

New Jersey Music Educators Association



February State Conference

**Atlantic City Convention Center
Atlantic City, NJ**

February 20-22, 2025

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. Please note – we will be following the same schedule as last year. The schedule is as follows:

Thursday, February 20, 2025	9:00 AM – 12:00 PM	Set-up
	1:00 PM – 8:30 PM	Exhibits Open
Friday, February 21, 2025	8:30 AM – 6:00 PM	Exhibits Open
	6:00 PM – 8:00 PM	Tear down
Saturday, February 22, 2025	<i>NO EXHIBITS</i>	

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. Additional badges for authorized personnel are available at \$25.00 each.

INSTALLATION AND DISMANTLING

Installation by the decorators will begin Wednesday evening, February 19, 2025. 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 6:00 PM on Friday.** 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 6:00 PM on Friday, February 21, 2024.

CANCELLATION

All cancellations must be made in writing to the NJMEA Executive Director. If notification is received before January 1, 2025, all monies will be refunded. Cancellation after January 1, 2025, 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 (10'x10') 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 10' 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/INTERNET

Electric service must be ordered directly from the Convention Center Services. **Each booth will be provided one internet login.** Additional logins can be purchased from Convention Center Services. The contact information for these services will be provided starting in January.

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 NJMEA Board of Directors 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.
- Professional decorum is expected from exhibitors at all times. Aisles cannot be blocked to have conversations with conference attendees as this impedes flow and violates fire code.

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. Door Prizes will be drawn twice during the conference - once Thursday and once Friday.

EXHIBIT BINGO

Exhibit Bingo will take place on Friday. To receive an Exhibit Bingo Door Prize chance, convention attendees will need to use the special Bingo Card that will be available on Friday. Attendees must visit the booths that are on the card and have the representative stamp their square with the dauber that we provide. When the attendee has the card filled, they will receive a door prize ticket. We are planning on giving 2 - \$100 gift cards for this raffle.

To have a business placed on the Bingo Card, exhibitors will need to indicate participation on the Exhibit Contract. There will be an additional \$100 fee for this advertisement. This feature was added after listening to exhibitors' comments about foot traffic in the past and was successful when we first added it last year. We are hoping for all the attendees to pass through the exhibits on Friday and give you the opportunity for individual contact with each of them. Please consider being a part of this recent addition to our Exhibits!

All Door Prize 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.

CONFERENCE SPONSORS

Silver Level Sponsors - \$1000.00

Featured Listing in the Conference Program
Advertising on Guidebook Conference app
One Booth in the Conference Exhibit Hall
One Sponsored Conference Session – highlighted in the printed program
Two Exhibitor Badges

Gold Level Sponsors - \$1800.00

Featured Listing in the Conference Program
Advertising on Guidebook Conference app
Two Booths in the Conference Exhibit Hall
Two Sponsored Conference Sessions – highlighted in the printed program
Four Exhibitor Badges
Complementary ½ Page Ad in the Conference Book

Platinum Level Sponsors - \$2500.00

Featured Listing in the Conference Program
Advertising on Guidebook Conference app
Three Booths in the Conference Exhibit Hall
Three or More Sponsored Conference Sessions – highlighted in the printed program
Six Exhibitor Badges
Complementary Full-Page Ad in the Conference Book

NOTE: Only Silver, Gold, and Platinum Sponsors will have sessions listed as Sponsored Sessions in the Conference Program Book.

