

**NJAJ EDUCATIONAL FOUNDATION, INC. Exhibitor Application:**

**Winter Seminar 2018**

**Thursday, March 1, 2018**

**The Palace at Somerset Park ♦ Somerset, NJ**

SEND TO: NJAJ EDUCATIONAL FOUNDATION, INC.

150 West State Street, Trenton, NJ 08608, Fax 609-396-2463, jbrandt@nj-justice.org

- Please reserve exhibit space for us at NJAJ's Educational Foundation Inc.'s Winter Seminar 2018 at the Palace at Somerset Park in Somerset, New Jersey. In accordance with the information below, we agree to comply with all instructions, rules and regulations provided to us for exhibiting at this seminar.

Set Up Time: 10:00 AM - 11:00 AM

Exhibit Hours: 11:00 AM - 6:30 PM

NUMBER OF OF 6' TABLE-TOP SPACES RESERVED at \$695.00 \_\_\_\_\_

All Exhibits are table top and must be contained within the space you have reserved.

- We wish to sponsor the following event: \_\_\_\_\_

(Please complete and provide sponsorship page with this application)

Please indicate the Table-Top exhibits that you desire by number from the floor plans:

First  
Choice \_\_\_\_\_

Second  
Choice \_\_\_\_\_

Third  
Choice \_\_\_\_\_

Fourth  
Choice \_\_\_\_\_

Fifth  
Choice \_\_\_\_\_

Sixth  
Choice \_\_\_\_\_

**PLEASE PRINT** (The information below will be given to all registrants exactly as provided by you)

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

FAX: \_\_\_\_\_

NAME OF CONTACT: \_\_\_\_\_

COMPANY PRODUCT/SERVICE DESCRIPTION (25-30 word description of your company's services).

This description will be used for advertising in the New Jersey Law Journal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TABLE-TOP REPRESENTATIVES: Each 6' exhibitor space is entitled to two representatives.

Cost per additional representative is \$85.00

NAME: _____	E-MAIL: _____	CELL: _____
NAME: _____	E-MAIL: _____	CELL: _____
NAME: _____	E-MAIL: _____	CELL: _____
NAME: _____	E-MAIL: _____	CELL: _____

**STANDARD EQUIPMENT:** Each space will come with one 6-foot display table (white vinyl top and three sides of pleated skirting), two chairs, one wastebasket, a one-line sign, and one electrical outlet. Special arrangements such as furniture rentals and shipping requests must be made directly through Vista Convention Services.

Method of Payment:  Check  Visa  MasterCard  Discover  American Express

CARD NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

NAME ON CREDIT CARD: \_\_\_\_\_ AMOUNT TO BE CHARGED: \_\_\_\_\_

ENCLOSED IS OUR CHECK IN THE AMOUNT OF: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

*Note: You must also sign the Conditions of Contract on reverse side.*

**CONDITIONS OF CONTRACT AND REGULATIONS GOVERNING PARTICIPATION  
IN NJAJ EDUCATIONAL FOUNDATION, INC.'S WINTER SEMINAR 2018**

**Thursday, March 1, 2018**

**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. (FOUNDATION) for the right to use space in the FOUNDATION Seminar on March 1, 2018. The contract is based upon the plan of the exhibits, rates shown herein and general information contained in the Seminar Brochure, all of which are to be considered as part of this contract.

A deposit of 50% for each exhibit space requested is due with the contract for space. Final and completed payment is due by January 8, 2018 in order to hold the booth reservation. In the event any remaining balance of the full remittance in payment for the space engaged by EXHIBITOR has not been received by FOUNDATION on or prior to January 8, 2018, FOUNDATION shall retain the amount paid by such EXHIBITOR, as forfeited deposit. Payment for any contract negotiated after January 8, 2018 shall be paid in full in the form of certified check or credit card.

All measurements shown on the floor plan are approximate and FOUNDATION reserves the right to make such modifications as may be deemed necessary, making equitable adjustment with any EXHIBITOR or EXHIBITORS thereby affected. FOUNDATION also reserves the right to adjust the floor plan to meet the needs of the exposition.

**INSTALLATION AND DISMANTLING OF THE EXHIBITS:** Delivery of freight, installation of exhibits and complete erection of exhibits will take place on the dates herein shown. Setup time is from 10:00 a.m. - 11:00 a.m. on March 1, 2018. EXHIBITOR must be ready for inspection no later than 11:00 a.m. Freight delivered to an exhibit space but unopened by 11:00 a.m. will be removed from the exhibit hall.

Goods and materials used in the exhibit, except bona fide samples, shall not be removed from the space until the exposition has officially been closed. Any exception to this rule must have the approval of the Meeting Manager. No EXHIBITOR may dismantle their display until 6:30 p.m. Failure to comply will allow for the FOUNDATION to refuse future exhibiting privileges. Dismantling must be completed and all exhibit materials removed by 7:30 p.m. on March 1, 2018.

**INSURANCE:** The FOUNDATION, service contractors, hotel/facility, nor any of the management, officers or employees of the above will be responsible for the safety of property of EXHIBITOR 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 exhibit area, 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 responsible for knowing 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 all EXHIBITORS 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 Meeting Manager for information concerning facilities or regulations. All decorations must be flameproof, and all hangings must clear the floor. Electrical wiring must conform to local ordinances.

**LIGHTING, SOUND AND VIDEO 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 FOUNDATION with the management of the exhibit space or applicable labor unions. All plans for installation and operation of projection equipment must be approved by FOUNDATION before operation is undertaken. All lighting devices, displays, or demonstrations must be arranged in such a manner as not to annoy other EXHIBITORS. FOUNDATION 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 Meeting Manager prior to the opening of the show.

**USE OF SPACE:**

- (a) All demonstration, distribution of circulars or other promotional activities must be confined to the limits of the contracted exhibit space and must not interfere with adjacent exhibits or intrude on aisle space.
- (b) No EXHIBITOR shall assign, sublet, or share the space contracted for without the knowledge and written consent of FOUNDATION. EXHIBITOR must show only goods manufactured or dealt in by them in the regular course of business, except for prizes. Company representatives must be present in the contract space during all show hours.

(c) EXHIBITOR will limit all activities to the designated times and within the EXHIBITOR contracted space. Distribution of any form of literature or information to attendees during any other time or location of the event is expressly forbidden.

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

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

**RESTRICTED IN OPERATION OF EXHIBITS:** FOUNDATION 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 FOUNDATION 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 the Meeting Manager determines is objectionable to the exposition. In the event of such restrictions or eviction, FOUNDATION is not liable for any refunds of rentals or other exhibit expense. Advertising plans which are intended to promote traffic must be submitted prior to the opening of the show to the Meeting Manager for approval. Sideshow tactics, scantily-dressed models, or other undignified promotional methods will not be permitted. Distribution of any marketing related materials outside of EXHIBITOR booth is strictly prohibited.

**CANCELLATION AND WITHDRAWAL:** EXHIBITOR may cancel or withdraw from the exposition subject to the following conditions and restrictions:

- (a) EXHIBITOR shall give Meeting Manager notice in writing of his or her intention to cancel or withdraw from the show.
- (b) In the event that said notice is received by the FOUNDATION on or before 12:00 PM, January 8, 2018, 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 12:00 PM, January 8, 2018, EXHIBITOR shall be obligated and agrees to pay a cancellation charge of 100% of the total cost of space assigned.

**DEFAULT OF OCCUPANCY:** Any EXHIBITOR failing to comply by 11:00 a.m. on March 1, 2018 to occupy any space contracted for but not canceled is obligated to pay the full cost of such space. In that event, FOUNDATION 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. FOUNDATION 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, website or other materials.

**BUILDING OCCUPANCY:** In case the premises of host facility shall be 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, act of war, act of God, emergency declared by any government agency or by Meeting Manager, or for any reason, this contract may be terminated by FOUNDATION. In the event of such termination EXHIBITOR waives any and all damages and agrees that the sole liability of FOUNDATION shall be to return to each EXHIBITOR its space payment received, less EXHIBITOR pro-rata share of all costs & expenses incurred & committed to by FOUNDATION.

**LIABILITY:** In the event that Meeting Manager or FOUNDATION shall be held liable for any event which might result from a particular EXHIBITOR'S action or failure to act in any manner whatsoever, such EXHIBITOR shall reimburse the Meeting Manager and FOUNDATION, and shall hold harmless the Meeting Manager and FOUNDATION for all liability resulting therefrom, 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 of the host facility, and shall indemnify and hold harmless the hotel 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 the Meeting Manager. CONDITIONS OF CONTRACT AND REGULATIONS may be amended at any time by Meeting Manager, 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 Condition of Contract and Regulations.

PLEASE NOTE: NJAJ does NOT employ the services of a convention housing company. Any company that contacts you to secure housing for NJAJ events is **fraudulent**, and should be reported to NJAJ as soon as possible.

NAME (PRINT): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

*Both sides of this document must be signed.*