

GENERAL TERMS/CONDITIONS/GUIDELINES (Please Read Carefully)

The following “Terms and Conditions” become part of the contract between the exhibitor and the three association sponsors (“Associations”) NJSBA/NJASA/NJASBO. October 22, 23, 24, 25, 2018*

Application: Workshop is an exhibition designed to provide educational opportunities for board members, charter school trustees, chief school administrators, charter schools lead persons and school/charter school business officials and other school district staff. Exhibit Management (“Management”) reserves the right to determine the eligibility of all exhibit space applicants and individual products and services to be exhibited. Exhibits that are determined to be inconsistent with the high standards of the exhibition, present health or safety hazards, or are otherwise noisy, in bad taste, or conflict with the orderly management of the exhibition or for other cause will be denied admission.

Exhibiting Schedule: Exhibit personnel may enter the exhibit hall each day at 8 a.m.; Set-up is Monday, October 22, 2018, 8 a.m. – 5 p.m. (Badges are not required for set-up). Freight doors will be open from 8 a.m. until 4:30 p.m. on Monday, October 22 ONLY to receive displays and materials. Only hand-carried freight will be allowed on Tuesday, October 23 through the lobby entrance only. All exhibits must be set up during this time. **Any exhibit not set up by 9:00 a.m. Tuesday may be resold or reassigned by Management without obligation of the Association for any refund.**

Exhibit floor Hours: Tuesday, October 23 and Wednesday, October 24 from 9 a.m. to 4 p.m. Badges must be worn at all times on Tuesday and Wednesday to be admitted to the exhibit floor. Management reserves the right to make modifications to the exhibition hours as may be necessary to meet program needs

Registration of Booth Personnel: Commercial exhibiting companies may register five representatives per 10 x 10 booth space as part of the exhibition fee. This show is a closed show. No guest badges will be permitted for booth personnel. Badges can not be transferred. **A \$50 fee will be charged for any badges for Booth Personnel only, over the 5 allotted per booth space.**

Decorating/Shipping Directions: Booth equipment, service forms and other pertinent information will be sent by email to confirmed exhibitors by July 1. Exhibitors contracting after that date will receive information as their contracts and payments are received and approved.

Management will provide booth space as indicated on the official floor plan, but reserves the right to make any changes necessary to the floor plan in the interest of the exhibition. Management will provide standard booth features as indicated on the Order Form. The Exhibitor understands that any additional requirement such as electrical outlets, special signs, booth equipment or the service of porters, drayage, etc. will entail charges at the exhibition fee rates. All booth assignments are at the discretion of Management.

Spectra Food Services is the exclusive supplier and retailer of all food and beverage of any type at the Atlantic City Convention Center. No food or beverage will be allowed in the exhibit booths without the written consent of Spectra Food Services. Fees are applicable.

Payment Terms: Payment in full of the exhibition fee for exhibit space is required at the time the contract is signed. Exhibit space will not be guaranteed until payment in full is received by NJSBA. Checks should be made payable to NJSBA. Attention: Director, Finance and mailed to 413 West State Street, Trenton NJ, 08618.

Refunds: Subject to Right of Offset below. If written cancellation is received at the NJSBA office on or before July 31, 2018, 100% of the exhibition fee paid will be refunded. If written cancellation is received at the NJSBA office between August 1 and August 31, 2018, 50% of the exhibition fee paid will be refunded. There will be no refunds for cancellations received after August 31, 2018.

NJSBA may cancel without refund any exhibit space for noncompliance with the terms, conditions and regulations of this contract. Further, NJSBA reserves the right to not assign exhibit space to the Exhibitor and thereby terminate any obligation of the Exhibitor and NJSBA under this contract, in which case, NJSBA will so notify the Exhibitor and refund any payments made by the Exhibitor under this contract.

Right of Offset: If exhibitor owes NJSBA fees for services or programs not covered by this contract, any refund otherwise due will be first applied against said fees due.

Liability: NJSBA, NJASA & NJASBO or agents are not responsible for injury to any exhibitor or to 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 ACCC. 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 his exhibit or by the acts of his employees or agents. The exhibitor shall indemnify and save harmless the Associations and the Atlantic City Convention Center from all liability that may ensue from such causes.

Management Protection: Exhibitor affirms it has not filed for bankruptcy protection under the federal bankruptcy code nor filed a Deed Assignment for the Benefit of Creditors within the four months preceding or following execution of this contract.

Exhibition Sponsors: In exchange for the sponsorship level Indicated on the 2018 Order Form found in the Prospectus and/or the 2018 Sponsor Renewal Confirmation previously submitted, Management agrees to provide the specified benefits when the Exhibitor meets all conditions including full payment of the Sponsorship.

Hospitality Suites/Receptions: Confirmed exhibitors are welcome to host hospitality suites and receptions for Workshop participants. All such receptions **must be cleared** through the Exhibits Manager and open to all district attendees of Workshop.

Booth Display Rules/Regulations/ Guidelines

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design is in increments of 10ft. Therefore, unless constricted by space or other limitations,

A Linear Booth, also called “inline” booths, is generally arranged in a straight line and has neighboring exhibitors on its immediate right and left, leaving only one side exposed to the aisle.

A Corner Booth is an inline booth at the end of a series of inline booths with exposure to intersecting aisles on two sides.

An End-cap configuration is essentially an inline booth placed in the position of a Peninsula. End-cap Booths are generally 10ft deep by 20ft-wide. The maximum back wall height allowed is 8ft and the maximum back-wall width allowed is 12ft at the center of the back-wall with a maximum 3ft height on the two side aisles.

A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to inline booths, and (b) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.” A Peninsula Booth is usually 20ft by 20ft or larger. When a Peninsula Booth backs up to two inline booths, the back wall is restricted to 8ft high and 12ft wide permitting adequate line of sight for the adjoining Linear Booths.

An Island Booth is any size booth exposed to aisles on all sides. Booth must be completely open, there is no 8 foot high draping allowed. An Island Booth is typically 20ft by 20ft or larger, although it may be configured differently. The entire content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft including signage.

Refer to Management with any questions concerning booth space configuration.

Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft, 10ft by 30ft, 10ft by 40ft etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

All decorative materials shall be flame proof. See Decorator Kit for more details.

Demonstrations, distribution of literature, etc. are permitted only within the exhibitor’s designated space. No space or any part thereof shall be reassigned without the written consent of Management.

Sound/Music/Games

Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth.

Noise-creating devices, games or amplifying systems shall be operated at a level that does not interfere with other exhibitors. Prior approval of possible disruptive noise games is required by Management.

Noisy exhibits or those not in keeping with the standards of the Exhibition, at the sole discretion of Management, will not be permitted. Management reserves the right to request the removal of any disruptive displays.

Music: Exhibitors are prohibited from using any form of music in conjunction with their exhibit. The Associations will NOT be held responsible for any lawsuit resulting from a copyright infringement claim arising out of such use. The exhibitor agrees to indemnify and hold harmless the Associations from any cost resulting from any legal action.

Over-the-counter sales and/or soliciting cash payments or donations on the exhibit floor are prohibited.

Aisle Space All aisle space is under the general control of Management and shall not be used for exhibit or demonstration purposes. 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.

Installation and Dismantling of Exhibits

All labor in connection with installation, removal, or maintenance of the exhibition must be performed by the appropriate union having jurisdiction. The official service contractor must handle all empty crate storage. Storage of empties behind booth drapes is prohibited.

The exhibitor agrees not to dismantle the display before the close of the exhibit 4 p.m. Wednesday, October 24. Management will assess the exhibiting company a \$500 fee and loss of priority status for future shows for any booths dismantled or abandoned before the 4:00 p.m. teardown time.

Exhibit Booth dismantling continues on Thursday, October 25, 8 a.m. to noon. All shipments must be removed from the premises by 2 p.m. October 25.

* Dates subject to change with 90 days notice