

**EXHIBITOR  
MANUAL &  
DECORATOR  
KIT**

**NJSBA'S**

# Workshop

**2026**

**CHARTING THE PATH, EMPOWERING JOURNEYS**

**OCT.  
19-22**

CO-SPONSORED BY  
**NJASA & NJASBO**

## Show Schedule

### Exhibitor Move-In

Monday, October 19 8:00 AM-5:00 PM

### Exhibit Hours

Tuesday, October 20 9:00 AM-4:00 PM

Wednesday, October 21 9:00 AM-4:00 PM

### Exhibitor Move-Out

Wednesday, October 21 4:00 PM-7:30 PM

Thursday, October 22 8:00 AM - 12:00 PM

### Move-Out Note

All carriers must check in no later than 6:30 PM on Wednesday, October 21, 2026, or freight will be shipped via LibertyCFS NV Inc.'s terms, with a 7-business-day standard ground service at exhibitor expense.

## Provided Booth Equipment

Each 10'x10' booth includes:

- 8'H Draped backwall
- 3'H Draped sidewall
- (1) Exhibitor ID Sign

## Show Colors

Carpet is Mandatory for ALL Exhibitor Booth Spaces. Be sure to order before the discount date.

- **Carpet Color:** Exhibit Hall is not carpeted.
- **Aisle Carpet Color:** Blue

## Show Management

The show management office is located to the left as you enter Hall D of the Atlantic City Convention Center. In the event of an emergency, please contact Lou Schimenti at (609) 278-5271. For onsite inquiries, email [kkrulikowski@njsba.org](mailto:kkrulikowski@njsba.org).

## Official General Service Contractor

AEX Convention Services has a service desk at the rear of the exhibit floor. All decorator labor, furniture, carpeting, drayage, and other requirements should be pre-ordered to avoid delays. Orders placed with AEX at the show must be paid for in cash or with a credit card. The service desk will handle all materials and shipments entering or leaving the hall through the freight doors.

To reduce the lines at move-in, it is recommended that you ship your materials and equipment to the AEX Convention Services warehouse in advance. This information is available on the AEX website. When your crew arrives on Monday, October 19, all your equipment will be in your booth, ready to unpack and set up. If you have a display that must be assembled, you can order labor through AEX.

## Advance Shipments

Shipments should arrive between Friday, September 4, 2026 and Monday, October 5, 2026.

Exhibiting Company Name / Booth Number  
c/o AEX Convention Services  
3093 English Creek Ave  
Egg Harbor Township, NJ 08234

More information and labels can be found [here](#).

## Exhibit Installation

Monday, October 19 8:00 AM - 5:00 PM

You do not need a badge to set up your booth area; however, we strongly encourage you to pick up your badges on Monday, so you do not have to stand in line on Tuesday morning.

All displays and exhibits must be in place by 9:00 AM, Tuesday, October 20. Any space not claimed

and occupied may be resold or reassigned by Show Management without any refund.

No installing, dismantling, rearranging, major repairs, servicing, removing, or supplementing of exhibits will be permitted during the exhibit hours without permission of Show Management. All exhibitors using the dock entrance loading must install their exhibit on Monday, October 19. There will be no loading dock entrance deliveries after 5:00 PM on Monday.

Exhibitors should enter the Exhibit Hall through Hall C on Tuesday and be available at your booth by 9 AM.

## Exhibit Dismantle

**Wednesday, October 21**      **4:00 PM – 7:30 PM**  
**Thursday, October 22**      **8:00 AM – 12:00 PM**

Display dismantling may not begin before 4:00 PM on Wednesday, October 21. Violating exhibitors will lose their priority status for future Workshop conferences and will also receive a \$500 penalty.

Exhibitors MAY NOT offer gratuities to laborers or other personnel for special favors. NJSBA/NJASA/NJASBO and Atlantic City Convention Center will not be responsible for materials left in the exhibit hall after 12:00 PM on Thursday, October 22.

## Booth Equipment/Furniture

All standard commercial booths are equipped with 3' draped sidewalls, 8' draped back wall, and a 7" x 44" booth identification sign listing the company name and booth number. This information for the 7" x 44" booth identification sign will be taken from your Exhibit Space Contract unless notified otherwise. All furniture, floor covering, and utilities are additional and the responsibility of the exhibitor. Order forms and instructions are available in the Exhibitor Manual.

Floor covering is mandatory for all booths. If

you do not submit an order for carpet or notify AEX Convention Services in writing that you will be providing your own carpeting or flooring by Sunday, October 18, carpeting will be placed in your booth space, and your credit card on file will be charged.

## Display Limitations

So that the display value of any exhibitor's booth is not diminished, the following limitations are established: Signs, partitions, apparatus, shelving, or any other construction shall not extend more than eight feet above the floor or more than four feet forward from the back wall of the booth, as to not obstruct the line of sight of the exhibitors on either side of your booth, unless written permission is obtained from Show Management. Displays between the back wall and the front of the booth may not exceed 4 feet.

End cap booths must restrict their 8-foot-high backdrops to a maximum width of 12 feet. There must be 3 feet on each side of the backdrop, which must not extend higher than 3 feet to the aisle, so as not to block the view of the other vendors in the rows behind the end cap booth.

Tacking or nailing signs, banners, etc., to any permanent walls or woodwork is not permitted. Any damage to the Atlantic City Convention Center property by exhibitors or their agents must be paid for by the exhibitor.

Amplifying systems projecting sound beyond the exhibitor's booth are not allowed. Exhibitors are prohibited from using any form of music in conjunction with their exhibit. Neither NJSBA/NJASA/NJASBO will 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 NJSBA/NJASA/NJASBO from any costs resulting from said lawsuit.

Show Management reserves the right to correct violations of exhibit regulations in an exhibitor's area at the exhibitor's expense and as agent

for the exhibitor. Show Management shall have full power to interpret and/or amend all rules and make any additional rules and regulations which, in its sole discretion, shall be in the best interest of the exhibit.

All aisle space is under the control of Show Management and shall not be used for exhibition or demonstration purposes.

## **Empty Crate Storage**

All empty-crate storage must be handled by AEX Convention Services. AEX Convention Services will only be responsible for the storage of empty crates for freight and materials shipped in advance or from the loading dock. Storage of crates and boxes behind booth drapes is prohibited. You may bring hand-carry exhibits (no 4-wheeled carts or dollies) through the front doors. Hand-carried exhibits are items that can be carried in a single load.

## **POV Unloading (Personally Owned Vehicles)**

The unloading and movement of freight from the exhibitor's vehicle to the booth and return, through the loading docks, is in the jurisdiction of AEX Convention Services. AEX has full control of all traffic at the loading dock to prevent tie-ups and to ensure all freight is delivered, keeping the exhibit hall aisles clear.

If you choose to hand-carry your materials, you will be permitted access to the loading dock area designated by AEX, with a 30-minute time limit. POVs may not exceed the size of a van or minivan. Exhibitors may carry materials. No four-wheel carts are permitted. Your cooperation is needed in following the procedures to expedite move-in and move-out.

## **Food & Beverage Services**

Oak View Group Hospitality (OVG) is the exclusive supplier and retailer of all food and beverages at the Atlantic City Convention Center. No food or

beverages will be allowed in the exhibit booths without OVG's written consent. Contact information and order forms are available in the Exhibitor Manual. Fees are applicable.

## **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 Atlantic City Convention Center. The exhibitor shall assume all responsibility for damage, injury, or loss to the premises in which the 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.

## **Restrictions**

Direct selling and order taking are prohibited. Solicitation or distribution of material outside the exhibitor's booth and other practices that result in annoyance or complaint from an exhibitor or attendee are prohibited. 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. Additionally, exhibitors and sponsors are strictly prohibited from placing promotional materials in any area outside of their exhibition or sponsorship areas.

## **Safety, Fire, and Health**

Federal, State, and City laws must be strictly observed. Alcohol is prohibited on the convention floor or in exhibit booths for any reason, including for personal consumption or as a gift, prize, or donation. Smoking is prohibited in all areas of the Atlantic City Convention Center.

## Authorized Vendors

As an exhibitor, you may receive emails and phone calls from third-party vendors offering discounted housing and attendee lists. These groups are in no way affiliated with the New Jersey School Boards Association, and their claims of having access to rooms and attendee information are false. NJSBA cannot guarantee any hotel rooms that are not booked through our official housing provider, [AC Central](#).

Your contact information is not shared publicly and is provided only to the approved convention center vendors below.

## General Contractor

### Booth Furniture, Flooring, Shipping, & Material Handling

Discount pricing ends Thursday, October 1, 2026.

### *AEX Convention Services*

- Contact: [orders@aexservices.com](mailto:orders@aexservices.com)
- [Order Online](#)
- [PDF order form](#)

## Utilities & Booth Services

### Electric & Booth Cleaning

### *Atlantic City Convention Center*

- Contact: [Brittany Cox](#)
- [Order Online](#)
- [PDF order form](#)

## Tech & Data Services

### Phone & Internet

### *Smart City Networks*

- Contact: 1-888-446-6911
- [Order Online](#)
- [PDF order form](#)

## Audio Visual & Production Services

### AV, LED Displays, & Lighting

### *Encore*

- Contact: Shakuwra Garrett, (609) 449-2226
- [Order Online](#)
- [PDF order form](#)

## Food Services

### Catering & Sampling

### *Oakview Hospitality*

- Contact: [Nancy Masino](#)
- [Order Online](#)
- [PDF order form](#)

## Lead Retrieval

Coming Soon!

## Show Management

### *New Jersey School Boards Association*

- [Lauren Cuervo](#), Senior Director, Connection
- [Lou Schimenti](#), Associate Director of Exhibitions and Cooperatives
- [Kristen Krulikowski](#), Manager, Exhibits
- [General Inquiries](#)

