal forum for meeting with your industry peers. Be sure to participate by completing your registration today!

If you have any questions, please contact ABMA headquarters, (419) 878-2787 or email dfrendt@abma.org.

ABMA SUPPLIERS' FACE 2 FACE DISPLAY CONTRACT AND POLICIES

- 1. Location and Dates:** ABMA Suppliers' Display (March 24) will be held at the Hotel Del Coronado in Coronado, California.
- 2. Arrangement of Educational Displays:** All displays will be arranged in accordance with the master floor plan developed by ABMA Staff, the Suppliers Division Executive Committee, the ABMA Convention Committee and the designated contract supplier.
- 3. Use of Space:** The purpose of the exhibits is to inform and educate ABMA members regarding the uses, characteristics, applications, technology, etc. of the exhibitor's products or services. Only those products and services of the company represented may be displayed and offered for sale. Subletting any portion of exhibit space is prohibited.
- 4. Guidelines:** Pop-up, tabletop or similar portable displays are not acceptable. Exhibits, displays or any devices, which in the opinion of management are not suitable or in keeping with management's policy, will be prohibited.
- 5. Materials:** Bring only what can fit on the table and this rule applies to everyone to keep things fair.
Allowed Items:
 - i. Literature
 - ii. Tablecloths
 - iii. Price Sheets
 - iv. Tabletop Lit racks
 - v. Counter Cards
 - vi. Sample products
 - vii. Laptop to stream video and share reporting**Not Allowed:**
 - i. Free Standing floor display
 - ii. Banner stands
 - iii. Large table top displays
 - iv. Wall hung displays
- 6. Other Limitations:** Conference management reserves the right to restrict exhibits which, because of noise, method of operation or any other reason, become objectionable or otherwise detract from or are out of keeping with the character of the exhibition as a whole. Exhibit activities must be conducted so as not to infringe on the rights of other exhibitors or offend visitors.
- 7. Conflicts:** The exhibitor agrees not to sponsor functions, such as tours, golf and recreational outings, speeches, or other activities, during exhibit hours or in conflict with any officially programmed ABMA Annual Conference event.
- 8. Exhibit Set-up (Suppliers):** ABMA will provide, as part of the exhibit fee, the following:
 - (1) Meeting table
 - Chairs for yourselves and guests
 - Identification signage
 - WIFI connection
- 9. Payment and Cancellation:** Full payment for exhibit space and registration fees must accompany exhibit space agreement. After space agreement is accepted, it shall be binding upon the applicant and subject to all terms and conditions of the agreement, rules and regulations, exhibitor manual and memos issued prior to the Conference.
- 10. Convention Cancellation:** In the event the Meeting is canceled, interrupted, or access of the premises is prohibited by reason of any strike, lockout, injunction, act of war, act of God or any other reasons, this contract will be terminated by ABMA. In the event of such termination, exhibitor waives any and all damages and claims for damages and agrees the sole liability of ABMA shall be to return to the exhibitor his prepaid fees, less his pro-rata share of all costs and expenses incurred by the ABMA.
- 11. Supplier Cancellation:** In the event the Exhibitor cancels participation in the Conference, the following shall apply:
 - a. Cancellation notice must be received by ABMA in writing (via mail or e-mail).
 - b. Notice of cancellation received by ABMA 30 days prior to Display Date or before - refund of 50% of exhibit fee.
 - c. Within 29 days or sooner to Display Date, no refund will be made.
- 12. Exhibit Hours:** Exhibit hours for the Suppliers Display will be from 8:00 AM to 12:30 PM. Beverages may be served during exhibit hours, but not during setup.
- 13. Installation/Dismantle:** Supplier Exhibitors may begin move-in Thursday, March 23, from 3:00 PM to 5:00 PM. or Friday, March 24, from 6:00 AM to 7:45 AM. No exhibit, or portion thereof, may be removed during the exhibition without written authorization of ABMA. Exhibitors (Suppliers' Display) may begin move out at 12:30 PM, Friday, March 24 and must be completed by 1:00 pm on that day. Any breakdown or preparation for move out prior to the designated closing time will result in a \$250 fine without the consent of ABMA management.
- 14. Care of Premises:** No part of an exhibit and no signs or other materials may be posted in any way that might mar or deface the premises. Exhibitors will be held responsible for any and all property damage incurred by their employees/representatives.
- 15. Liability:** Exhibitor assumes full responsibility for losses, damages, and claims arising out of injury or damage to exhibitor's display, equipment, and other property brought upon by the Hotel and shall indemnify and hold harmless the Hotel agents, servants, service contractor, and all employees, and all ABMA members, officers, directors, agents and employees from any and all such losses, damages and claims.
- 16. Agreement:** Exhibitor agrees to all of the above statements, contracts and policies by contracting for exhibit space as described and defined above in this Display Contract and Policies.
- 17. Jurisdiction:** The ABMA reserves the right to render all interpretations and decisions, should any questions arise, and to establish further regulations as may be necessary for the success and general well-being of ABMA Suppliers' Display.