New Jersey PTA
everychild. onevoice.

EXHIBITOR PROSPECTUS & SPONSORSHIP OPPORTUNITIES

2020 New Jersey PTA Leadership Convention

March 20 & 21, 2020
Delta Hotels by Marriott Woodbridge, Iselin, NJ
Greetings Friends of New Jersey PTA -

New Jersey PTA is pleased to present our Exhibitor Prospectus for the 119th Annual Leadership Convention in Iselin, New Jersey March 20 - 21, 2020. The NJPTA Annual Leadership Convention offers you an opportunity to engage with PTA leaders, members and supporters from across our state. Our participants look forward to the opportunity to see the best in programs, products and services, to assist them in supporting their local school communities.

New Jersey PTA has a strong focus on family engagement, membership and advocacy that is strengthened by working with and supporting all stakeholders. Providing access for leaders to the vital resources, products and services you offer is an integral component to this education equation. Your companies are a vital part of their success!

Leadership Convention sponsorship opportunities are available. Information about our sponsorship program is available in this packet. More information can be obtained by contacting NJPTA at njpta@njpta.org.

We look forward to an engaging, informative and fun leadership convention, filled with all the things our participants love -- including a dynamic exhibit hall!

See you in March!
Cathy Lindenbaum
NJPTA President

REGISTER & PAY ONLINE FOR YOUR BOOTH:

https://njptaexhibits.cheddarup.com

Exhibit Fee Information

SINGLE TABLE TOP - $575
DOUBLE TABLE TOP - $1,050
NON-PROFIT TABLE TOP - $475

Table Top Space Rental Fees Include:
- Table Top with 2 chairs and waste basket
- One Company Identification Sign
- Name Badges
- Free Company Listing in the Exhibitor Directory/NJPTA Website

Please note: Exhibit fees do not include electric. An electrical order form will be included in your Exhibitor Services Kit. You can provide your own furnishings (tables, chairs, etc.). The Exhibit Space is fully carpeted and has complimentary internet service.

Cancellations: There will be no refunds for cancellations after March 1, 2020. On or before March 1, 50% is refundable.

Tentative Exhibitor Agenda

Friday, March 20
9:00 AM - 12:00 PM - Exhibit Hall Set-Up
12:00 PM - 4:00 PM - Exclusive Exhibit Hall Hours
5:00 PM - 6:30 PM - Exhibit Hall Reception
   (Free Delegate Event with Hors D’oeuvres including Fun Activities to incorporate exhibitors)

Saturday, March 21
11:00 AM - 1:00 PM - Exclusive Exhibit Hall Hours
1:00 PM - 2:00 PM - Exhibit Hall Breakdown
Rules and Regulations

1. CONTRACT FOR SPACE- Applicants for exhibit space are required to forward to New Jersey PTA “NJPTA” the formal Application provided. To be valid, each application must include payment in full, and must specify products scheduled for exhibition and/or distribution. The application for space and formal notice of assignment and acceptance by NJPTA and full payment of rental charges constitute a contract for the right to use this space.  

2. DATES AND HOURS- Exhibits should be staffed during exhibit hours by persons who are well prepared to discuss effectively all products and services presented.  

3. INSTALLATION AND DISMANTLING- Installation may begin Friday, March 20 at 9:00 AM and should be completed no later than 11:45 PM on the same day. The exhibitor expressly agrees not to dismantle his exhibit or to do any packing before the final closing hour of the exhibit hall at 1:00 PM Saturday, March 21. All exhibits must be removed by 2:00 PM Saturday, March 21.  

4. USE OF SPACE- All demonstrations, or other sales activities must be confined to limits of the exhibit booth. Exhibitor shall not assign, share or sublet any space allotted without the written consent of the NJPTA. No interference with the light or view of other exhibitors will be permitted.  

5. IRREGULAR CANVASSING, SELLING, ACTIVITIES BEYOND EXHIBITOR’S SPACE- Distribution of circulars or promotion material may be made only within the booth assigned to the exhibitor presenting such material. Non-exhibiting firms will not be permitted to canvass, solicit, hold conferences, or distribute literature or other promotion devices during the convention.  

6. FIRE PROTECTION- Flammable or other dangerous fluids, substances, materials, equipment or other items, the use of which is in violation of city, county or state laws or regulations, may not be used in any booth. Exhibitor must use flame-resistant decorative materials.  

7. RESTRICTION IN OPERATION OF EXHIBITS- NJPTA reserves the right to restrict exhibits which, because of noise, method of operation, materials, or any reason become objectionable, and also to prohibit or evict any exhibit which in the opinion of the management may detract from the general character of the exhibit as a whole. This reservation includes persons, things, conduct, printed matter or anything of a character which the management determines is objectionable to the exhibit. In the event of such restriction or eviction, the NJPTA is not liable for any refunds of rentals or their exhibit expense.  

8. CARE OF BUILDING AND EQUIPMENT- Exhibitor, or their agents, shall not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. When such damage occurs, the exhibitor is liable to the owner of the property so damaged.  

9. FAILURE TO ABIDE BY TERMS- If an exhibitor fails to make payment due thereunder when they are due, such exhibitor’s rights to exhibit may be canceled by the NJPTA without further notice. The NJPTA shall be entitled to close an exhibit at any time for failure by any exhibitor or any of their officers, agents, employees, or other representatives to perform, meet or observe any term or conditions set forth herein, and such exhibitor shall not be entitled to a refund of any part of any fee.  

10. CATASTROPHIE- In the event that because of war, fire, strike, government regulation, public catastrophe, act of God or the public enemy or other cause, the show or any part thereof is prevented from being held, or is canceled by the NJPTA, the NJPTA shall determine and refund to the applicant its proportionate share of the balance of the applicant’s exhibit fee, which remains after deducting expenses incurred by the NJPTA and reasonable compensation to the NJPTA, in no case shall the amount of refund to the applicant exceed the amount of the exhibit fee paid.  

11. LIABILITY AND INSURANCE- The NJPTA and Delta Hotels by Marriott management or any officers or staff members will not be responsible for the safety of the property of the exhibitors from theft, damage by fire, accident or other causes. Exhibitors are advised to consult their insurance broker for proper coverage on display material from the time it leaves their company’s premises until its return. In most cases, a rider can be added to a current policy for a very nominal cost. Neither the NJPTA nor Delta Hotels by Marriott management nor any of their officers, agents, employees or other representative shall be held accountable or liable for, and the same are hereby released from accountability or liability for any damage, loss, harm or injury to the person or property of the applicant or any of its officers, agents, employees or other representative resulting from theft, fire, water, accident of any or any other cause, and neither the NJPTA nor Delta Hotels by Marriott management will obtain insurance against any such damage, loss, harm, or injury.  

12. INDEMNIFICATION- The applicant hereby agrees to indemnify, defend and protect the NJPTA and Delta Hotels by Marriott and their officers, agents, employees or other representative against, and hold and save the NJPTA and Delta Hotels by Marriott management and their officers, agents, employees or other representative harmless from, any and all claims, demands, suits, liability, damages, loss costs, attorney fees and expenses of whatever kind or nature which might result from or arise out of any action or failure to act of the applicant or any of its officers, agents, employees or other representatives.  

13. PAYMENT, CANCELLATION AND ACCEPTANCE- Space is limited to exhibit at this year’s convention. Applications will be accepted on a first come, first served basis. No application will be accepted without full payment. If space is cancelled by applicant after March 1, the fee is not refundable. On or before March 1, 50% is refundable. Applicant agrees that it will accept the booth(s) assigned to it by NJPTA.  

14. SELECTION OF EXHIBITORS- Only firms and organizations whose services or products are appropriately related to the education, health, welfare, or personal development of children and youth shall be permitted to exhibit. Exhibitors may only exhibit their own material not that of any parent company, subsidiary, or affiliated company.  

1. NJ PTA does not endorse any fundraising company.  

2. PTA policy is very clear that children should never be exploited or used as fundraisers.  

3. Children should not be removed from class for fundraising presentations.  

4. No fundraising incentive should be used except in the form of a better percentage of the profit to the PTA unit.  

The NJPTA reserves the right to decline or prohibit any exhibit which in its judgment is inappropriate, this reservation being all including as to persons, things, printed matters, products and conduct. Exhibitors, their employees and their agents may not serve as voting delegates to the NJPTA Convention. However they may be non-voting delegates. These regulations become a part of the contract between the exhibitor and New Jersey PTA. They have been formulated for the best interest of the exhibitors. The management respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of the management.  

TERMS OF AGREEMENT  

TO THE NEW JERSEY PTA - The signed Applicant hereby applies to participate in the 119th Annual New Jersey PTA Convention to be held at the Delta Hotels by Marriott Woodbridge, subject to the terms and conditions of this Application and Agreement. The Applications must be accompanied by a check for the full payment for the booth(s) requested and the refundable deposit agreed to by the New Jersey PTA via confirmation letter. If the Application is accepted by the New Jersey PTA, the Application, together with the Rules and Regulations and these Terms of Agreement of the 119th Annual New Jersey PTA Convention set forth in the Exhibitor’s Prospectus and the rules and regulations of Delta Hotels by Marriott Woodbridge, shall form the agreement between the Applicant and the New Jersey PTA as to the terms and conditions of the Applicant’s participation in the Annual New Jersey PTA Convention. This Application and Agreement, and the parties’ rights hereunder, shall be governed by New Jersey law.  

EXHIBITOR ASSIGNMENT- It is understood that assignment of space will be determined by the New Jersey PTA on several factors including the following: date of receipt of application and payment for full amount of the booth space and a balanced distribution of products and services throughout the exhibit hall. The New Jersey PTA reserves the right to assign Application the booth(s) requested; however, the New Jersey PTA cannot and does not guarantee an assignment of space in accordance with Applicant’s request. Applicant agrees that it will accept the booth(s) assigned to it by the New Jersey PTA.  

EXHIBITOR RENTAL FEES- Applicant agrees to pay the space rental fee allocated to the booth(s) assigned to it as follows: Single Booth: $575.00; Double Booth: $1,050.00; NonProfit Table-top: $475.00  

CANCELLATION POLICY- If an exhibitor finds it necessary to cancel its company’s participation in the 119th Annual New Jersey PTA Conference, a refund will be made only if cancellation is received in writing by New Jersey PTA no later than March 1. In such event, the New Jersey PTA will refund to the exhibitor 50% of the total amount which the exhibitor has paid. Any cancellations received after March 1 will not receive a refund under any circumstances.  

EXHIBIT MATERIAL- Please furnish materials upon request. The New Jersey PTA reserves the right to disallow any materials to be on display at its own discretion.  

LOBBYING / ENDORSEMENT- No exhibitor shall request PTA delegates to lobby for the booth(s) as voting delegates to the NJPTA Convention. However, they may be non-voting delegates.
Please check one:  
☐ Single Table - $575  ☐ Double Table - $1,050  ☐ Non Profit - $475

Exhibitor Contact & Mailing Information: (Person to contact regarding this application and send mail)

Company Name: ___________________________________________ Exhibitor Contact: __________________________

Address: ____________________________________________________________________________________________

City/State/Zip: _______________________________________________________________________________________

Phone: ______________________________ E-Mail Address: _________________________________________

Free Directory Listing & Booth Sign Information:

Name for ID Sign: _______________________________________________________________________________________

Address: ____________________________________________________________________________________________

City/State/Zip: _______________________________________________________________________________________

Phone: ______________________________ E-Mail or website: ___________________________________________

Product or Service
(30 Word Max): _______________________________________________________________________________________

Payment Method  Payment in full must accompany application for it to be completed.

Enclosed is our check for $ __________________________
Made payable to NJPTA (Tax ID#: E-210-649-035) 

Cardholder’s Signature

Charge my payment to:

☐ Visa  ☐ Mastercard  ☐ American Express  ☐ Discover

Cardholder’s Name (Please Print)

Card Number: ____________

Billing Address (If Different From Above)

Expiration Date: ________/_______  Security Code: ____________