

**NJASA/NJAPSA Annual Spring Leadership Conference
Exhibit Guidelines and Regulations
Caesars Atlantic City
May 17-19, 2023**

The following “guidelines and regulations” become part of the contract between the exhibitor, NJASA and NJAPSA.

Participation is open to NJASA & NJAPSA members only.

Contacts:

Exhibit Information: Ann Cahill, Exhibits Manager, acahill@njasa.net

Decorator: VISTA Convention Services (609) 485-2421

Payment: Libby DeNorchia, libbyd@njasa.net

Questions: info@njasa.net

Exhibit Space: The cost for a **tabletop space is \$945**.

Displays are Tabletop Only: Tables are 6’x2’, draped and include a 7”x44” identification sign, two chairs, and a wastebasket. Exhibitors exceeding the provided space will be asked to rearrange their display in the space provided. Internet, electric, furniture, etc., is an additional cost.

Exhibit Service Kit: Furniture, labor and material handling can be ordered directly online. Individual login credentials for the Vista Convention Services Exhibitor Kit will be emailed directly to you **from Vista vcs@vistacs.com – or – heathers@vistacs.com**. Supplemental ordering instructions from Encore for electric, internet and AV will be available in the Vista Exhibitor Kit. The Kit will be emailed to you, from VISTA, approximately 3-7 days after registering.

Badge: You may pick up your conference badge at the NJASA conference registration desk located on the second floor in the Centurion Tower outside of the exhibit hall (Palladium Ballroom), on Wednesday, May 17, from 2:00pm-5:00pm.

Installation, Exhibit Hours and Breakdown: The exhibit hall will be open for **set-up** on Wednesday, May 17 from 2:00 pm-5:00 pm, and Thursday, May 18 from 7:00 am-7:45 am.

All exhibits must be set up by 7:45 am Thursday and ready to show during the following exhibit hours: Thursday, May 18, 7:45 am–5:00 pm; and Friday, May 19, 7:45 am-10:30 am.

Booth Breakdown: Begins at 10:45 am on Friday, May 19, 2023.

Registration: To register, you must complete the online exhibit space registration. Each registration includes two representatives. A fee of \$335 will be charged for each additional representative. Registrations made after May 3, 2023, or on-site, will be assessed an additional \$25 per registration.

Cancellations and Refunds: A \$100 fee will be imposed for cancellations made before May 3, 2023. **No refunds will be given for cancellations after May 3, 2023.** It is the responsibility of the exhibitor to notify NJASA if there is a need to cancel.

Application: This exhibition is designed as an educational exposition for school administrators. The exhibit management reserves the right to determine the eligibility of all exhibit space applicants and individual products and services to be exhibited. Exhibit management reserves the right to remove, relocate, or eliminate any objectionable exhibits, persons, advertisements, or any other feature or action that does not conform to the high standards of the exhibition.

Space Assignment: NJASA reserves complete authority for assignment of space. Every effort will be made to ensure assignment of the best possible space for exhibitors. To complete the assignment process on time, NJASA cannot call exhibitors if their space request is not available. The exhibitor understands that approval of this registration and assignment of an exhibit booth is subject to availability.

Location of Exhibits: NJASA reserves the right to alter locations of exhibitors or booths as shown on the official floor plan at its sole discretion, if deemed advisable in the best interest of the show, or to separate competitors. Every effort will be made to honor all requests.

Restrictions — All decorative materials shall be flame-proof. Open area is under the control of exhibit management and shall not be used for exhibit or demonstration purposes.

Exhibitors may not host any activities outside of the conference schedule of events during the event without prior approval from the New Jersey Association of School Administrators. This includes but is not limited to training sessions, marketing meetings, hospitality suites, receptions, special events or other private functions. Failure to comply with this will result in immediate termination of partner/exhibitor benefits without refund.

Liability — NJASA is not responsible for injury to any exhibitor or to an exhibitor's employees or property, or for loss by fire, theft, damage, delay or any cause whatsoever, while exhibits and merchandise are in transit to or from the building, or while in the building unless due to negligent or willful acts of the NJASA or any of its employees or agents. The exhibitor shall assume all responsibility for damage, injury or loss to the premises in which said exhibit is held, or to persons or goods, caused by their exhibit, or by the negligent or willful acts of their employees or agents, and the exhibitor shall indemnify and save harmless NJASA and Caesars Atlantic City from all liability which may ensue from such causes.

Shipping and Packages—DO NOT ship materials to Caesars prior to exhibitor set-up on Wednesday, May 17. They will be returned to sender. In order for an exhibitor to send a shipment directly to Caesars, an exhibitor representative must be on the premises on Wednesday to receive it or have made arrangements with VISTA to accept the shipment for them. Shipments sent to the Hotel Business Center will be charged to the exhibitor according to their fee structure.

Information regarding shipping, storage, pricing, etc., will be included in the Exhibitor Kit.

Wireless Internet access and electric may be purchased for an additional cost. To order, please refer to the forms in the Exhibitor Kit.