**EXHIBITOR REGULATIONS**

# Reservations for Exhibit Space

**PLEASE READ ALL INFORMATION ACCOMPANYING THIS EMAIL.** All reservations for booths or tables must be made on this application form. Payment must accompany application. If special arrangements need to be made in relation to payment, please contact me. There will be limited spaces in the Exhibit Hall. Spaces will be held in the order received. Requests will be honored when possible. All booths and tables MUST be staffed throughout posted exhibit hours; any table not checked in one hour prior to the posted opening may be assigned to one of the present exhibitors without refund. Booth/table assignments will be emailed approximately 2 weeks before the conference. **No refunds** **will be given for cancellations postmarked after November 14, 2018.**

**Booths and Tables**

Booth space is 10’ x 8’ and Table space is 4’ x 8.’ Prices include one 8-foot exhibit table, draping, identification sign, 2 chairs, a wastebasket and an 8-foot high back wall. **Please note the cost of electric, and telephone hookups and any equipment requested are not included and are not the responsibility of NJASL or of the drayage company.**  Vendors must arrange and pay for these services/equipment through the hotel. Information for this will be sent with your drayage packet from Nationwide Expo. Nationwide Expo will provide extra items such as more tables or different size tables. Check the drayage packet when you receive it in late October or early November.

**User Group presentations**

If the Representatives from your company want to do a User Group presentation it MUST BE CHECKED OFF on the Application form. The times and limited number of User Group slots will be assigned on a first come basis and session space availability. MORE REASON TO SEND IN RESERVATION EARLY. **Also certain levels of Sponsorships will be given priority.**

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**Application Certification**

**Please read this page- there are 2 items that you will need to answer!**

This year we have to put an insurance clause on the Exhibitor Application Certification, as per our insurance company. We need to state that the vendor has proof of insurance and that their insurance names New Jersey Association of School Librarians as an additional insurer. Please make sure you check this item.

We have been told there will be WIRELESS capability in the Exhibit Hall at no cost. We are still asking that on the Application Certification form to please indicate the approximate number of laptops that will be used by the company’s representatives.

**Drayage**

Drayage information will be emailed to you directly from the drayage company, Nationwide Expo.

**Set-up / Breaks / Lunch**

Booths and tables will be in place and ready for set-up prior to opening – the exact schedule is still being discussed. As soon as we are notified as to when the area will be set up by Nationwide Expo, you will be notified – we are not sure if it will be Saturday afternoon or Saturday overnight. We are assuming that it will be ready for you by 8:00 am on Sunday.

**TENTATIVE** exhibiting times are: SUNDAY 10:00 am – 6:00pm, MONDAY 7:00am – 5:00pm and TUESDAY 7:00am – 3:00pm. Breakfast and lunch vouchers will be provided each day. **These times are approximate at this time.** Your display must be completed one half hour prior to the posted opening time. NJASL will have volunteers in the exhibit area to assist with breaks and lunch for those vendors who need assistance. More details will be provided in the fall. **PLEASE REMEMBER ALL TIMES LISTED ARE TENTATIVE!**

**Hotel Reservations**

Will notify you as to when the room reservations become available.

**Raffles**

We would also appreciate your support in donating an item (s) for our raffles for participants. Raffle drawings will be each day. There will also be Vendor Bingo in which there will be raffle prizes. So, we would appreciate any support you can give.

There will also be a Vendor raffle for 2 lucky Vendor participants!

**Sponsorships**

Please read and consider becoming a Sponsor! There are several perks that your Company and Representatives will enjoy.

**Final Words!**

**This information is subject to change as we continue our planning. Any questions, PLEASE CONTACT ME!**

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