



NJAJ EDUCATIONAL FOUNDATION, INC.
Exhibitor Application for the Boardwalk Seminar® 2019
Event Dates: Wed – Fri, May 8 – 10, 2019
Exhibit Dates: Thurs – Fri, May 9 – 10, 2019
Return Immediately

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

- Please reserve exhibit space for us at NJAJ Educational Foundation, Inc.'s Boardwalk Seminar® 2019 at Harrah's Resort in Atlantic City, New Jersey, May 9 – 10, 2019. In accordance with the information below, we agree to comply with all instructions, rules and regulations provided to us for exhibiting at this seminar.

Exhibitor Set Up:	Wed., May 8, 2019	12:00 pm – 7:00 pm
Exhibit Dates:	Thu., May 9, 2019	8:00 am – 6:30 pm
	Fri., May 10, 2019	7:30 am – 1:00 pm
Exhibitor Tear Down:	Fri., May 10, 2019	1:00 pm – 5:00 pm

NUMBER OF BOOTHS @ \$1,995: _____

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

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

- We wish to sponsor the following item/event: _____
 (Please complete and attach sponsor contract to this application. Booths colored in yellow on floor plan require a minimum \$750 sponsorship each)

COMPANY INFORMATION: PLEASE PRINT the company name exactly as you would like it displayed:

COMPANY NAME: _____
 ADDRESS: _____
 CITY, STATE, ZIP: _____ E-MAIL: _____
 PHONE: _____ FAX: _____
 NAME OF CONTACT: _____ MOBILE: _____
 COMPANY PRODUCT/SERVICE DESCRIPTION: _____

- Use company description on file

NAMES OF BOOTH REPRESENTATIVES:

Each Exhibitor is entitled to two representatives. Cost per additional representative is \$195.00

NAME: _____ E-MAIL: _____ MOBILE: _____
 NAME: _____ E-MAIL: _____ MOBILE: _____

ADDITIONAL INFORMATION: Each booth will come with one 6-foot decorated display table (white vinyl top and three sides of pleated skirting), two chairs, one wastebasket, a one-line sign, and one electrical outlet. Power strips are not provided. Easels and other equipment must be ordered from the drayage company. All shipments for the Boardwalk Seminar® must be sent through the Vista Convention Services.

METHOD OF PAYMENT: Check Visa MasterCard Discover American Express

CARD NUMBER: _____ EXPIRATION DATE: _____
 NAME ON CREDIT CARD: _____ AMOUNT TO BE CHARGED: _____
 BILLING ADDRESS: _____
 ENCLOSED IS OUR CHECK IN THE AMOUNT OF: _____
 NAME (PRINT): _____ SIGNATURE: _____ DATE _____

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

CONDITIONS OF CONTRACT AND REGULATIONS GOVERNING PARTICIPATION IN THE BOARDWALK SEMINAR® 2019 EXPOSITION OF NJAJ EDUCATIONAL FOUNDATION, INC.

CONTRACT FOR SPACE: The contract for space, the formal notification of space assignments and full payment of rental charges together constitute a contract between the exhibiting organization (EXHIBITOR) and The New Jersey Association for Justice Educational Foundation, Inc. (NJAJ Educational Foundation, Inc.), for the right to use space in the NJAJ Educational Foundation, Inc. Boardwalk Seminar® 2019. 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 for space. Final and complete payment is due by November 9, 2018, in order to hold the reservation.

In the event any remaining balance of the full payment for the booth(s) engaged by the exhibitor has not been received by the NJAJ Educational Foundation, Inc. on or prior to November 9, 2018, the NJAJ Educational Foundation, Inc. reserves the right to cancel this contract without liability. In such event, the NJAJ Educational Foundation, Inc. shall retain the amount paid by such exhibitor, as forfeited deposit. Payment for any contract negotiated after November 9, 2018, shall be paid in full in the form of certified check or credit card.

All measurements shown on the floor plans are approximate and the NJAJ Educational Foundation, Inc. reserves the right to make such modifications as may be deemed necessary, making equitable adjustment with any EXHIBITOR thereby affected. The NJAJ Educational Foundation, Inc. also reserves the right to adjust the floor plans to meet the needs of the exhibition.

INSTALLATION AND DISMANTLING OF THE EXHIBITS: Delivery of freight, installation of exhibits and completion of erection of exhibits will take place on May 8, 2019, from 12:00 PM (noon) until 7:00 PM. The EXHIBITORS must be ready for inspection no later than 8:00 AM on May 9, 2019. Freight left unopened by 8:00 AM on May 9, 2019, will be removed from the exhibit hall. No freight will be delivered after May 8, unless previous arrangements have been confirmed by the Exhibit Manager. A one-hour period from 7:00 AM to 8:00 AM on May 9, 2019, will be given to those who cannot set up on May 8, 2019. If exhibit is of a nature that requires more than one hour, the exhibit must be assembled on May 8, 2019. 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 the Exhibit Manager. No EXHIBITOR may dismantle their display until Friday, May 10, 2019, at 1:00 PM. Failure to comply will allow for the NJAJ Education Foundation, Inc. to refuse future exhibiting privileges. Dismantling must be completed and all exhibitor materials removed by the termination date herein shown.

INSURANCE: Neither the NJAJ Educational Foundation, Inc., the service contractors, hotel management, nor any of the 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, or protect EXHIBITOR from such loss. All property of the exhibitor is understood to remain in the EXHIBITORS 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: EXHIBITORS are 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: The 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 all exhibitors and is the sole responsibility of the EXHIBITOR. If unusual equipment is to be installed, or equipment that conflicts with fire codes is to be used, EXHIBITOR should communicate with the Exhibit Manager for information concerning facilities or regulations. All booth decorations must be flame proofed, 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 the NJAJ Educational Foundation, Inc. with the management of the exhibit hall or applicable labor unions. All plans for installation and operation of projection equipment must be approved by the NJAJ Educational Foundation, Inc. before operation is undertaken. All lighting devices, displays or demonstrations must be arranged in such a manner as not to annoy other exhibitors or the exposition in general. The NJAJ Educational Foundation, Inc. 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 Exhibit Manager prior to the opening of the show. Use of sound equipment to amplify beyond the confines of the booth is prohibited. Photographing and videotaping of other booths are prohibited.

USE OF SPACE:

(a) All demonstration, distribution of circulars, or other promotional activities must be confined to the limits of the exhibit booth, and must not interfere with adjacent booths, intrude on aisle space, or block the sight line of or to another exhibitor. Demonstration of equipment that requires the use of space above the 8-foot backwall height must be approved by the Exhibit Manager prior to the opening of the show. NJAJ will use the IAEE Guidelines for Display Rules and Regulations as the show's guide for the use of space. A copy of same will be made available upon request.

(b) No EXHIBITOR shall assign, sublet, or share the space allotted without the knowledge and written consent of NJAJ Educational Foundation, Inc. EXHIBITORS may show only goods manufactured or dealt in by them in the regular course of business, except for prizes.

(c) EXHIBITORS must limit all distribution of promotional items to the designated times and location of the exhibit space. EXHIBITOR must have representatives at their booth(s) during show hours. 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 the EXHIBITORS and the NJAJ Educational Foundation, Inc. that the EXHIBITOR may not schedule or conduct, during the course of the convention, events such as breakfasts, luncheons, dinners or hospitality suites to attract attendees. It is additionally understood that no EXHIBITOR may distribute food items of any kind. No donuts, popcorn (and popcorn machines), bagels or snacks of any sort may be handed out by exhibitor representatives to seminar attendees without prior approval. Only small wrapped candy is approved and must be kept at the EXHIBITOR'S space for distribution.

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

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

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

(a) The EXHIBITOR shall give Exhibit 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 NJAJ Educational Foundation, Inc. on or before October 1, 2018, the EXHIBITOR shall be obligated and agrees to pay a cancellation charge of 50% of the total cost of the space assigned.

(c) In the event that said notice is received after October 1, 2018, but on or before February 4, 2019, EXHIBITOR shall be obligated and agrees to pay a cancellation charge of 75% of the total cost of space assigned.

(d) In the event that said notice is received after February 4, 2019, 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 8:00 AM May 9, 2019, to occupy any space contracted for but not cancelled is obligated to pay the full cost of such space. In that event, the NJAJ Educational Foundation, Inc. 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 Educational Foundation, Inc. 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 Harrah's Resort 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, injunction, act of war, act of God, emergency declared by any government agency or Exhibit Manager, or for any other reason, this contract may be terminated by the NJAJ Educational Foundation, Inc. In the event of such termination the EXHIBITOR waives any and all damages and agrees that the sole liability of the NJAJ Educational Foundation, Inc., shall be to return to each EXHIBITOR his or her space payment, less EXHIBITOR'S pro-rata share of all costs and expenses incurred and committed by the NJAJ Educational Foundation, Inc.

LIABILITY: In the event that the Exhibit Manager or the NJAJ Educational Foundation, Inc. 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 Exhibit Manager and the NJAJ Educational Foundation, Inc., and shall hold harmless the Exhibit Manager and the NJAJ Educational Foundation, Inc., 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'S displays, equipment and other property brought upon the premises of Harrah's Resort, and shall indemnify and hold harmless the hotel agents, servants, and employees from any and all such losses, damages and claims.

GENERAL: All matters and questions not covered by the CONDITIONS OF CONTRACT AND REGULATIONS are subject to the discretion of the Exhibit Manager. CONDITIONS OF CONTRACT AND REGULATIONS may be amended at any time by the Exhibit 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 CONDITIONS OF CONTRACT AND REGULATIONS.

NAME (PRINT): _____

SIGNATURE: _____

Both sides of this document must be signed.