

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 skills. Exhibitors can display their products and services to those who have influence purchasing. 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 area is open. The schedule is as follows:

Thursday, February 20, 2020
Set-up 9am-2pm.

Thursday, February 20, 2020
Exhibits Open, 3:00-8:30 p.m.

Friday, February 21, 2020
Exhibits Open, 8:30-5:30 p.m.

Saturday, February 22, 2020
Exhibits Open, 9:00 a.m.-12:00 p.m.

- **Must remain open until noon.**

REGISTRATION OF EXHIBITOR REPRESENTATIVES

All official representatives of firms assigned exhibit space must register to receive a 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. No more than 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 transferable. (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 be Wednesday evening, February 19, 2020. The Hall will be open to exhibitors at 9 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 p.m. Saturday. Failure to observe this rule may jeopardize the exhibitor's space assignments or right to exhibit at forthcoming NJMEA expositions. Goods must be crated and placed for shipment immediately following the close of exhibits at 12:00 p.m. on Saturday, February 23, 2019.

CANCELLATION

All cancellations must be made in writing to the Exhibits Manager. If notification is received before January 1, 2020, all monies will be refunded. Cancellation after January 1, 2020, 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 are to 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 table top will be white. The floor will be carpeted. Chairs and garbage cans will be provided. A standard sign with exhibitor'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 Exhibit 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

Please indicate your need for electrical service on the contract and enclose an additional \$65.00 payment for basic hookup with and extension cord.

CARE OF BUILDING AND EQUIPMENT

Exhibitors, or 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

Lighting and Decorating, Inc. is the official service contractor. They will handle table setups, 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. Separate forms for shipping will be sent to the exhibitor via email.

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 or from or 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.

RESTRICTION ON THE USE OF SPACE

- 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 during 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 not to be objectionable in the sole judgment of the exhibit 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. 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.