

HCANJ Convention & Expo Rules and Regulations for Vendors

By submitting a contract and paying the appropriate booth fees to occupy a booth space at the HCANJ Annual Convention and Expo, you agree to all terms written below and to honor the rules and regulations of the show.

Without valid registration, vendors may not be present in any area of the conference center.

ONSITE REGISTRATION: There is **NO** onsite registration for vendors.

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 or HCANJ.
- 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.
 - ◆ By submitting a booth contract, THE EXHIBITING COMPANY AND ITS REPRESENTATIVES, AGENTS AND EMPLOYEES HEREBY EXPRESSLY RELEASE HARRAH'S RESORT ATLANTIC CITY AND HCANJ FROM AND AGAINST ANY AND ALL CLAIMS FOR SUCH INJURY, LOSS OR DAMAGE TO PERSON OR PROPERTY.

⇒ 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 in the exhibiting company's booth.

⇒ 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 vendor.

⇒ Attendance at this event is at the individual's own risk. Neither HCANJ nor Harrah's Resort Atlantic City will accept responsibility for any possible illness that is believed to have been contracted as a result of the event.

CANCELLATION POLICY:

⇒ Vendors who cancel in writing by September 1 will be held responsible for a fee of 50% of the booth cost.

⇒ Vendors 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 vendor is relinquishing the right to the booth.

- If a vendor cancels their booth, they relinquish the right to attend the conference and event functions.
- If a vendor cancels their booth, they will not receive the attendee list.

⇒ If a vendor fails to occupy the contracted space by the end of the scheduled set-up time and date disclosed in the vendor 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.

⇒ Vendors who do not set up timely, stay until the designated break down time risk the chance of losing the renewal privilege for the following year and the booth will be released forcing the company to select another space.

⇒ There is no refund for unused contracted booth space or no-shows.

EXHIBITOR EARLY DISMANTLING PENALTY:

⇒ If a vendor leaves the trade show prior to the published exhibit breakdown time on the final day of the show (Wednesday), an additional fee of \$500 will be charged in order for that vendor 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 vendor after the close of the convention if the vendor does not leave early again.
 - ◆ If the vendor 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 vendor has proven intent to abide by the set-up and breakdown rules.

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HCANJ Convention & Expo Rules and Regulations for Vendors (cont.)

BOOTH ASSIGNMENTS:

- ⇒ Companies who exhibited the prior year and have contracted with **payment in full** are eligible to renew the same booth space from the prior year. If they chose to move locations, their listed booths will be reviewed after the renewal date of July 15th and reassigned if their selections are available after the July 15th renewal date.
 - If two vendors from the prior year contract for the same booth at the same time, seniority will prevail.
- ⇒ After July 15th, booths not renewed will be released and booth assignments will be made in the order paid contracts are received.
- ⇒ Sharing of booths by multiple companies is not permitted.
- ⇒ Booth confirmations will be sent out **AFTER** August 15th.

INFRINGEMENT UPON OTHER VENDORS AND SPACE RESTRICTIONS:

- ⇒ All vendors 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 vendors or the flow of exhibit ballroom 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 ballroom, building or furniture.
- ⇒ Any property damaged by the vendor or its representatives must be replaced in its original condition at the vendor's expense.
- ⇒ Materials left in the exhibit ballroom by the vendor after the contracted move-out time (6:30 p.m. on Wednesday, the final day of the show) will be removed at the vendor's expense.
 - "Materials" are defined as anything brought into the exhibit ballroom by the vendor and its representatives.
- ⇒ Each vendor must have their booth space(s) clean of all materials before leaving the ballroom.

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 ballroom 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 vendor's expense.

FOOD/BEVERAGE RESTRICTIONS:

- ⇒ Harrah's Resort Atlantic City is the only licensed entity to provide food and beverage on their premises.
 - All food and beverages 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.
- ⇒ Vendors are not permitted to host their own individual breakfast, lunch or refreshment breaks in the exhibit ballroom at any time during the convention.
- ⇒ All food and beverage events must be cleared by both show and Harrah's catering management.
- ⇒ Candies, fruit, small coffee/tea machines are allowable at the booth.

MANNING YOUR BOOTH:

- ⇒ Vendors 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 vendor's booth only.

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HCANJ Convention & Expo Rules and Regulations for Vendors (cont.)

BADGE REGISTRATION POLICY:

- ⇒ All exhibiting companies **MUST** pre-register their representatives.
 - Representatives must be employed (on the company payroll) by the exhibiting company.
 - All employees on the badge contract must also have a unique email address or the badge will be declined.
 - Independent contractors (consultants, etc.) are not considered employees and must have their own booth to attend the convention.
- ⇒ All exhibiting companies must complete and return the registration form to HCANJ **by September 25** of the current year in order to be admitted to the convention. No registrations forms can be accepted after this date. Each badge change after this date is subject to a \$50 late processing fee per change.
- ⇒ **There is a limit to the number of vendor badges per contracted exhibit booth.**
 - All company representatives must be pre-registered.
 - All representatives must pick up their own individual badge and wristband while presenting appropriate identification (photo ID, employee badge, etc.) at the vendor registration desk on-site.
- ⇒ HCANJ exhibit ballroom monitors will not permit anyone entrance to the exhibit ballroom without a proper badge and wristband.

PRIZE DRAWINGS POLICY:

- ⇒ All prizes must be drawn at the designated Vendors' Prize Drawing in the food court. Times will be announced, and the drawings will be conducted by the HCANJ Vendors Committee and may not be drawn beforehand or in any booth.
- ⇒ Vendors 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 encourage attendees to visit vendors and will limit the number of prizes that can be won by an individual.

VENDOR 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 Wednesday during the day, in the exhibit ballroom food court.
- ⇒ 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 registered attendees to each exhibiting company that has contracted and paid in full for their space(s). **DON'T BE SCAMMED** – HCANJ WILL NOT SELL LISTS, THEY WILL BE EMAILED OUT PRE- AND POST-CONFERENCE.
 - The list will be provided in Microsoft Excel format (name, title, email, facility name, address, phone).

PHOTO DISCLAIMER: HCANJ reserves the right to use any photograph taken during the conference without the expressed written permission of those included in the photograph. HCANJ may use the photo in hard-copy or electronically in, but not limited to, brochures, 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 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.

Any infraction by the vendor's representatives, agents, or employees of any other HCANJ Rules & Regulations will result in the vendor 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.