

2018 NEW JERSEY LEAGUE FOR NURSING CONVENTION

EXHIBIT RULES AND REGULATIONS

CONTRACT FOR SPACE:

The receipt by the New Jersey League for Nursing (hereinafter referred to as NJLN) of Exhibitor's signed contract, accompanied by the full payment amount, will contract for the right to use the space allotted. **NJLN retains an exclusive right to accept or reject any Exhibit Contract to exhibit at the New Jersey League for Nursing Convention. In the event a contract is rejected, you will be notified and any fee tendered will be returned to the company. NJLN will NOT grant exclusive rights to any company or individual to solely exhibit by rejecting competitors, subsidiary or same company divisions.** In the event of fire, strikes, or other circumstances beyond the NJLN control, NJLN shall have no liability or obligation to refund any portion of Exhibitor's payment. Nevertheless, if NJLN determines, at its sole discretion, that a portion of Exhibitor's fees have not been expended or encumbered, then NJLN will try to refund the balance. Applications for space must be on the official form and accompanied by payment for the full amount in order to be honored.

SPACE ASSIGNMENT:

Assignments of space will be at the sole discretion of NJLN. In the event an Exhibit has special needs for display items that cannot be contained in the space provided, Exhibitor shall notify NJLN prior to March 1, 2018 and may need to purchase an additional booth space. NJLN reserves the right to bar the use of exhibits which will interfere with other Exhibitors, or attendees or which create any hazards to the public. No change of booth assignments will be made at the Convention.

SPACE RENTAL: (INCLUDED IN FEE PAID!)

All booths are 8' x 10' and will be constructed with pipe and drape, one six foot skirted table, two chairs, one wastebasket, one identification sign, and one 4-outlet, 110V electrical box. An Exhibitor Packet will be forwarded to each Exhibitor with the booth confirmation. All expenses, including without limitation, additional furniture, telephone requirements, electrical service beyond standard one 110 Volt outlet, exhibit installation and dismantling costs, and shipping or storage fees, will be the sole responsibility of Exhibitor. Additional furnishings, floral arrangements, audio-visual needs, etc. must be ordered on the forms provided in the Exhibitor's Packet. Exhibitor is required to use the official decorator/contractor that has been selected by NJLN,

which is **AEX Convention Services**. AEX will send confirmation packets with detailed information.

FAILURE TO OCCUPY SPACE:

Any space not occupied by 8:00 A.M. on Thursday, March 29, 2018 shall be deemed forfeited by Exhibitor and no refund shall be paid. NJLN may reassign such space, at its discretion, without any obligation to original Exhibitor.

REFUND POLICY:

All signed contracts received by NJLN are considered binding. Cancellations requesting a refund will not be accepted within 30 days of the scheduled opening of the event (March 28, 2018). Any exhibitor canceling during this period is liable to pay the full exhibitor rental fee. Cancellations received within two months prior to the event shall receive a 50% refund. All cancellations shall be charged a \$100 processing fee. There will be no exceptions to this policy.

EXHIBIT RESTRICTIONS:

Exhibits must conform to the size of their space and must not obstruct the view or interfere with other exhibits. All demonstrations, discussions, or other activities, must be confined to Exhibitor's own booth. Exhibitor shall not assign or sublet allocated space. All materials used by the Exhibitor must be non-flammable to conform with the Fire Regulations of the State of New Jersey and the City of Atlantic City. Material not conforming to such regulations will be removed immediately at the Exhibitor's expense and no refund of Exhibit fee will be given. No nails or bracing wires used in erection displays may be attached to building walls in any form. No Mylar balloons are allowed. Any and all property destroyed by an Exhibitor must be replaced to its original condition by Exhibitor at their own expense.

EXHIBIT STORAGE:

The Tropicana Hotel does not have facilities for the storage of exhibit displays or products. All shipments must be handled through the official agent, AEX Convention Services, which has been designated by NJLN. All shipments and related expense is the sole responsibility of the exhibitor.

SECURITY AND LIABILITY:

Each exhibitor must make provision to safeguard his/her goods from the time they are placed in the exhibit areas until they are removed at the end of the Convention. NJLN, Exhibit Manager, Convention Managers, and contracted hotel will not be responsible for loss or damage due to any cause. Space is leased with the understanding NJLN and the contracted hotel will act for the exhibitor and his representatives only in the capacity of agent and not as principal; and that the NJLN and the contracted hotel assume no liability whatsoever for damages, for any act of omission or commission in connection with said agency and the exhibitor and their representatives hereby release NJLN, Exhibit Manager, Convention Managers, and the contracted hotel from any cause whatsoever. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, and defend and save NJLN and contracting hotel and their employees, volunteers, and agents harmless against all claims, losses or damages to person or property, governmental charges or fines and attorney fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises. NJLN, Exhibit Manager, Convention Managers, and the contracted hotel does not endorse or promote any products and/or services displayed in the Exhibition Hall or throughout the continuing education activities. The rules and regulations are to be construed as part of all space contracts. NJLN reserves the right to interpret them as well as make final decisions on all points the rules and regulations do not specifically cover.

ADMISSION:

NJLN shall have the sole responsibility over all admission policies at all times. Non-exhibiting suppliers or vendors for goods and services shall be prohibited from entering the exhibit hall. Badges must be worn at all times. Badge swapping is strictly prohibited. **Maximum of two agents per booth included with booth fee. Additional exhibit representatives may attend for a fee of \$50.00 each.**

HOTEL INFORMATION:

Tropicana Casino & Resort
Brighton & The Boardwalk
Atlantic City, NJ 08401
www.Tropicana.net

HOTEL ACCOMMODATIONS:

Exhibitor may take advantage of the special guest room rate that has been established with the Tropicana Casino & Resort. Room reservations must be made directly with the Tropicana.

You may register online by visiting:

<https://tropac3.net/offercode/HNJLN18>

**Or call: 1-800-247-8767, Code:HNJLN18
Please specify: *NEW JERSEY LEAGUE
FOR NURSING 2018 CONVENTION***

**Single or Double occupancy.....\$59.00,
plus tax and hotel fees.**

Rate of \$25 for each additional person, up to 3 guests. This rate does not apply to the Havana Tower. Must register no later than March 4, 2017 to receive reduced rate. In order to guarantee an individual room reservation, a deposit in the amount of one night's room charge is required. Guaranteed rooms will be held ONLY until 10:00 PM on the arrival date. Rates are subject to state and local taxes, and a per room night occupancy fee. Hotel policy requires each room have a \$100 security deposit applied to guest's account at check in. Deposit may be secured with a credit card.

**Check-In Time: 4:00 PM
Check-Out Time: 11:00 AM**

PARKING:

Self-parking & Valet parking is available for overnight and day guests for a fee established by the hotel.

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If you need additional information, please contact our Program Director, at the NJLN office. Tel: 908-789-3398  
Email: NJLNCHANDLER@gmail.com

