



Exhibitor Application
Winter Seminar 2020
 Thursday, February 27, 2020
 The Palace at Somerset Park, Somerset, NJ

Mail: NJAJ Educational Foundation, Inc. * 150 West State Street * Trenton, NJ 08608 * Email: exhibits@nj-justice.org * Fax 609-396-2463

Exhibitor Set Up	10:00 am – 11:00 am
Exhibit Time	11:00 am – 6:30 pm
Exhibitor Break Down	6:30 pm – 7:30 pm

Company: _____
 Mailing Address: _____
 Contact Name: _____
 Phone: _____ Email: _____

NUMBER OF 6' TABLETOPS RESERVED at \$695.00 _____

Standard Equipment: Each 6' tabletop will come with one 6-foot display table with standard tablecloth, two chairs, one wastebasket, and one electrical outlet.

Please indicate the tabletop(s) you desire by number from the floor plans:

First Choice _____ Second Choice _____ Third Choice _____ Fourth Choice _____ Fifth Choice _____

- We wish to sponsor the following item/event:** _____
Please complete and attach the sponsor contract to this application. Tabletops shaded yellow require a minimum \$400 sponsorship each.

TABLETOP REPRESENTATIVES: Badges are required for all tabletop representatives. Each tabletop entitles exhibitor to two complimentary representatives. The cost per additional representative is \$85.00. The form for additional booth representatives is available upon request.

Representative 1	Representative 2
Name _____	Name _____
Cell _____	Cell _____
Email _____	Email _____

Billing Information
Amount to Charge: _____
Card Number: _____ Expiration Date: _____
Name on Credit Card: _____
Billing Address (if different than address above) _____

Enclosed is our check made payable to NJAJ Educational Foundation, Inc. in the amount of \$_____.

I confirm that I have read, understand and agree to follow the Conditions of Contract and Regulations governing participation in NJAJ Educational Foundation, Inc.'s Winter Seminar 2020. Both sides of this agreement must be signed. Please review other side.

Print Name _____ Signature _____ Date _____

CONDITIONS OF CONTRACT AND REGULATIONS GOVERNING PARTICIPATION IN THE NJAJ EDUCATIONAL FOUNDATION, INC'S WINTER SEMINAR 2020

EXHIBITOR agrees to the NJAJ Educational Foundation Event Code of Conduct & Anti-Harassment Policy. The full policy is available at nj-justice.org.

CONTRACT FOR SPACE: The contract for space, the formal notification of space assignments, full payment of rental charges and signed Conditions of Contract and Regulations together constitute a contract between the exhibiting organization (EXHIBITOR) and The New Jersey Association for Justice Educational Foundation, Inc.(NJAJ) for the right to use space in the NJAJ Winter Seminar 2020. The contract is based upon the floor plan and rates shown therein which are to be considered along with details on the front and back of this form as part of this contract. A deposit of 50% for each booth requested is due with the contract. Final and complete payment is due by January 6, 2020, in order to hold the reservation. In the event any remaining balance of the full payment for the booth(s) engaged by EXHIBITOR has not been received NJAJ on or prior to January 6, 2020, NJAJ reserves the right to cancel this contract without liability. In such event, NJAJ shall retain the amount paid by such exhibitor, as forfeited deposit. Payment for any contract negotiated after January 6, 2020, shall be paid in full in the form of certified check or credit card. All measurements shown on the floor plans are approximate and NJAJ reserves the right to make such modifications as may be deemed necessary making equitable adjustment with any EXHIBITOR thereby affected. NJAJ also reserves the right to adjust the floor plans to meet the needs of the exhibition.

INSTALLATION AND DISMANTLING OF EXHIBITS: Delivery of freight and installation of exhibits will take place on February 27, 2020. EXHIBITOR must be ready for inspection no later than 11:00 AM on Thursday, February 27, 2020. Freight left unopened by 11:00 AM on February 27 will be removed. Goods and materials used in the exhibit, except bona fide samples, shall not be removed from the exhibit hall until the exposition has officially closed. Any exception to this rule must have the approval of NJAJ. No EXHIBITOR may dismantle their display prior to 6:30 pm. Failure to comply will allow for NJAJ to refuse future exhibiting privileges. Dismantling must be completed and all exhibitor materials removed by end of stated breakdown time period.

INSURANCE: Neither NJAJ, the service contractors, hotel/facility management, nor any of the officers or employees of the above will be responsible for the safety of EXHIBITOR property from theft, strike, damage by fire, water, storm, or vandalism or through the employment of security personnel nor protect EXHIBITOR from such loss. All property of EXHIBITOR is understood to remain in EXHIBITOR's custody and control in transit to or from or within the confines of the event venue, subject to the rules and regulations for the exposition. (NOTE: EXHIBITOR is advised to carry insurance to cover exhibit material against damage and loss and public liability insurance against injury to the person and property of others.)

SAFETY, FIRE AND HEALTH: EXHIBITOR is charged with knowledge of all local laws, ordinances, and regulations pertaining to health, fire prevention and public safety affecting his or her participation in the exposition. Compliance with such laws is mandatory for EXHIBITOR and is the sole responsibility of EXHIBITOR. If unusual equipment is to be installed or equipment that conflicts with fire codes is to be used, EXHIBITOR should communicate with the NJAJ for information concerning facilities or regulations. All booth decorations must be flameproof, and all hangings must clear the floor. Electrical wiring must conform to local ordinances.

LIGHTING, SOUND AND PROJECTION: All projection equipment and activities must be in accordance with the requirements of the fire prevention authorities and in compliance with any agreements entered into by NJAJ with the management of the exhibit space or applicable labor unions. All plans for installation and operation of projection equipment must be approved by NJAJ before operation is undertaken. All lighting devices, displays, or demonstrations must be arranged in such a manner as not to annoy or obstruct any other EXHIBITOR. NJAJ reserves the right to restrict the use of objectionable lighting. Exhibits, which include the operation of lighting devices, sound equipment or any noise making devices, must secure approval for the operation of same from the NJAJ prior to the opening of the show.

USE OF SPACE: (a) All demonstration, distribution of materials, or other promotional activities must be confined to the limits of the exhibit space, and must not interfere with adjacent exhibits, intrude on aisle space, or block the sight line of or to another exhibitor, (b) No EXHIBITOR shall assign, sublet, or share the space allotted without the knowledge and written consent of NJAJ. EXHIBITOR must show only goods manufactured or dealt in by them in the regular course of business, except for prizes, (c) EXHIBITOR must have representatives at their booth(s) during show hours, (d) EXHIBITORS must limit all distribution of promotional items to the designated times and location of the exhibit space. Distribution of any form of literature or

information to convention registrants in any other part of the convention site is expressly forbidden.

EXHIBITOR ACTIVITIES: It is mutually agreed and understood between EXHIBITOR and NJAJ that EXHIBITOR may not schedule or conduct, during the course of the meeting, events such as breakfasts, luncheons, dinners or hospitality suites to attract attendees.

CARE OF BUILDING AND EQUIPMENT: EXHIBITOR or its agents shall not injure or deface the building, the exhibit space or the equipment of the space. When such damages appear, the EXHIBITOR is liable to the owner of the property so damaged.

RESTRICTED IN OPERATION OF EXHIBITS: NJAJ reserves the right to restrict exhibits which, because of noise, lighting, method of operations, materials, or for any other reason, are considered objectionable and also to prohibit from exhibiting or to evict any EXHIBITOR who, in the opinion of the sponsor may detract from the general character of the exposition as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character which NJAJ determines is objectionable to the exposition. In the event of such restrictions or eviction, NJAJ is not liable for any refunds of rentals or other EXHIBITOR expenses. Advertising plans which are intended to promote traffic must be submitted prior to the opening of the show to NJAJ for approval. Sideshow tactics, scantily-dressed models, or other undignified promotional methods are not permitted.

CANCELLATION AND WITHDRAWAL: EXHIBITOR may cancel or withdraw from the show subject to the following conditions and restrictions: (a) EXHIBITOR shall give NJAJ notice in writing of their intention to cancel or withdraw from the show. (b) In the event that said notice is received by NJAJ on or before January 6, 2020, EXHIBITOR shall be obligated and agrees to pay a cancellation charge of 75% of the total cost of the space assigned (c) In the event that said notice is received after January 6, 2020, EXHIBITOR shall be obligated and agrees to pay a cancellation charge of 100% of the total cost of the space assigned.

DEFAULT OF OCCUPANCY: Any EXHIBITOR failing to comply by 11:00 a.m. on Thursday, February 27, 2020 to occupy any space contracted for but not canceled is obligated to pay the full cost of such space. In that event, NJAJ shall have the right to use said space to suit its own convenience, including selling the space to another exhibitor, without any rebate or allowance to the defaulting exhibitor. NJAJ assumes no responsibility for having included the name of the defaulting exhibitor or descriptions of his or her products in the show brochure, news releases or other materials.

BUILDING OCCUPANCY: In case the premises of the event venue is destroyed or damaged, or if the show fails to take place as scheduled or is interrupted and / or discontinued, or access to the premises is prevented or interfered with by reason of any strike, lockout, injection, act of war, act of God, emergency declared by any government agency or by NJAJ, or for any reason, this contract may be terminated by NJAJ. In the event of such termination EXHIBITOR waives any and all damages and agrees that the sole liability of NJAJ shall be to return to EXHIBITOR space payment, less exhibitor's pro-rata share of all costs & expenses incurred & committed by NJAJ.

LIABILITY: In the event that Exhibitor Manager or NJAJ shall be held liable for any event which might result from a particular exhibitor's action or failure to act in any manner whatsoever, EXHIBITOR shall reimburse the Meeting Manager and NJAJ, and shall hold harmless the Meeting Manager and NJAJ for all liability resulting there from, including, but not limited to all damages, fees, costs, and attorney's fees. EXHIBITOR assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to EXHIBITOR' displays, equipment and other property brought upon the premises, and shall indemnify and hold harmless the event venue, its agents, servants, and employees from any and all such losses, damages, and claims.

GENERAL: All matters & questions not covered by the CONDITIONS OF CONTRACT AND REGULATIONS are subject to the discretion of NJAJ. Conditions of contract and regulations may be amended at any time by NJAJ and upon notice to EXHIBITOR all amendments or additions that may be made shall be as equally binding on all parties affected as the original CONDITIONS OF CONTRACT & REGULATIONS.

SIGNATURE: _____

Name (Print) _____