New Jersey Music Educators Association

February State Conference

Atlantic City Convention Center
Atlantic City, NJ

February 24–26, 2022

EXHIBITOR’S KIT
GENERAL REGULATIONS FOR EXHIBITORS

Exhibits provide a most significant feature of the NJMEA State Conference since music educators depend on the music industry for the tools to supplement their teaching. Exhibitors can display their products and services to those who have influence in their purchase. They also have the opportunity to reach an exclusive education audience.

EXHIBIT HOURS

An attendant must be in charge of each display during the hours when the exhibit hall is open. The schedule is as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Description</th>
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<tbody>
<tr>
<td>Thursday, February 24</td>
<td>9:00 AM – 2:00 PM</td>
<td>Set-up</td>
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<td>3:00 PM – 8:30 PM</td>
<td>Exhibits Open</td>
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<tr>
<td>Friday, February 25</td>
<td>8:30 AM – 5:30 PM</td>
<td>Exhibits Open</td>
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<tr>
<td>Saturday, February 26</td>
<td>9:00 AM – 12:00 PM</td>
<td>Exhibits Open</td>
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REGISTRATION OF EXHIBITOR REPRESENTATIVES

All official representatives of firms assigned exhibit space must register to receive an NJMEA identification badge and a copy of the official program.

Prior to the Conference, the senior official representative of each firm will provide a list of personnel who will staff the table for the exhibitor. A maximum of two (2) badges per booth will be issued to each exhibiting firm. Badges are required for admission to all NJMEA Sessions and Concerts and are not transferrable. Ticketed events are not included.

Additional badges for personnel authorized by the exhibiting firm are available at $25.00 each.

INSTALLATION AND DISMANTLING

Installation will begin Wednesday evening, February 23, 2022. The Hall will be open to exhibitors at 9:00 AM on Thursday. The exhibitor expressly agrees not to disturb, dismantle or remove his/her exhibits from the Exhibit Hall until the official closing at 12:00 PM on Saturday. Failure to observe this rule may jeopardize the exhibitor’s space assignment or right to exhibit at forthcoming NJMEA expositions. Goods must be crated for shipment immediately following the close of exhibits at 12:00 PM on Saturday, February 26, 2022.
CANCELLATION

All cancellations must be made in writing to the NJMEA Executive Director. If notification is received before January 1, 2022, all monies will be refunded. Cancellation after January 1, 2022 obligates the exhibitor to full payment with no refund unless the space is subsequently sold.

SALES PERMITTED

Selling and taking orders are permitted on the exhibit floor. Exhibitors who wish to make retail or wholesale transactions in New Jersey are required by law to pay sales tax on transactions.

FIRE REGULATIONS

No combustible decoration material shall be used at any time. All cloth decorations must be flame-proofed. All materials and fluids which are flammable must be kept in safety containers. Open flames, butane gas, oxygen, etc. are not permitted.

NOTE: Smoking is not permitted in the exhibit area including setup and teardown.

EQUIPMENT AND SERVICE

Each booth (8’x8’) will be provided with a backwall drape 8’ high and 2 side wall drapes 3’ high. A table will be skirted in a matching color. The tabletop will be white. The floor will be carpeted. Chairs and garbage cans will be provided. A standard sign with the firm’s name will be included at no additional cost. Exhibitors with displays that are free-standing and larger than 8’ in width must purchase 2 spaces. The on-site Exhibits Manager reserves the right to ask that an oversized display be taken down.

An Exhibitor’s Service Desk will be maintained in the exhibit area.

ELECTRIC

Electric service must be ordered directly from the Convention Center Services.

CARE OF BUILDING AND EQUIPMENT

Exhibitors and their agents must not injure or deface the walls or floors of the building, tables or equipment. When such damage appears, the exhibitor is liable to the owner of the property so damaged.
SHIPPING AND RECEIVING

Vista Convention Services is the official contractor. They will handle table set-ups, draping, signs, shipping and receiving. Deliveries will be made directly to the table of the exhibitor and picked up at the close of the conference. All shipments must be pre-paid.

SECURITY

Exhibit management will provide necessary guards around the clock, however exhibitors are solely responsible for their own exhibit material and should insure against loss or damage. All property of an exhibitor is understood to remain in his/her care, custody and control in transit to, from and within the confines of the Exhibit Hall. Bring a cloth to cover your exhibit during closed hours.

LIABILITY

Neither NJMEA, the contracted hotel, the official service contractors, nor their agents or representatives will be responsible for any injury, loss or damage that may occur to the exhibitor or to their property from any causes whatsoever. The Exhibitor, upon signing the Exhibit Contract, expressly releases the aforementioned from any and all claims from such loss, damage or injury.

The Exhibit Committee strongly recommends insurance to cover your exhibit.

REstrictions

- No exhibitor shall reassign, sublet, or share allocated space without the knowledge and consent of the Exhibits Manager.
- No exhibitor shall obtain space anywhere outside the designated exhibit area.
- No exhibitor is permitted to show goods other than those manufactured or dealt in the regular course of business.
- No literature may be distributed outside the exhibit area.
- The level of sound producing materials shall be kept low enough so as to not be objectionable in the sole judgement of the Exhibits Committee.
- The management reserves the right to censure an exhibitor whose exhibit, for any reason, is objectionable, and also to prohibit or evict any exhibit which in the opinion of the management may detract from the general character of the exhibits as a whole, unless the exhibitor rectifies the problem immediately at the request of the Exhibits Manager.
REGULATIONS AND CONTRACT

These rules and regulations become a part of the contract between the exhibitor and NJMEA. They have been formulated for the best interests of the exhibitors and conference attendees. The committee respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of the committee.

DOOR PRIZE DONATION

Our door prize raffles are one of the highlights of the conference and many of our members participate. At our last conference we had a wonderful response from our exhibitors with raffle donations. We hope you will be as generous this year.

NJMEA will again do a grand opening for the exhibits and we are upgrading our reception! We would like to continue the Special Grand Prize Raffle at the opening. We are considering several ways to get our members to walk around and win these prizes. Please think about possibly donating a larger item for this raffle.

All donations should be given to Nancy Clasen at the Exhibits desk where you check-in. As always, we thank you for all you do to support the music educators of the state of New Jersey.

You can contact Nancy at nancyclasen@gmail.com to register your raffle donations before the conference.