



NJ Contractors Showcase Expo

Wednesday, August 2, 2023

10:00 am - 4:00 pm

County College of Morris - Randolph, NJ

Exhibitor Information:

Phone: 201-703-3600 Fax: 201-703-3776 Email: info@njlca.org



<u>Booth Options</u>	<u># of Booths</u>	<u>Member Price</u>	<u>Non-Member Price</u>
10' x 10' in-line booth (No heavy equipment)		\$500	\$800
20' x 30' Island Booth (No heavy equipment)		\$1,800	\$2,300
20' x 50' Demo Area Booth		\$2,200	\$2,500
30' x 30' Demo Area Booth		\$2,200	\$2,500
Booth Choice:		Total:	

I'd like to join the NJLCA for the low price of \$450 today!

Contact Information:

Exhibiting Company:

Booth Contact:

Mailing Address:

City, State Zip:

Email:

Phone:

Type of Product or Service Being Exhibited:

Directory Listing:

Company:

Sales Contact:

Address:

City, State Zip:

Email:

Phone:

Website:

Payment Information: Make checks payable to **NJLCA**

Return completed contract and Certificate of Insurance to info@njlca.org or fax to 201-703-3776

Payment Type: Visa Mastercard American Express Discover Check (Make checks payable to NJLCA Education Fund)

Credit Card Information:

CC #:

Cardholders Name:

Exp. Date:

CCV Code:

Signature:

Please charge us 50% now and the balance on July 2, 2023

Please charge us the full amount of the booth now.

If purchasing a booth after July 1st, you will be charged the full amount at time of purchase.

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Rules and Regulations

1. **Rules and Regulations** are to be construed as part of all NJ Contractors Showcase Expo (NJCSE) Exhibitor Contracts. The NJCSE Planning Committee members ("the Committee") reserves the right to interpret them, as well as to make final decisions on all points the Rules and Regulations do not cover.
2. **Application and Payment for Exhibit Space.** Exhibitors can reserve booth space by submitting a contract and a 50% deposit. All spaces will be assigned on a first-come, first-served basis. Final payment (50%) will be due on July 1, 2023. Please note, if you are paying by credit card, each installment will be automatically billed to the credit card on file. A receipt will be sent to the email address listed on the contract. Failure to meet payment dates may result in release of booth space.
3. **Subletting of Space.** The Exhibitor shall not assign, sublet or apportion the whole, or any part of, space assigned or have representative, equipment, or materials from firms other than its own in the exhibit space without written consent of the Committee.
4. **Exhibit Space Layout.** Every effort will be made by the Committee to assign the best booth space location available. Where multiple exhibitors request the same space, the date/time the official contract is received will determine booth allocation. A 50% deposit must be received within 5 working days of contract receipt to guarantee booth location.
5. **Security.** The Committee will provide overall security guard service during set-up and show period, but neither the Committee, County College of Morris, nor Management Contractor will guarantee Exhibitors against loss and will not be responsible for loss of any material for any cause. Each Exhibitor must make provisions for safeguarding of goods, materials, equipment and display at all times, and Exhibitors are required to carry insurance at their expense.
6. **Liability and Indemnification.** The Exhibitor is required to secure comprehensive general liability insurance in an amount not less than two million dollars (U.S.) to include protective and contractual liability coverage for bodily injury and property damage, and worker's compensation/occupational disease coverage in full compliance with federal and state laws. The Exhibitor will furnish a Certificate of Insurance naming the New Jersey Landscape Contractors Association as additionally insured. The Exhibitor acknowledges that it deems appropriate to comply with its obligations for its own protection while at the College or in transit. Exhibitors who do not have existing policies that meet these requirements can purchase 2-day Exhibitor insurance through any providers including: www.showinsurance.com and www.eventsured.com. NJLCA and the NJLCA Education Fund do not endorse any of the above providers. You can find alternate providers by searching for "Exhibitor Insurance" using your search engine.
7. **Exhibition Rules.** Exhibitors must adhere to all rules set by the Committee concerning set-up and breakdown of displays. All booths must be set up on Tuesday, August 1, 2023, unless prior approval is obtained. All freight arrangements, exhibit furniture, and all other requirements must be handled by Exhibitor. Booth dismantling is NOT permitted until the official closing of show on August 2, 2023 at 4:00 p.m. No early breakdowns will be permitted. Disregarding this may cause forfeiture of exhibiting in future events.
8. **Exhibits.** In the interest of ALL participating Exhibitors, the Committee reserves the right to insist on properly constructed and operated displays. Nonconforming displays may be dismantled or modified, at cost to the Exhibitor, at the sole judgment and discretion of the Committee. Nothing shall be posted on, glued, taped, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. Booth and demo areas should be left in the same or better condition than when Exhibitor arrived.
9. **Solicitation.** Exhibitors must conduct all business activities within the confines of their contracted booth space. No solicitation can be conducted in public areas (i.e., aisles, parking lots, or any other property owned/operated by the County College of Morris. This includes, but is not limited to, Exhibitor staff (including temporary personnel) verbally or through the use of signage encouraging attendees to visit their booth by distribution of printed material, food/beverage/candy or promotional items. Any Exhibitor engaged in such activities will be subject to a penalty at the discretion of the Committee. Also, Exhibitors may not conduct employment activities such as advertising vacant positions, distributing employment applications or otherwise recruiting show attendees or other Exhibitor staff for employment opportunities.
10. **Catering on Show Floor.** Distribution of food or beverages on the show floor is prohibited without prior approval from the NJCSE Planning Committee. All requests must be submitted in writing to info@njlca.org or faxed to 201-703-3776. If approved, fees may apply.
11. **Display of Machinery.** All display equipment must stay within your assigned booth space and/or demo area. All fuel tanks shall be locked, taped or effectively sealed. Ignition keys for vehicles on display shall be kept by a responsible person at the display location.
12. **Cancellation Policy.** Once a booth has been reserved, the following cancellation policy will be in effect. All cancellations must be submitted in writing to info@njlca.org or faxed to 201-703-3776. Refunds will be based on the following schedule: 100% refund on or before June 1, 2023, less \$100 administrative fee; 50% refund between June 2 and July 1, 2023, less \$100 administrative fee; no refunds will be considered after July 1, 2023. A \$100 administrative fee will be charged for all cancellations.
13. **Communications.** All communications with reference to exhibits should be addressed in writing to:
NJCSE 2023, 465 Mola Blvd, Suite 2, Elmwood Park, NJ 07407 or emailed to info@njlca.org.
14. **Contact.** All exhibitors and prospective exhibitors may contact 201-703-3600 for additional information.