



NJABA 15th Annual Conference - 2020

The Palace at Somerset, Somerset, NJ

Exhibitor Terms:

- NJABA reserves the right to determine eligibility of any organization as an exhibitor. Applications for exhibit space will be reviewed and if accepted, the primary representative will be contacted.
- **Vendors and agencies must set up and dismantle their own exhibits.** Dismantling may not begin until 1:30pm. Exhibitors who break down early will not be invited back the following year.
- The standard booth equipment as furnished by NJABA will consist of one 6' wide x 9' long booth space, 6' draped table and two chairs. Additional draping, furniture, accessories, signs, electrical outlets, A/V equipment, internet access, etc. are the financial responsibility of the exhibitor. Electricity will be provided to all exhibitors.
- No exhibitor shall sublet, assign or share any part of the space allocated to him/her without the written consent of NJABA.
- Solicitations or demonstrations by exhibitors must be confined within the 6' wide x 9' long boundary of their respective spaces. Exhibits shall be constructed and arranged so that they do not obstruct the general view, or hide the exhibits of others. No signs, display units or chairs are permitted beyond the 6' wide x 9' long booth space.
- It is the responsibility of the exhibitor to see that all of his/her materials are delivered to and removed from the exhibit area by the specified deadlines.
- NJABA reserves the right to restrict exhibits, which, because of noise, method of operation, materials or any other reason, become objectionable, and prohibit or evict any exhibit, which, in the opinion of NJABA, may detract from the general character of the conference as a whole. In the event of such restriction or eviction, NJABA is not liable for any refund or other exhibit expenses.

Cancellation Policy: Exhibit fees paid to NJABA will be refunded if written notice of cancellation is received prior to March 20, 2020. Cancellation after March 20, 2020 obligates the exhibitor to pay full rental costs.

Liability: Exhibitors shall assume full responsibility for the protection of their property. It is recommended that exhibitors take precautionary measures of their own, such as the securing of small or easily portable articles of value and the removal of them to a place for safe-keeping after exhibit hours. Neither NJABA nor The Palace at Somerset maintains insurance coverage for the exhibitor's property and it is the exhibitor's responsibility to obtain such insurance.

