1 - DELEGATE PERSONAL INFORMATION

- First Name
- Last Name
- Title
- Company
- Mailing Address
- City
- State/Province
- Zip/Postal Code
- Country
- Phone
- Fax
- Email

2 - DELEGATE REGISTRATION OPTIONS

- Special Needs/Special Badge/Dietary Request (Diabetic, Kosher, No Gluten, No Nuts, No Shellfish, Vegetarian Only)

- Please check here if this is your first time attending ABA’s Annual Meeting & Marketplace.

- I am agreeing to the terms and conditions available on the reverse and at www.buses.org.

3 - NETWORKING FLOOR EXHIBITS

- Prescheduled Appointment-Taker Delegate (Bus/Tour Ops)
  - Yes
  - Unlimited
  - $0
  - $0

- Buyer Rotation Delegate (Bus/Tour Ops)
  - No
  - One per Buyer Appt-Taker
  - $0
  - $0

4 - OPTIONAL ACTIVITIES/METINGS

- ABAF Afterglow
  - $40

- ABA’s State/Regional Association Roundtable
  - $0

- ABA Board of Directors Meeting (By Invitation)
  - Fri., Jan. 26 - Sat., Jan. 27
  - $0

- ABA Board of Directors Dinner (By Invitation)
  - Fri., Jan. 26
  - $0

- Bus Industry Safety Council Meeting
  - Sat., Jan. 28 - Mon., Jan. 29
  - $0

- Bus Maintenance and Repair Council Meeting
  - Mon., Jan. 29 - Tues., Jan. 30
  - $0

- Entertainer Motorcoach Council Meeting
  - Sat., Jan. 27
  - $0

- Hispanic Motorcoach Council Meeting
  - Sat., Jan. 27
  - $0

- National Bus Traffic Association Meeting
  - Sat., Jan. 27 - Mon., Jan. 29
  - $0

- Women in Buses Council Meeting
  - Sat., Jan. 27
  - $0

5 - PAYMENT OPTIONS

- Payments are in US Dollars.

- Registration Fee (US Dollars)
  - $0

- Optional Activities Fee
  - $0

- Exhibit Fee
  - $0

- TOTAL FEE
  - $0

- Credit Card (Visa, MC, Am. Ex.)
- Invoice
- Check
- No Payment Required

- Card Number
- Expiration Date
- Name on Card

Online: www.buses.org/marketplace
Email: meetingsdept@buses.org
Fax: 202-898-1575
Mail: ABA Annual Meeting & Marketplace | 111 K St. NE, 9th Fl. | Washington, DC 20002
Phone: 800-283-2877
ABA’S ANNUAL MEETING & MARKETPLACE DESCRIPTIONS AND TERMS/CONDITIONS

For a complete list of terms and conditions, visit www.buses.org.

CANCELLATION POLICY
- In the event Marketplace is cancelled, there will be no refunds.
- Written cancellation requests may be faxed or e-mailed.
- 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 no longer available to cancelled delegates.

REFUNDS FOR APPOINTMENT-TAKER DELEGATES
- Within 30 days of Registration (before Jan. 5, 2018): A refund will be granted with a $100 cancellation fee per delegate. If registration fee has not been paid, the company will be responsible for the $100 payment.
- 30 days or more after registration (before Jan. 5, 2018): A 50% refund will be granted. If registration fee has not been paid, the company will be responsible for the 50% payment.
- No refunds will be granted after Jan. 5, 2018.

REFUNDS FOR ROTATION, BUSINESS FLOOR, REPRESENTATIVE, DAY PASS 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 Jan. 5, 2018.

APPOINTMENT INFORMATION
- Appointment requests will begin on September 28, 2017.
- Appointment requests not received by Jan. 5, 2018, 11:59 p.m. ET will not be included in the prescheduling of appointments.
- Appointment Sessions for Appointment-Takers
NOTE: All Appointment-Taker, Rotation and Business Floor delegates have access to the Business Floor all day Sunday, Monday and Tuesday regardless of when they have prescheduled appointments.
Buyers Appointment Sessions: Sunday, Monday and Tuesday All Day
DMO/Receptive Operator/Charter Operator Appointment Sessions: Sunday All Day
Lodging/Attraction/Associate/Allied Assn. Appointment Sessions: 1 out of 2 sessions (Mon AM/Tues PM or Mon PM/Tues AM – Computer system randomly assigns session upon registration.)

DELEGATE REGISTRATION OPTIONS DESCRIPTIONS

BUSINESS FLOOR ACCESS/NETWORKING & EDUCATION
BUYER APPOINTMENT-TAKER DELEGATE
Operators attend ABA’s Annual Meeting & Marketplace to meet with travel industry suppliers (Sellers) to create business relationships and plan future charters and tours. Buyer Appointment-Taker delegates are seated at individual booths for the entire week on the Business Floor and have appointments all day on Sunday, Monday, and Tuesday. There are 162 appointment slots available in the Buyer appointment schedule.

A Qualified Buyer represents an established organization that arranges tours/charters and other travel. In order to attend ABA’s Annual Meeting & Marketplace, the organization must meet the following criteria:
- Is scheduling trips and purchasing travel products out of their business area.
- Has the ability to provide new business/customer base to ABA travel and equipment industry members.
- Makes buying decisions on travel, equipment and business components such as food and lodging for groups.
- Representative attending Marketplace actually develops/plans the tours/charters or operates a tour or motorcoach company.
- Annually produces a minimum of 24 tour or charter itineraries.
- Has been in business for at least 2 years.
- Must submit a brief company history as well as a company profile including a list of the organizations the company belongs to and tour itineraries.
- Is a reputable firm with a knowledgeable staff that suppliers work with on a regular basis.

BUYER ROTATION DELEGATE
Rotation delegates alternate the appointment responsibilities with the Appointment-taker. Buyers can send one rotation delegate for every Appointment-taker delegate registered. Rotation delegates have the same privileges as Appointment-taker delegates.

SELLER APPOINTMENT-TAKER DELEGATE
Appointment-taker delegates make appointment requests, receive prescheduled appointments and conduct appointments at ABA’s Annual Meeting & Marketplace during their business session. Seller appointment-taker delegates do not have booths, but walk the floor and move from Buyer to Buyer for their appointments. There are 54 appointment slots available in the Seller appointment schedule. The Seller session is based on the company’s membership primary segment. See appointment information for specific days.

ABA members are eligible to have at least one Appointment-taker delegate if registered before the session fills. Organizations attending for the first time and organizations that did not attend ABA’s Annual Meeting & Marketplace 2017 are eligible for only one Appointment-taker delegate. ABA Travel Industry organizations may register additional delegates as outlined below:
- Organizations that had thirty-two (32) or more buyer requests (not appointments) in 2017 will qualify for a second Appointment-taker delegate.
- A third Appointment-taker delegate will qualify if the organization had sixty-four (64) or more buyer requests in 2017.

SELLER BUSINESS FLOOR DELEGATE
A registered Travel Industry Seller who is not eligible for prescheduled appointments. Business Floor delegates may participate in all activities, seminars and events of ABA’s Annual Meeting & Marketplace. Business Floor delegates have access to the Marketplace Business Floor area to meet with available operators and/or attend appointments with their company’s Appointment-taker delegate. Business Floor delegates are not eligible for prescheduled or manually scheduled appointments.

NETWORKING & EDUCATION
BUS OPERATOR REPRESENTATIVE
Bus Operators who wish to attend for education, networking, council events, etc. without participation in the Appointment process or access to the Business Floor.

ASSOCIATE REPRESENTATIVE/EXHIBITOR
Networking Floor/Coach Exhibit exhibitor staff and non-exhibiting products & service suppliers. This registration is good for the entire show week. The bearer will not have access to the Business Floor.

GUEST
Guests attend ABA’s Annual Meeting & Marketplace for the social and meal functions (i.e. spouses, family members). Guests may not be employed by ABA member companies or plan to conduct business. No single event tickets are available.

ONE-DAY ASSOCIATE EXHIBITOR
Associate Members who have purchased a one-day exhibit booth for Sat., Jan. 27 only.

TRAVEL EXECUTIVE DAY PASS
This registration is good only for the assigned day(s) for CEO, G.M. and Presidents. The bearer will not have access to the Business Floor and cannot be on the sales and/or marketing staff for his/her company. The bearer must pick up the badge at registration on the morning of activation. The bearer is responsible for following all rules and regulations of ABA’s Annual Meeting & Marketplace. All day passes must be approved by ABA.

ALLIED ASSOCIATION REPRESENTATIVE
State/Provincial/Regional and Affiliated association staff members in the motorcoach and group travel industry who wish to attend for education, networking, council events, etc. without participation in the Appointment process or access to the Business Floor.

MEDIA REPRESENTATIVES
Invited media representative from trade, national or local media who follow the Media Guidelines.

SPEAKER REPRESENTATIVES
Invited speakers for engagement in ABA’s Education Program.