



*25th Annual*  
**Assisted Living**  
**C O N F E R E N C E**

*May 14, 2024*

Vendor  
Prospectus

***DoubleTree by Hilton Hotel Tinton Falls***  
***700 Hope Road, Tinton Falls, NJ***

# 25th Annual HCANJ Assisted Living Conference

Tuesday, May 14, 2024

*DoubleTree by Hilton Hotel Tinton Falls*

Please review the Vendor Rules and Regulations found at [www.hcanj.org/alrr](http://www.hcanj.org/alrr).

Please do not attend if you do not feel well.

**Vendor Table Fees: Member \$825 / Non-Member \$1,000**

## Please remember:

- » There is no room for complicated exhibits (no large furniture or equipment, etc.).
- » Tabletop or free-standing exhibits only - keep it effortless and simple.
- » Your display must fit within your space.
- » Please limit your banners to ONE.
- » Exhibit tables will be assigned upon receipt of registrations. You may not change your table once you are on site.

Please stay within your exhibit space.

*Vendor set-up will take place on Monday, May 13, 2023 | Time 3 - 7 p.m. (Do not arrive early.)*

*Tuesday conference time: 9 a.m. - 5 p.m.*

**PLEASE NOTE: Vendors who provide products or services to long term care facilities may not register as individuals.**

### ***Your registration includes:***

- Two vendor badges
- Box covered table
- Two chairs
- Breakfast and lunch
- Shared electrical outlet - bring extension cord
- Attendee listing distributed post-event

Due to space constraints, Annual Business Sponsors have the right of first refusal of exhibit space. Remaining spaces will then be released on a first-come, first-served basis.

**CANCELLATIONS:** Companies that cancel their exhibit space in writing 30 days before the event will be held responsible for 50% of the cost of their contracted exhibit space. There are no refunds for cancellations 29 days before and later. Companies that cancel their exhibit space cannot attend the conference or meetings and will not receive the attendee list.

**SHIPPING/STORAGE/LOADING/UNLOADING OF MATERIALS:** The DoubleTree by Hilton Hotel Tinton Falls will be able to receive and store shipments beginning Monday, May 6. Exhibitors are responsible for tracking their own shipments. Packages should be labeled as follows: **DoubleTree by Hilton, 700 Hope Road, Tinton Falls, NJ 07724, Attn: Allison McCarthy, HCANJ Event.**

## Hotel Reservations

DoubleTree by Hilton Hotel Tinton Falls

Call the front desk at 732-544-9300

Or book online at [www.hcanj.org/alhotel](http://www.hcanj.org/alhotel)

**PHOTO DISCLAIMER:** HCANJ reserves the right to use any photograph taken during the conference without the expressed written permission of those included within the photograph. HCANJ may use the photo in hard-copy or electronically in, but not limited to, brochures, newsletters presentations, or our website. A person attending an HCANJ event who does not wish to have their image recorded for distribution should make their wishes known in writing to the event organizer at [michelle@hcanj.org](mailto:michelle@hcanj.org) prior to the event. By participating in an HCANJ event and not notifying the event organizer in writing of your desire to not have your photo used, you are agreeing to the terms and conditions listed above.

**Limited exhibit space - do not wait to register!**