

2022 CAI-NJ ANNUAL CONFERENCE & EXPO

Thursday, October 20, 2022 | The Event Center @iPA, Freehold

EXHIBITOR PACKET

SPONSORED BY



WWW.CAINJ.ORG
QUESTIONS? CONTACT JACLYN@CAINJ.ORG

Thank you for your generosity and participation in the CAI-NJ 2022 Annual Conference & Expo! We are very pleased that you will be joining us this year at The Event Center @iPA, October 20, 2022 in Freehold, New Jersey. Enclosed in this packet is information you will need as an exhibitor. Please read all of this information carefully and pay close attention to deadlines.

EXHIBITING INFORMATION

ABOUT THIS CONFERENCE

Our attendees represent homeowners, board members and community managers within common interest communities throughout New Jersey. This premier tradeshow of the community association industry is an invaluable tool that brings homeowners, managers and business partners together for a common objective.

LOCATION

The Event Center @iPA
104 Schanck Road
Freehold, New Jersey 07728

HOST HOTEL

The Radisson Hotel is home to our entire room block in 2022.

The Radisson Hotel
50 Gibson Place
Freehold, New Jersey 07728
Phone: (732) 780-3400
Room Block Code: 2210CA
To book please visit: www.RadissonFreehold.com
Deadline to reserve: September 1, 2022

*If you are booking online you would need to change the drop down from "lowest available rate" to "promotional code".
Questions with the room block can be directed towards the hotel.*

EXHIBITOR SCHEDULE

Exhibitor Set-Up

Wednesday, October 19, 2022, 12:00 pm - 5:00 pm

Exhibit Hall Open

Thursday, October 20, 2022, 8:30 am - 3:00 pm

Exhibitor Break Down

Thursday, October 20, 2022, 3:00 pm - 5:00 pm

Exhibitors are not permitted to break down until 3:00 pm and have until 5:00 pm to vacate the premises. Booths must be staffed for the duration of the event.

EXHIBIT SPACE SPECIFICATIONS

Exhibit booths will be located in either the main entry lobby, room A or room B.

Exhibit space will include:

One (1) 6" x 30" high draped table, two (2) upholstered chairs, one (1) 7" x 44" single line company name sign as provided on page one of this agreement and one (1) waste basket. Your booth includes one (1) complimentary booth representative. Each additional booth representative will be \$25.00, except managers that attend for free.

Booth dimensions:

Room A - 9 ft wide x 9 ft deep, except booths 203, 207, 402, & 406 - 12 ft wide x 9 ft deep and Room B and Lobby - 10 ft wide x 8 ft deep. Exhibits may not protrude, under any circumstances, beyond the space allotted or interfere in any way with traffic to the exhibits of others or block other exhibitors in any way. All displays must be fully contained within the designated exhibit space and may not obstruct other exhibits. Any activities beyond the normal scope of exhibiting must be pre-approved by CAI-NJ. Failure to do so can lead to further sanctions imposed by CAI-NJ up to and including immediate termination of contract without a refund.

Booth selection:

Prior to selecting your booth, be sure to view the interactive floor plan at <https://cainj.org/exhibitors> to see which booths are currently available. Also, make sure to provide your first, second and third choices for your booth on the registration form.

BOOTH PRICING

Super:	\$1,550 (member)	\$2,050 (non-member)
Premium Prime:	\$1,350 (member)	\$1,850 (non-member)
Prime:	\$1,250 (member)	\$1,750 (non-member)
Standard:	\$1,150 (member)	\$1,650 (non-member)

EXHIBITING INFORMATION

BOOTH RELEASE DATES*

Prior Exhibitors	January 24 - February 4
Location Change - Ultimate Partners	February 7 - February 11
Location Change - Elite Partners	February 14 - February 18
Location Change - Premier Partners	February 21 - February 25
Location Change - Remaining 2021 Exhibitors	February 28 - March 4
Remaining Booths Available for Sale	March 7

**Schedule is subject to change. Please pay close attention to the release dates, as booths do sell out very quickly for this event. Should booths sell out, we will start a waiting list.*

REGISTERING YOUR COMPANY BOOTH REPRESENTATIVES

CAI-NJ will be requesting your company booth representative(s) names in June. We will send you a form to submit your one (1) complimentary representative name and you may purchase additional representatives (if needed) at this time for \$25 each.

ELECTRICITY

Electricity must be ordered in advance from The Event Center @iPA. An order form is included in this packet. Complimentary internet will be available throughout the conference. Questions regarding electric should be directed to Jennifer at iPlay at jennifern@iplayamerica.com. All requests must be submitted at least 10 business days prior to the event.

ADDITIONAL FURNISHINGS & SHIPPING

All other exhibit services including additional furnishings, shipping, storage, booth cleaning and labor must be ordered in advance through Ocean Exposition Services. Full payment must be included with your order and orders must be received by deadline dates in order to receive the discount prices. Additional details and order form is included in this packet. Questions regarding additional furnishings and shipping should be directed to Ocean Exposition Services at (908) 698-7110.

CANCELLATION POLICY

Cancellation of any portion of this application by the exhibitor will be accepted only at the discretion of CAI-NJ and then, only based upon the following refund schedule:

Notice of cancellation by Monday, September 12, 2022:
Refund 50% of Booth Fee.

Notice of cancellation after Monday, September 12, 2022:
No Refund.

Please note: CAI-NJ may charge an additional administrative fee of \$250.00 for any booth that is canceled and has the right to any liquidated damages resulting from the cancellation of a booth.

PHOTOGRAPHY CONSENT

CAI-NJ advises that for training, marketing or other purposes, this event may be recorded, videotaped and/or photographed. By attending this event, the registrant(s) consents to the use of his/her image by CAI-NJ and agrees to waive any claim for the use of his/her image, including without limitation, the appropriation of his/her image for commercial purposes or the invasion of his or her privacy.

SAMPLES/SOUVENIRS

Distribution of samples and souvenirs in a restrained fashion is permitted, provided that there is no interference with other exhibits or aisle movement, and that the samples and souvenirs pertain to, or contribute to the exhibits of the conference. CAI-NJ may withdraw permission to distribute souvenirs, advertising or other materials it considers objectionable, or which violate the rules of the exhibition hall.

EXHIBITORS DOOR PRIZES/ DRAWINGS

Exhibitors have the option to have prize drawings. The collection of attendee information must be facilitated in your booth space. Exhibitor will be responsible for any and all notification and distribution of their door prizes. CAI-NJ will not be responsible for announcing the door prize winner nor will it be responsible for distribution of such prizes. If you would like, CAI-NJ can announce your winner/s at the end of the day over the loud speaker at the CAI-NJ booth. Please see a CAI-NJ Team member at the end of the day with your name/s in order to do so.

EXHIBITING INFORMATION

FOOD/BEVERAGE POLICY

Serving alcohol is prohibited on the expo floor. Any open bottles containing alcohol will be immediately confiscated and may result in the exhibitor's removal from the event and potential denial of future exhibition rights. All food and beverage items must be individually wrapped. Exhibitors are permitted to hand out snacks/small items, however distribution of meals is not permitted.

PRIVATE PARTY POLICY

All hospitality suites and hosted events must be reserved and paid for through CAI-NJ. Hospitality suites and hosted events are not permitted during official conference activities or Pre-Conference. Non-exhibiting companies are not permitted to host events the evening before or the day of the official conference.

Mentions in Conference on-site program and other marketing materials cannot be fulfilled for sponsors whose contracts are signed after deadline dates.

SPONSORSHIP OPPORTUNITIES

There are several sponsorship opportunities available for Business Partner & Management Company members. Sponsorship details will be available on the Conference & Expo Exhibitor page when they are open to the membership.

THEME

Each year the CAI-NJ Conference & Expo Committee chooses a theme for the event. Exhibitors are encouraged to make use of the theme when designing their booths and possibly in their attire. This year's theme is "Cultivating Community in The Garden State".

- Embracing all that NJ represents from iconic landmarks, to celebrities, sports teams, entertainment, pop culture, etc.

PRE-CONFERENCE NETWORKING RECEPTION

The Pre-Conference Reception will be held on Wednesday, October 19, 2022, from 6:00pm to 9:00pm at the Top Golf Suite at iPlay America. All exhibitors are welcome to attend (non-exhibiting companies are not eligible to register). Registration will become available in the months prior to the event through our www.cainj.org website.

Each exhibiting company will receive one discounted ticket at \$50, additional ticket pricing is as follows:

Registration:	by 10/10/22	10/11/22 - Onsite
CAI-NJ Members:	\$115	\$130
Non-Members:	\$175	\$200

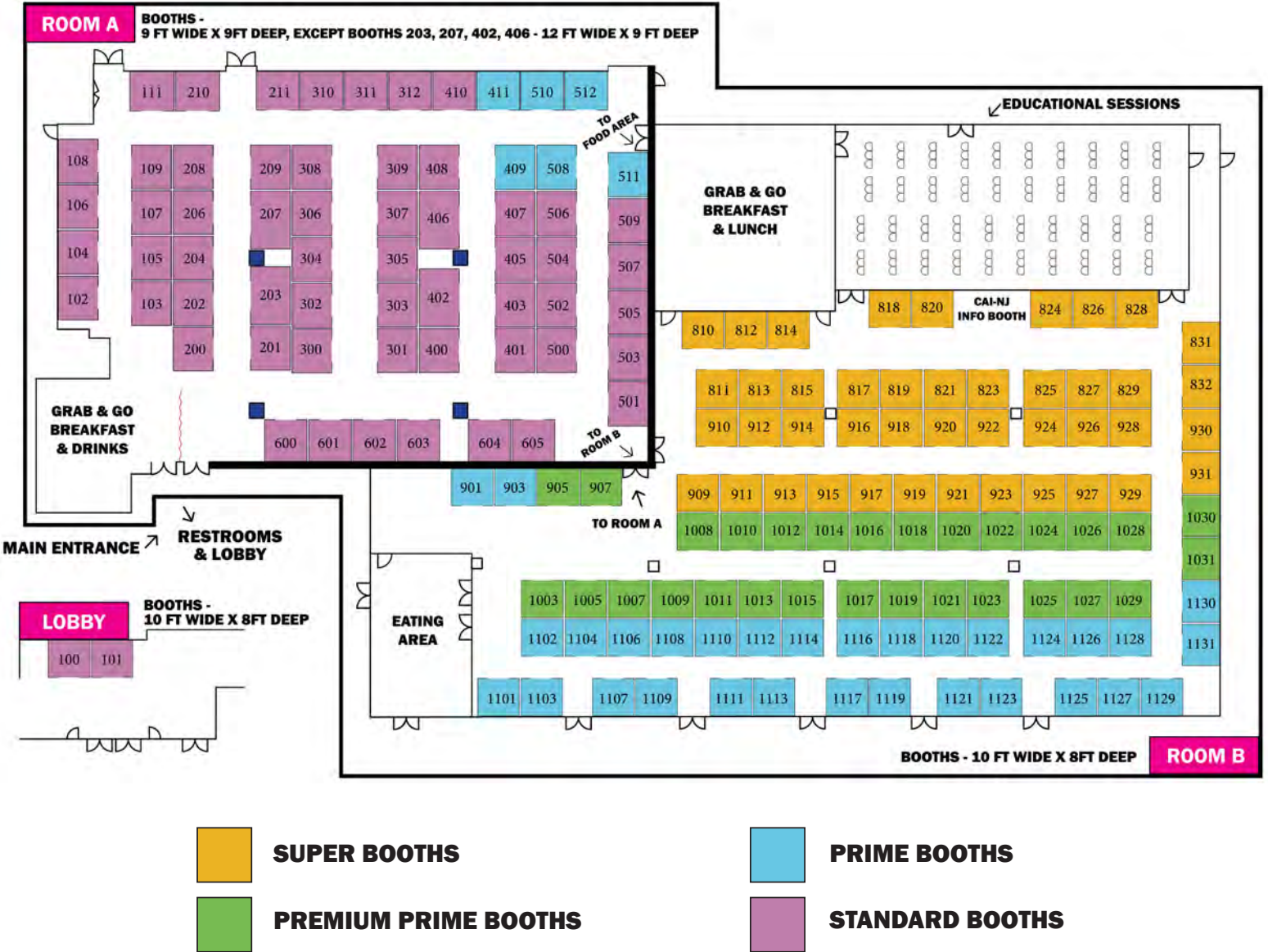
Please note: Ultimate Partners receive four (4) tickets, Elite Partners receive two (2) tickets and Premier Partners receive one (1) ticket.

CONTACT US

For all general questions regarding our Annual Conference & Expo or Pre-Conference Networking Reception, including registering for your booth, please contact Jaclyn Oskierko, Director of Conference & Events at jaclyn@cainj.org or (609) 588-0030.

FLOOR PLAN

Please refer to the interactive floor plan on <https://cainj.org/exhibitors> to see which booths are currently available. Please note: Floor plan is subject to change. Booth contracts may take up to 72 hours to process and be reflected on the interactive floor plan.



2022 CAI-NJ CONFERENCE & EXPO BOOTH RESERVATION FORM

CAI-NJ will not be liable for any damages relating to non-performance of any exhibitor. By signing the Booth Reservation Form, exhibitor agrees to the terms and conditions of the 2022 Contract for Exhibit Space.

PLEASE TYPE OR PRINT ALL INFORMATION BELOW

MUST RETURN PAGES 6 THROUGH 9 TO LOCK IN BOOTH

Company Name: _____

(Print exactly what you want to appear in our program and on your exhibitor name sign.)

Address: _____

City/State/Zip: _____

Email: _____ Phone: _____

Authorized Company Representative (please print): _____

Signature: _____ Date: _____ Title: _____

(Please initial & sign contract on FOLLOWING PAGES.)

2022 EXHIBIT BOOTH CHOICES

Please provide your top 3 booth number choices. 1. _____ 2. _____ 3. _____

Super Booth:	Member: \$1,550	Non-member: \$2,050
Premium Prime:	Member: \$1,350	Non-member: \$1,850
Prime Booth:	Member: \$1,250	Non-member: \$1,750
Standard Booth:	Member: \$1,150	Non-member: \$1,650

(Please refer to page 2 of this packet for the booth dimensions and corresponding booth types on the floor plan on page 5.)

Ultimate & Elite Partners receive one (1) complimentary Standard Booth (check if applicable):

_____ I am an Ultimate Partner _____ I am an Elite Partner

ATTENDEE MAILING LIST - \$150 (Includes name, company and address only.)

Please check off if you would like to purchase the attendee mailing list only available to exhibitors: _____

PAYMENT INFORMATION

PAYMENT BY CHECK

Mail form with check payable to:

CAI-NJ

Attn: 2022 Conference & Expo

500 Harding Road

Freehold, NJ 07728

PAYMENT BY CREDIT CARD

Please fax your signed application with payment to (609) 588-0040 or email jaclyn@cainj.org.

BOOTH \$ _____

+ MAILING LIST \$ _____

TOTAL \$ _____

Cardholder Name: _____

Card Number: _____ Exp. Date: _____

Cardholder Signature: _____ Security Code: _____

Billing Address: _____

City/State/Zip: _____

Cardholder acknowledges receipt of goods and/or services in the amount of the grand total shown herein and agrees to perform the obligations set forth in the cardholder's agreement with the credit card issuer.

CONTACT US

For all questions, please contact Jaclyn Oskierko, Director of Conference & Events at jaclyn@cainj.org or (609) 588-0030.

For CAI-NJ Office Use Only

Expiration Date	Final Booth Selection	Paid Date
_____	_____	_____

CONTRACT FOR EXHIBIT SPACE

Please initial next to each section signifying that you agree and understand the policies outlined in this contract.

_____ (INITIAL) By submitting an application for exhibit space, the applicant releases CAI-NJ, its sponsors, co-sponsors and agents from any and all liabilities to the applicant, its agents, licensees or employees which may arise or be asserted as a result of submission of an application or participation in the exhibition. Acceptance of an application does not imply endorsement by CAI-NJ of the applicant's products, nor does rejection imply lack of merit.

This application for exhibit space, when endorsed by CAI-NJ, constitutes a contract for the right to use exhibit space. Rental for space is payable in advance at the time of submission of the Booth Reservation Form. No refund may be made for space that is not used or for space that is unused during part or all of the exposition, except as noted below under cancellation policy. Should space remain unoccupied at the opening of the exposition, CAI-NJ may rent it or use it without obligation or refund.

_____ (INITIAL) **Exhibitor agrees to have exhibits completely set up by 5:00 p.m. on Wednesday, October 19, 2022. Exhibit set-up will not be permitted on Thursday, October 20, 2022.** Trade show hours of operation are from 8:30 a.m. to 3:00 p.m. on Thursday, October 20, 2022. Exhibitors agree to have their booths staffed during all hours of operation. In addition, exhibitors agree not to begin the dismantling of their exhibits before 3:00 p.m. and have their booth space vacated no later than 5:00 p.m. on the day of the trade show. Any infraction of these policies may result in penalties of \$500 for each infraction, and possible termination of your contract and/or denial of future exhibition rights. If the exhibit booth is not setup and staffed for the duration event, you may lose first right of refusal privileges for the following year.

_____ (INITIAL) **Booth dimensions are as follows:** Room A - 9 ft wide x 9 ft deep, except booths 203, 207, 402, & 406 - 12 ft wide x 9 ft deep and Room B and Lobby - 10 ft wide x 8 ft deep. Exhibits may not protrude, under any circumstances, beyond the space allotted or interfere in any way with traffic to the exhibits of others. All displays must be fully contained within the designated exhibit space and may not obstruct other exhibits. Any activities beyond the normal scope of exhibiting must be pre-approved by CAI-NJ. Failure to do so can lead to further sanctions imposed by CAI-NJ up to and including immediate termination of contract without a refund.

_____ (INITIAL) **Use of Space:** No exhibitor may sublet, assign or apportion any portion of the allotted space, nor represent, advertise or distribute literature for the products or services of any other firm, organization or individual, except as approved in advance by CAI-NJ. The purpose of the Conference & Expo is to inform and educate its attendees regarding the characteristics and uses of exhibitors' products and/or services. Exhibitors cannot solicit conference attendees or other exhibitors, outside of their assigned exhibit space. Exhibitors shall assume all liability without limitation for any unapproved activity in conjunction with this Conference & Expo.

_____ (INITIAL) **Private Party Policy:** All hospitality suites and hosted events must be reserved and paid for through CAI-NJ. Hospitality suites and hosted events are not permitted during official conference activities or Pre-Conference. Non-exhibiting suppliers are not permitted to host events the evening before or the day of the official conference. Mentions in Conference on-site program and other marketing materials cannot be fulfilled for sponsors whose contracts are signed after deadline dates.

_____ (INITIAL) **Cancellation Policy:** Cancellation of any portion of this application by the exhibitor will be accepted only at the discretion of CAI-NJ and then, only based upon the following refund schedule:

Notice of cancellation by Monday, September 12, 2022: Refund 50% of Booth Fee.
Notice of cancellation after Monday, September 12, 2022: No Refund.

CAI-NJ may charge an administrative fee of \$250.00 for any booth that is canceled and has the right to any liquidated damages resulting from the cancellation of a booth.

CONTRACT FOR EXHIBIT SPACE (CONT'D.)

Please initial next to each section signifying that you agree and understand the policies outlined in this contract.

Restrictions: CAI-NJ reserves the right to restrict exhibits which, because of noise, method of operation or any other reason, violate these regulations & conditions, become objectionable, or otherwise detract from, or are not in keeping with the character of the exposition. CAI-NJ may stop installation, or request removal or discontinuance of any exhibit or promotion of which, if continued, departs from a design description given advance approval, or from the descriptions given herein. In the event of such restriction, removal or discontinuance, CAI-NJ is not liable for any refund of rental, other expenses, or other damages. Advertising, displays, demonstrations, conferences, entertainments, and convention registrants in the interest of business are not permitted, except by firms which have rented space, or are recognized sponsors of the Conference & Expo.

Samples & Souvenirs: Distribution of samples and souvenirs in a restrained fashion is permitted, provided that there is no interference with other exhibits or aisle movement, and that the samples and souvenirs pertain to, or contribute to the exhibits of the conference. CAI-NJ may withdraw permission to distribute souvenirs, advertising or other materials it considers objectionable, or which violate the rules of the exhibition hall.

Food & Beverage Policy: Serving alcohol is prohibited on the expo floor. Any open bottles containing alcohol will be immediately confiscated and may result in the exhibitors removal from the event and potential denial of future exhibition rights. All food and beverage items must be individually wrapped. Exhibitors are permitted to hand out snacks/ small items, however distribution of meals are not permitted.

Care of Premises: No part of an exhibit or sign, or other materials may be taped, pasted, or nailed or otherwise affixed to walls, doors or other surfaces in a way that might mar or deface, even temporarily, the exhibit area premises or booth equipment or furnishings. The cost of repair for damage from failure to observe this cautionary notice is payable solely by the exhibitor.

Fire Regulations: Booth decorations and exhibit construction must conform to the fire regulations of the exhibit hall and hotel. Combustible, flammable or explosive material may not be used. Cloth or other flammable materials must be flame proofed. Packing containers, excelsior, wrappings and similar materials must be removed entirely from the exhibit area and may not be stored behind exhibits or under tables.

Liability & Insurance: CAI-NJ, its sponsors, co-sponsors and agents assume no liability whatsoever for loss or damage, through any cause, of goods, exhibits or other materials owned, rented or leased by the exhibitor. Exhibitors have the sole and exclusive responsibility to arrange for performance license for copyrighted music to be used at booths. If insurance is desired, it must be obtained by the exhibitor. The exhibitor shall indemnify CAI-NJ, its sponsors, co-sponsors and their agents against, and hold harmless from, any complaints, suits or liabilities resulting from negligence in connection with the exhibitor's space and participation in the expo.

Interpretation & Enforcement: These Regulations & Conditions become part of the contract between the exhibitor and CAI-NJ. All matters in question, not covered by these Regulations & Conditions, are subject to the decision of CAI-NJ and all decisions so made shall be binding on all parties affected by them as in the case of the original Regulations & Conditions. Authority to enforce these Regulations & Conditions during the Expo is vested in the President of CAI-NJ and/or the Executive Director of CAI-NJ, or their authorized agent. CAI-NJ shall have the right to pursue all rights and remedies that may be available to it under the law, including, without limitation, the termination of the exhibitor's privilege to exhibit in the future. In the event of a dispute arising under this contract, the exhibitor shall be liable for reasonable costs and attorney's fees incurred by the CAI-NJ in a reasonable attempt to settle, arbitrate or litigate the dispute. CAI-NJ retains the right to enforce all regulations and conditions regardless of non-enforcement of said violations at the current or prior CAI-NJ Conference & Expos. CAI-NJ shall not be liable for failure to perform its obligations under this contract due to strikes, acts of God, or any cause beyond its

CONTRACT FOR EXHIBIT SPACE (CONT'D.)

Please initial next to each section signifying that you agree and understand the policies outlined in this contract.

control, or for any other claims or damages arising directly or indirectly out of this contract including enforcement hereof. CAI-NJ will not be liable for damages relating to the non-performance of any exhibitor.

Payments: Your payment for exhibit space, as well as any additional representatives, is due in full upon completion and return of this registration form and contract. If payment in full is not received by CAI-NJ, then CAI-NJ reserves the right to sell the exhibit space to other interested parties at any time. In addition, CAI-NJ reserves the right to refuse to allow an exhibitor to participate in the present or future CAI-NJ Conference & Expos. If exhibitor registers and pays for a booth at the member rate but allows their membership to lapse without renewing, then the exhibitor can be charged the difference between the member and non-member rate.

Photography Policy: CAI-NJ advises that for training, marketing or other purposes, this event may be recorded, videotaped and/or photographed. By attending this event, the registrant(s) consents to the use of his/her image by CAI-NJ and agrees to waive any claim for the use of his/her image, including without limitation, the appropriation of his/her image for commercial purposes or the invasion of his or her privacy.

CAI-NJ Policies: CAI-NJ has a no-tolerance policy regarding "suitcasing," which describes the practice of non-exhibiting companies or individuals soliciting sales and leads on the trade show floor, in the aisles, or in the lobbies, and/or representing their services or soliciting conference participants for conflicting social activities. Violators of this policy will be ejected from the show and charged the single-booth rate, which must be paid prior to registering as an attendee, exhibitor, or sponsor at any future CAI-NJ programs. CAI-NJ reserves the right to reject any individual or entity's registration at anytime. Except for emergency and scheduling announcements, no commercial announcements will be made.

Terms: The terms of this contract are agreed upon and binding upon the company via the signature of the authorized company representative and are non-negotiable. I affirm that I am authorized to make the exhibitor commitment on my company's behalf. I have read and agree to pay in accordance with my booth selection. Refunds or cancellations will be handled based on the refund schedule above, as potential exhibitors may be turned away as a result of your acceptance of this agreement. I understand that this form becomes a contract when signed. Please note that CAI-NJ holds the right to cancel, make changes to the schedule, event and programming throughout the course of this agreement

I understand and accept that changes to offerings during the contract period by CAI-NJ that are deemed necessary by the chapter to accommodate acts of God, pandemics, governmental orders, etc. may be made at any time, at the sole discretion of CAI-NJ, including but not limited to virtual substitutions in lieu of in-person events.

Registration Fee & Outstanding Balances: By registering for a CAI-NJ event, the registrant acknowledges that they are responsible to pay the full registration fee at the time of registration. Registrations will not be processed until all previous outstanding balances are paid in full.

Signature: _____ **Print Name:** _____

(Authorized Company Representative)

Company: _____ **Title:** _____

Date: _____ **Booth #:** _____

(PLEASE FILL, SIGN & RETURN PAGES 6 THROUGH 9 TO JACLYN@CAINJ.ORG)