

**PROGRAMS AND SERVICES  
EXHIBITS AT WORKSHOP AND PROGRAMS**

Exhibits at Workshop and Programs

The inclusion of exhibits as a part of a training program shall be determined by the Director, Association and Business Development.

Exhibit space fees shall be determined by the Director, Association and Business Development in consultation with the Exhibits Manager and Director of Finance and Operational Services.

No refund for exhibit space will be issued for cancellation within five (5) weeks of the Workshop unless authorized by the Association and Business Development Department.

There will be a maximum of five (5) free registrations (badges) per commercial 10x10 exhibit booth space for the duration of the show. A nominal fee will be charged for each additional badge requested by an exhibitor. All fees for additional badges must either be pre-paid or paid on-site. No billing shall occur.

All commercial/professional company representatives must be associated with a current exhibiting company in order to receive a badge and be admitted into the exhibit or Workshop area of the convention center. This includes NJASA allied members and NJASBO associate members.

The Department of Association and Business Development will have responsibility for securing a drayage and decorating contractor. The drayage and decorating contract or letter of agreement will be reviewed by the General Counsel prior to signature.

A list of current and potential exhibitors will be maintained by the Departments of Association and Business Development and Finance and Operational Services.

The Department of Association and Business Development will develop an exhibitor's brochure in conjunction with the Communications Department to be mailed to all current and potential exhibitors. The brochure will include, but not be limited to, the floor plan and fee structure. A space application and contract will be enclosed.

All approved exhibitors will receive a confirmation letter if time permits.

Exhibitors will receive a housing form with their confirmation letter. The Department of Association and Business Development will predetermine the maximum number of rooms available to exhibitors at the headquarters hotel(s). These rooms will be filled by the Atlantic City housing bureau on a firstcome, firstserved basis.

The Department of Association and Business Development will develop an exhibitor manual in conjunction with decorating contractor for distribution to all confirmed exhibitors.

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All confirmed exhibitors will receive a copy of the advance Workshop program if time permits.

Assignment of hospitality space (both suites and public space) will be determined by the Association and Business Development Department.

Exhibits at Workshop and Programs (continued)

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Revised: January 27, 1987  
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July 6, 1994  
May 2007  
September 2010

See Also: GO/6602R  
GO/6603.6R  
GO/6603.7R

Exhibitor Contracts and Eligibility

An exhibit space contract, developed by the General Counsel in consultation with the Association and Business Development Department, will be executed by each exhibitor. Exhibit space will be assigned by the Exhibit Manager according to exhibit category. All category assignments are final. Exhibit categories include:

- A. Commercial/Professional Exhibitors
- B. Public Relations and Nonprofit Exhibitors
  - 1. Schools Elementary through Junior College (public/private)
  - 2. State Departments
  - 3. Educational Groups
  - 4. Nonprofit Organizations that are education oriented and
    - a. Do not charge a fee for their services or charge only a nominal fee to cover expenses;
    - b. Benefit education and/or further NJSBA educational goals;

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- c. Deal directly with education (e.g., Kingsway Learning Center, New Jersey Council of Educational Services Commissions).

This Exhibition is designed as an educational exposition for board members, chief school administrators and board secretaries. The school public relations and other nonprofit education oriented exhibitors will be limited to not more than two 10' x 10' exhibit spaces at the nonprofit rate. All additional space will be charged at the current commercial rate. Exhibitors who have not previously exhibited at this Exhibition are required to secure a ruling of eligibility in advance of the Association's signing an exhibitor space contract. Previous exhibitors may be required to secure such a ruling. The Exhibition sponsors reserve the right to determine the eligibility of all exhibit space applicants and individual products and services to be exhibited.

Exhibitor Contracts and Eligibility (continued)

Exhibit eligibility shall be determined by the Exhibits Manager. Upon receipt of an exhibit eligibility request, the Exhibits Manager shall review the exhibit proposal and determine whether the proposed exhibit conforms to the high standards of the Exhibition. Each exhibit proposal must conform to the nature and purpose for which the Exhibition is presented, i.e., an educational exposition for board members, chief school administrators and board secretaries. Exhibits which are determined to be inconsistent with these standards, noisy, in bad taste or to otherwise conflict with the orderly management of the Exhibition will be denied admission to the Exhibition. Decisions may be appealed to the Executive Director.

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