LIABILITY:
⇒ The exhibiting company and its representatives, agents or employees:
  • assume full responsibility and liability for all loss, damage or destruction caused, either directly or indirectly, by the
    exhibiting company or any of its representatives, agents or employees, to the property of the exhibiting company, to the
    property of its representatives, agents or employees, or to the property of Harrah’s Resort Atlantic City.
  • assume full responsibility and liability for all injury, loss or damage to any and all persons caused, either directly or
    indirectly, by the exhibiting company or any of its representatives, agents or employees or by its display and/or
    materials.
  ♦ Neither Harrah’s Resort Atlantic City nor the Health Care Association of New Jersey (HCANJ) will be responsible, nor
    will either be deemed responsible, for any injury, loss or damage that may be incurred by the exhibiting company,
    its representatives, agents or employees, or any other person, or that may occur to any property, prior to, during,
    or subsequent to the period covered by this agreement.
⇒ The furnishing of guards by HCANJ will not be deemed as an assumption by HCANJ of any liability whatsoever for any
  purpose, and neither Harrah’s Resort Atlantic City nor HCANJ will be, nor will either of them be deemed to be, responsible
  for personal/company property or materials when the exhibiting company’s booth is left unattended.
⇒ Nothing contained herein is intended to in any way limit or prevent the exhibiting company or its representatives, agents
  and employees from obtaining appropriate insurance to protect against loss or damage as outlined above. Exhibit booth
  displays and personal items are the responsibility of the exhibitor.

EXHIBITOR EARLY DISMANTLING PENALTY:
⇒ If an exhibitor leaves the trade show prior to the exhibit breakdown time of 10 a.m. on the final day of the show
  (Thursday), an additional fee of $500 will be charged in order for that exhibitor to be permitted to contract for space at the
  following year’s convention.
  • This fee will be due at the same time as the booth fee, to be held in escrow by HCANJ.
  • This fee will be returned to the exhibitor after the close of the convention if the exhibitor does not leave early again.
  ♦ If the exhibitor leaves the trade show early again, they will forfeit the $500 fee and must continue to pay a $500
    penalty fee in subsequent years until HCANJ is satisfied that the exhibitor has proven intent to abide by the set-up
    and breakdown rules.

CANCELLATION POLICY:
⇒ Exhibitors who cancel in writing by September 1 will be held responsible for a fee of 50% of the booth cost.
⇒ Exhibitors canceling in writing after September 1 will be held responsible for the full booth cost.
⇒ HCANJ will not accept cancellations without a letter indicating the exhibitor is relinquishing the right to the booth.
⇒ When an exhibitor cancels their booth, they relinquish the right to attend the conference and functions.
  • In addition, they will not receive the attendee listing.
⇒ If an exhibitor fails to occupy the contracted space by the end of the scheduled set-up time and date disclosed in the
  exhibitor brochure, or fails to comply in any other respect with the terms of the HCANJ rules and regulations, HCANJ will
  have the right to use that space in any manner.
⇒ There is no refund for unused contracted booth space or no-shows.

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HCANJ Convention & Expo Rules & Regulations for Exhibitors (cont.)

BOOTH ASSIGNMENTS:
⇒ Companies who exhibited the prior year and have contracted with payment in full for the current year will received priority booth assignments until July 15.
  • If two exhibitors from the prior year contract for the same booth at the same time, seniority will prevail.
⇒ After July 15th, booth assignments will come on a first-come first-served basis.
⇒ Sharing of booths by multiple companies is not permitted.
⇒ Booth confirmation will be sent out after August 1st.

INFRINGEMENT UPON OTHER EXHIBITORS AND SPACE RESTRICTIONS:
⇒ All exhibitors must keep within the confines of their 8 x 10 booth space(s) and must not block or intrude upon any other booth space(s) in any way, nor interfere with the rights or privileges of other exhibitors or the flow of exhibit arena traffic.

DAMAGE / REPAIRS:
⇒ Exhibits, signs, advertising and displays of any kind are prohibited in the hotel public spaces without the permission of the hotel convention services manager.
⇒ Nothing may be posted on, nailed, screwed or attached to columns, walls, floors or other parts of the arena, building or furniture.
⇒ Any property damaged by the exhibitor or its representatives must be replaced in its original condition at the exhibitor’s expense.
⇒ Materials left in the exhibit arena by the exhibitor after the contracted move-out time (2 p.m. on Thursday, the final day of the show) will be removed at the exhibitor’s expense.
  • “Materials” are defined as anything brought into the exhibit arena by the exhibitor and its representatives.
⇒ Each exhibitor must have their booth space(s) clean of all materials before leaving the arena.

FIRE REGULATIONS:
⇒ All aisle space and exit doors are under the control of the Fire Command of Harrah’s Resort Atlantic City.
⇒ All exhibit materials used in the exhibit arena must be nonflammable and conform with Atlantic City Fire Regulations and proof of such must be presented upon request.
⇒ Electrical wiring and equipment installation must conform to the appropriate Atlantic City codes.
⇒ Material not in compliance with the Atlantic City Fire Regulations will be removed immediately at the exhibitor’s expense.

FOOD/BEVERAGE RESTRICTIONS:
⇒ Harrah’s Resort Atlantic City is the only licensed entity to provide food and beverage on their premises.
  • All other food and beverage must be supplied by the hotel with rates subject to gratuity and tax.
⇒ Any quantities of food and alcoholic beverages delivered or brought to the hotel will be refused.
⇒ Any large industrial food or beverage dispensed or given away at a booth requiring such services as heat, ice, water, or refrigeration must be purchased from, or with the consent of, Harrah’s Resort Atlantic City Convention Manager.
⇒ Exhibitors are not permitted to host their own individual breakfast, lunch or refreshment breaks in the exhibit arena at any time during the convention.
⇒ Candies, fruit, small coffee/tea machines are allowable at the booth.

MANNING YOUR BOOTH:
⇒ Exhibitors must be proactive in keeping their display and personal items secure.
  • HCANJ is not responsible for lost or stolen items from your booth.
⇒ Distribution of promotional materials are to be limited to the exhibitor’s booth only.

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BADGE REGISTRATION POLICY:
⇒ All exhibiting companies MUST pre-register their representatives.
  • Representatives must be employed (on the company payroll) by the exhibiting company.
  • Independent contractors (consultants, etc.) are not considered employees and must have their own booth in order to attend the convention.
⇒ All exhibiting companies must complete and return the registration form to HCANJ prior to October 1 of the current year in order to be admitted to the convention.
⇒ There is a limit of six (6) pre-registered exhibitor badges per contracted exhibit booth.
  • All six (6) company representatives must be pre-registered.
  • All representatives must pick up their own individual badge and present appropriate identification (photo ID, employee badge, etc.) at the exhibitor registration desk on-site.
⇒ HCANJ exhibit arena monitors will not permit anyone entrance to the exhibit arena without a proper badge.

PRIZE DRAWINGS POLICY:
⇒ All prizes must be drawn at the designated Exhibitors’ Prize Drawing which is conducted by the HCANJ Exhibitors Committee and may not be drawn beforehand or in any booth at any time.
⇒ Exhibitors wishing to collect business cards may do so; however they will not be permitted for use in the prize drawings.
⇒ Only HCANJ “Passport to Prizes” ballots will be used at all prize drawings.
  • They will be placed in a common tumbler from which all prize ballots will be drawn.
  • This procedure will further encourage attendees to visit exhibitors and will limit the number of prizes that can be won by an individual.

EXHIBITOR DRAWING FOR FREE CONVENTION BOOTH SPACE:
⇒ All participating exhibitors are eligible for this prize drawing.
⇒ Any company who cancels their exhibit space will not be eligible.
⇒ There is no cash substitute in lieu of the free booth space and the space is granted for the following year’s convention only.
⇒ The drawing will take place on Thursday, the final morning of the show, in the exhibit arena classroom at approximately 9 a.m. during the exhibitor prize drawing.
⇒ A company representative must be present to win or another business name will be drawn.

LIST OF CONVENTION ATTENDEES:
⇒ HCANJ will supply a list of attendees registered to each exhibiting company who has contracted and paid in full for their space(s).
  • The list will be provided in Microsoft Excel format (name, title, facility, address, phone).

Any infraction by the exhibitor’s representatives, agents or employees of any other HCANJ Rules & Regulations will result in the exhibitor not being permitted to exhibit at the following year’s trade show. All points not covered by the HCANJ Rules & Regulations will be settled by HCANJ and its decision will be final. HCANJ reserves the right to refuse the booth application for any exhibit and, once the exhibit is on the floor, to require its modification or removal if HCANJ considers it to be detrimental to the public or its business, professional or ethical interests, or if its displayed products do not meet the professional standards of HCANJ.