



American Bus Association
Marketplace



Emergency Contact Information Coach Exhibitors Only

It is mandatory that the American Bus Marketplace Management be furnished with the information requested below. The contact information provided must be valid for the duration of the American Bus Marketplace.

In the event of an after-hour emergency, every effort will be made to reach the emergency contact listed. However, coaches on display may need to be moved out of the Exhibit Hall without direction of your emergency contact.

Please bring an extra ignition key for each vehicle on display. You will be required to furnish a key to ABA Management Staff/Security for emergency purposes ONLY.

Exhibiting Company	
Emergency Contact Name	
Emergency Contact's Arrival and Departure Dates	
Cell Phone Number	

EMAIL THIS FORM TO | Vicki Osman at vosman@buses.org no later than Jan. 29, 2027.

COACH MOVE-IN

- Coaches should be by the loading docks at 8 AM on Wednesday, February 3, 2027.
- Loading Docks Location | To access the loading facilities at BMO Centre, enter Stampede Park from the north at the corner of 12 Ave. and Stampede Trail S.E., and then turn west (right) onto 13 Ave. and into the loading area.

COACH MOVE-OUT

- Tuesday, February 9 at 4:45 PM
- Coaches will be able to move out as soon as the Networking Floor is cleared for a path to the loading docks.

COACH AREA

- ABA is providing the carpet in the coach area.
- Any additional services/décor required (i.e. electric, furniture) is your responsibility to order and pay.
- Exhibitor kits are available.

REGULATIONS

All vehicles must be secured as follows and will be inspected prior to entry into BMO Centre: Complete and submit the Vehicle Display Permit Form.

- Battery does NOT need to be disconnected. Ignition fuse DOES need to be disabled/removed.
- Fuel tanks and fill openings shall be closed and sealed to prevent tampering ¼ tank is approved fuel level
- Driver window must be open at all time to hear smoke detector
- Fire extinguisher must be visible at all times during display.
- Vehicles should be monitored for any kind of fuel leak (liquid or vapor) and if any present the vehicle must be re-located outside immediately
- No electric buses permitted.
- No studded tires.
- Ethanol, methanol, or nitromethane fuel tanks must be completely empty and purged. Certificate required from company conducting the purge.
- Liquid Propane and Compressed Natural Gas tanks must be empty
- An approved drip tray must be placed underneath the vehicle(s) for floor protection.
- Comply with restrictions on spray bottles for cleaning. WHMIS labelling required for all spray bottles.
- Must bring additional set of key. Ignition keys for vehicles on display shall be kept at a designated location determined by ABA in the event of an emergency.

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 2002) 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.

QUESTIONS

Contact Vicki Osman at vosman@buses.org or 240-423-7615 with any questions.