

## EXHIBITOR'S PROSPECTUS FOR 2024 NJ IARP CONFERENCE

### **GENERAL INFORMATION:**

The cost of exhibit space is **\$895.00 per single booth**. The following will be provided to each exhibitor: Two (2) conference registrations, one (1) 6 foot draped table with two (2) chairs, general overhead lighting, and trash can.

### **EXHIBIT SCHEDULE:**

<b>Wednesday June 26, 2024</b>	<b>11:00 a.m. to 5:00 p.m.: Exhibit set-up</b> <b>6:00 p.m. to 7:30 p.m.: President's Reception</b> <b>in Exhibit Hall, Exhibits open</b>
<b>Thursday June 27, 2024</b>	<b>7:30 a.m. – 8:00 a.m.: Exhibitor set-up</b> <b>8:00 a.m. – 5:00 p.m.: Exhibits Open</b>
<b>Friday June 28, 2024</b>	<b>8:30 a.m. – 12:00 p.m.: Exhibits Open</b>

### **HOTEL ACCOMODATIONS:**

A block of rooms is being held for the NJ IARP Annual Conference at **The Hard Rock Casino & Hotel**. Call 609-449-6860 to arrange lodging and use Group Code: GNJR24Z when making reservations to receive the room discount.

### **SPACE ASSIGNMENTS:**

Space will be assigned according to the following:

- Special needs.
- Compatibility of exhibitor's products.

### **TERMS OF PAYMENT:**

**You can go on line at [www.theaconference.com](http://www.theaconference.com) click on exhibitors and register and pay on our website**

### **CONTACT INFORMATION:**

Any questions regarding exhibiting at the conference should be directed to **Doug Cerminaro at: 908-405-4552**

Admission to the exhibit area will be by **exhibit/attendee badge only**. Exhibit badges will be provided for exhibit personnel and may be picked up at the registration desk. All exhibit personnel must be registered for the conference. Personnel without badges will not be permitted in the exhibit hall.

**ANY ADDITIONAL COMPANY REPRESENTATIVES MUST BE REGISTERED AT A RATE OF \$150.00.**

**SPONSORSHIP:**

Corporate sponsorship of seminar activities is available; i.e., underwriting the program publication costs, cocktail parties, luncheons, breaks, promotional items (carry-all bags, name badges etc.).

**CONDUCT OF EXHIBITS:**

Each exhibit shall be installed so as not to obstruct the view of or interfere with the exhibits of others. No solid exhibit construction will be permitted.

Interviews, demonstrations and distribution of literature or samples must be made within the booth area assigned to the exhibitor. Canvassing or distribution of advertising outside the exhibitor's own booth will not be permitted. Products and furnishings should be arranged with the safety of exhibitors and attendees in mind.

Character of the exhibits is subject to the approval of the NJ IARP Conference Committee. The right is reserved to refuse application of concerns not meeting standards required or expected, as well as the right to curtail exhibits or parts of exhibits, which reflect against the character of the Conference. This applies to displays, literature, advertising novelties, souvenirs, conduct of persons, etc.

**LIABILITY, INSURANCE AND SECURITY:**

**Each exhibitor must make provisions for the safeguarding of his goods, materials, equipment, and display at all times.** The exhibit hall will be secured during closed hours, but neither NJ IARP nor **The Hard Rock Hotel & Casino will be responsible for loss of any materials by exhibitors or for any cause.**

Exhibitors will be held liable for any damage caused by them to the exhibit area. Neither NJ IARP nor the Hard Rock Hotel & Casino will be held liable for injuries to any person, or for damage to property owned or controlled by the exhibitor. In the event of any claim for damages or injuries, which may be incidental to, or arise from, the exhibit or exhibitor, the exhibitor shall indemnify and hold NJ IARP and the Hard Rock Hotel & Casino harmless against all such claims.

All property of exhibitors shall be deemed to remain under the exhibitor's custody and control in storage, in transit to or from, or within the confines of NJ IARP Annual Conference. Each exhibiting company acknowledges that it is responsible for obtaining insurance coverage in such amounts, as it deems appropriate to comply with its obligations hereunder and for its own protection. Each exhibiting company desiring to insure its exhibits and display materials against loss of any kind must do at its own expense.

## **MATERIAL HANDLING/ARRIVAL PROCEDURES**

Exhibitors will have the opportunity to ship their displays ahead of time through Vista Convention Services. Please e-mail Doug Cerminaro at [minaro@comcast.net](mailto:minaro@comcast.net) for information.

When dropping off displays on June 26th, **Vista Convention Services** staff will take your exhibit and accompanying material up to the exhibit floor and to your booth space.

### **Just a few reminders:**

- **No booth may be more than 8 feet in height and width – you must stay within your assigned space and allow for others to access their space without hindrance**
- **No additional flooring is permitted – e.g. Red Carpet or flooring in front of your booth that would interfere with egress-this is a requirement of the Atlantic City Fire Dept.**
- **No tents or overhead canopy's – Again a requirement of the AC Fire Dept.**