

Exhibitor Prospectus



Annual Statewide Paralegal Convention

Renaissance Woodbridge Hotel
Iselin, New Jersey
October 26, 2018

www.njparalegalconvention.com

An All Day Educational Event for Paralegals

We offer an excellent opportunity to increase visibility for your company, promote your products and market your services at an affordable price!

Experienced, career paralegals, paralegal students and educators attend the Convention seeking continuing legal education to enhance their skills, network with fellow paralegals and explore services designed for the legal profession.



Convention Location

Renaissance Woodbridge is located at the intersection of the Garden State Parkway and the New Jersey Turnpike. It is a short distance from the Metropark which offers a complimentary shuttle from the Metropark to the hotel.

Thus, this venue is accessible from all parts of the Tri-State area, whether you are traveling via automobile or mass transportation.

SPONSORSHIP OPPORTUNITIES

Advertising in program book distributed to all attendees:

Full page

(7.375" wide x 9.875" deep) \$150**

Half page horizontal only

(7.375" wide x 4.75" deep) \$100**

Breakfast sponsorship \$750

Snack sponsorship \$400

Lanyard sponsorship \$300

Attendee tote bag sponsorship \$300

Seminar handouts provided by sponsor to attendees

(1 seminar) \$175

Seminar handouts for Exhibitors & sponsors \$100

Additional sponsorship opportunities available



EXHIBITOR OPPORTUNITIES



Exhibitor booth and weblink until July 1, 2018 \$425

Exhibitor booth only after July 1, 2018 \$495

Includes:

- 6' x 3' dressed table & 2 chairs
- Lunch for two representatives (additional representatives are \$75 each)
- Tables are assigned according to accessibility (need to be near an outlet, etc.) and then on a first come, first serve basis.
- Every effort will be made to position your table away from an exhibitor with similar products or services.
- Attendee list will be provided after the Convention.

EXHIBITOR/SPONSOR WEBLINK

- Available to any paid Exhibitor or Sponsor only at the cost of \$125
- Banner 1" x 3" placed on NJ Paralegal Convention Inc.'s website from July 1, 2018 (or date of receipt of banner whichever is later) through July 1, 2019
- Banner to be provided by company. If company does not have a banner, company may opt to have a text link for the same cost

**PDF of ad must be emailed to jsmithparalegal@gmail.com no later than September 5, 2018

NJ PARALEGAL CONVENTION
October 26, 2018
Renaissance Woodbridge Hotel, Iselin, NJ

EXHIBITOR / SPONSOR REGISTRATION FORM

Company Name: _____

(As it will appear in program recognition and/or advertising material)

Address: _____

City/State/Zip: _____

Telephone Number: _____ Fax Number: _____

Contact Person/Title: _____

Conference Attendee (if different from above)

Email Address: _____

EXHIBITOR _____ Exhibit booth @ \$425 before July 1, 2018 (includes weblink) \$ _____

_____ Exhibit booth @ \$495 after July 1, 2018 (weblink sold separately) \$ _____

EXHIBIT REQUIREMENTS:

I will need to be near an outlet (if available)

Other requirements:

SPONSOR

Full page (7.375" wide x 9.875" deep) \$150

Half page Horizontal only (7.375" wide x 4.75" deep) \$100

Ad to be provided in pdf format and emailed to jsmithparalegal@gmail.com by September 5, 2018

Breakfast Sponsorship \$750

Snack Sponsorship \$400

Lanyard Sponsorship \$300

Attendee Tote bag Sponsorship \$300

Total Sponsor \$ _____

SEMINAR HANDOUT

Seminar topic specific handouts provided to attendees of the seminar.

Handouts to be provided by sponsor

Available to Exhibitors and sponsors only \$100

Seminar handout sponsorship only \$175 \$ _____

WEBLINK

Available to Exhibitors and sponsors only. Banner 1" x 3" placed on NJ Paralegal Convention Inc. website through July 1, 2019 \$125 \$ _____

TOTAL ENCLOSED: \$ _____

Check enclosed (payable to NJPC)

Paid by credit card via paypal on _____

Pay by credit card: Card # _____ Expiration date: _____ CSV: _____

Name on credit card _____

Billing Address & Zip Code: _____

Signature: _____

Please return this registration form with payment to:
Jennifer Smith, ACP c/o NJ Paralegal Convention, Inc.,

123 Omaha Ave, Rockaway, NJ 07866
973-464-2449

Email: jsmithparalegal@gmail.com

EXHIBIT HOURS - The Exhibit Hall will be open to attendees during the Convention. All exhibits must be open on Friday, October 26, 2018 at 8:00AM. Exhibitor setup can begin at 7:00 AM. Exhibits cannot be dismantled until after 3:00 PM on Friday, October 26, 2018. Included in the fee is breakfast and lunch for two representatives. Additional representatives may be added for an additional charge.

RAFFLE– All Exhibitors are encouraged to offer a raffle for attendees. Drawings will be held in the main ballroom after lunch and before the start of the last seminar session. It is requested that any prize offered be available for presentation to the winner at the time of the drawing.

ELECTRICAL AND AUDIO-VISUAL SERVICE - If Exhibitor requires an electrical outlet for its exhibit, please indicate the request on the Registration Form and same will be provided as requests are received on a first come, first served basis. NJ Paralegal Convention, Inc. is not responsible for exhibit's electrical services, failures, or malfunctions. NJ Paralegal Convention, Inc. does not provide extension cords, power strips, or easels. If Exhibitor needs any of these accessories, Exhibitor must bring its own or contact the hotel's Audio-Visual Department at (732) 634-7950.

SHIPPING AND STORAGE - If Exhibitor wishes to send exhibit material to the hotel prior to the Convention, supplies should arrive no earlier than October 19, 2018, **and must be marked "NJ Paralegal Convention, Inc. October 26, 2018"**. NJ Paralegal Convention, Inc. is not responsible for lost, stolen, damaged, or material not received.

RULES FOR USE OF DISPLAY SPACE -

No signs, partitions, apparatus, shelving, etc. may extend more than 8 feet above the floor along the rear of an exhibit. A piece of equipment or a product that is an integral part of the display, but not part of the booth, may extend above the back wall, as approved by NJ Paralegal Convention, Inc.

The Exhibitor is entirely responsible for the space rented by it and shall not injure, mar, or deface the premises. The Exhibitor shall not drive, nor permit to be driven, any pins, nails, hooks, tacks, or screws in any part of the Exhibit Hall area. Furthermore, Exhibitor shall not affix to the walls or windows of the Exhibit Hall advertisements, signs, etc., or use "Scotch", masking, or duct tapes, or any other adhesive-type material on painted surfaces. The Exhibitor agrees to reimburse NJ Paralegal Convention, Inc. for any loss or damage occurring to the premises or equipment.

The aisles, passageways, and overhead spaces remain under the control of NJ Paralegal Convention, Inc., and no signs, decorations, banners, advertising matter, or exhibits will be permitted in those areas except by written permission of NJ Paralegal Convention, Inc.

No Exhibitor will be permitted to erect signs or display products obstructing the view, or disadvantageously affect the display of other Exhibitors.

Exhibitor and its personnel must remain within the confines of its own space. Exhibitor is required to have its space neat and orderly at all times.

The space contracted for is to be used by the Exhibitor whose name appears on the contract and no portion can be sublet or assigned, without prior permission of NJ Paralegal Convention, Inc. The Exhibitor shall forfeit its right to the space, all prepaid registration, and upon demand pay any balance owing to NJ Paralegal Convention, Inc. if Exhibitor fails to occupy or use its space to have its exhibit completed and in place by the opening of the Exhibit Hall.

ALCOHOLIC BEVERAGES - Exhibitor and its employees, agents and guests shall not consume any alcoholic beverages, except in designated areas. Violation shall be grounds for removing Exhibitor and its exhibit from the show without refund.

RESTRICTIONS - NJ Paralegal Convention, Inc. reserves the right to restrict or remove exhibits, without refund, that have been falsely entered, that are deemed by NJ Paralegal Convention, Inc. as unsuitable or objectionable or, that have not met agreed upon dates. This restriction applies to, but is not limited to, noise, PA systems, persons, animals, birds, things, conduct, printed matter, or any thing or character that might be objectionable to the Exhibit Hall or NJ Paralegal Convention, Inc.

MISCELLANEOUS TERMS AND CONDITIONS -

Cancellation of Contract - If this agreement is cancelled by Exhibitor for any reason, or by NJ Paralegal Convention, Inc. because of Exhibitor's default or violation of this agreement, monies paid to NJ Paralegal Convention, Inc. by Exhibitor shall be retained as follows: If cancellation occurs within 60 days of the show, total registration less a 25% cancellation fee will be refunded to the Exhibitor. No refunds will be allowed for any cancellation less than 60 days prior to Convention. The retained registration shall be liquidated damages for the direct and indirect costs incurred by NJ Paralegal Convention, Inc. for organizing, setting up and providing space for Exhibitor, and losses and additional expenses caused by Exhibitor's withdrawal, including reletting the space. All cancellations must be in writing.

Rights of NJ Paralegal Convention, Inc. in the event Convention is not held - NJ Paralegal Convention, Inc. shall not be liable for any damages or expense incurred by Exhibitor in the event the Convention is delayed, interrupted or not held as scheduled. If for any reason beyond the control of NJ Paralegal Convention, Inc. the Convention is not held, NJ Paralegal Convention, Inc. may retain a portion of the amount paid by Exhibitor as is necessary to defray expenses already incurred by NJ Paralegal Convention, Inc.

Security of Rental - Failure of Exhibitor to pay registration as specified herein shall entitle NJ Paralegal Convention, Inc. to take possession of all merchandise, materials, and exhibit displayed by Exhibitor and to retain the same as security for such unpaid registration. NJ Paralegal Convention, Inc. shall have the right to dispose of same without notice to Exhibitor in such manner as it deems appropriate whether by sale or otherwise. Any sale proceeds shall be retained by NJ Paralegal Convention, Inc. in payment of expenses incurred in disposing of any property and in payment of unpaid registration.

Indemnification - Exhibitor shall indemnify NJ Paralegal Convention, Inc. and hold it harmless from any and all claims, actions, suits, and proceedings, costs and expenses, damages and liabilities, including attorney's fees, arising out of or connected with or resulting from the activities of said Exhibitor, including, without limitation, the manufacture, selection, delivery, possession, use, operation, sale or return of said exhibit space and displays used therein. Without limiting the generality of the preceding sentence, Exhibitor expressly and unequivocally agrees to indemnify and hold NJ Paralegal Convention, Inc. harmless from any and all claims, actions, suits and proceedings, costs and expenses, damages and liabilities, including attorney's fees, arising out of or relating to any alleged negligent acts of the Exhibitor in which the Convention is held. Additionally, each Exhibitor will hold NJ Paralegal Convention, Inc. harmless from any claim for negligent acts arising out of or related to any strict liability in tort or any claim of strict liability in tort, imposed upon NJ Paralegal Convention, Inc. for allowing the Exhibitor to place on display any food items or products having any defect. It is agreed that Exhibitor shall inspect all food and products and remedy such defect.

Attorney's Fees - If a civil action arises between the parties out of this agreement or to enforce any of its provisions, the losing party shall pay the attorney's fees of the prevailing party as the trial court may adjudge reasonable. If an appeal is taken from any judgment of the trial court, the losing party shall pay the amount the appellate courts shall adjudge reasonable as the prevailing party's attorney's fees on appeal.

Licenses - Any and all City, County, State, or Federal licenses, inspections or permits required by law of Exhibitor in the installation of or operation of its display shall be obtained by the Exhibitor at its own expense prior to the opening of the Convention.

Insurance - Exhibitors understand that NJ Paralegal Convention, Inc. does not maintain insurance covering the Exhibitor's/Lessee's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Photography - By attending the Convention, Exhibitor acknowledges that Exhibitor may be photographed during the Convention and agrees that NJ Paralegal Convention, Inc. has the right to use, edit, copy, publish, distribute and/or display the photograph/image for printed and/or digital promotional and/or marketing purposes without any monetary compensation. Such photographs/images become the sole property of New Jersey Paralegal Convention, Inc.

COMPLETE AGREEMENT - The Agreement contains all terms and conditions agreed to by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall be deemed to exist or to bind any of the parties hereto.

ALL EXHIBITS MUST COMPLY WITH CITY ORDINANCES, REGULATIONS AND FIRE MARSHALL INSTRUCTIONS. FOR INFORMATION, CONTACT THE APPLICABLE OFFICE.

QUESTIONS?

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