

# SJ National Institute of Government Purchasing www.sjnigp.org

Dear Vendor:

The South Jersey Chapter of the National Institute of Government Purchasing (SJNIGP) cordially invites you to participate as an exhibitor at our 2007 Region II Annual Conference to be held at the **Trump Plaza Hotel and Casino in Atlantic City, NJ on October 17 –19, 2007**. Region II consists of Pennsylvania, New Jersey, Delaware, Maryland, and District of Columbia. SJNIGP members include purchasing professionals from public organizations/agencies including, but not limited, to State, County, and local municipalities; colleges; and housing, water and other such authorities. Please visit the SJNIGP's website at [www.sjnigp.org](http://www.sjnigp.org) to learn more about its mission and function.

This is a cost-effective way to display, discuss and market your company's products and services to government purchasing agents and other government decision makers. We expect 120+ conference attendees. The exhibit room will be in the main conference rooms. The conference schedule will include time specifically allotted for attendees to visit the exhibit room.

Space will be assigned on a first-come first-served basis.

Payment of the registration fee will secure your reservation. Each area includes one six foot table, and two chairs. During times that the conference delegates are scheduled to be in classes, vendors are welcome to utilize that down time by having their customers, not in attendance at the conference, visit with them in the exhibit hall.

It is the intent of SJNIGP to provide door prizes as an incentive for conference attendees to visit each exhibitor's exhibit. Any exhibitor may donate a door prize to support the Conference. Donators will be acknowledged in literature provided to conference attendees.

Enclosed in this packet are details regarding standard registration and gold sponsorship, door prize donation form, exhibit space application form, exhibit contract terms and conditions, exhibit hall layout, and conference schedule. Please note that that the exhibit hall layout is a rough sketch to be used for reference purposes only; it is not to scale. The conference schedule is subject to change at the discretion of SJNIGP; such changes will be made known to registered vendors.

Sincerely,

*Frank Hartman*

Executive Director  
Bordentown Sewerage Authority

Vendor Committee Chair  
Tel: 609-291-9105  
Fax: 609-291-9079  
Email: [fhart465@yahoo.com](mailto:fhart465@yahoo.com)

# **Exhibitor (Vendor) Registration Packet**

## **2007 NIGP Region II Annual Conference**

### **Pricing**

#### **Gold Sponsorship \$750/exhibit**

Includes: One 6x8 exhibit; registration for 2 persons; sign at exhibit noting "Gold Sponsor"; 2 breakfasts/2 days (Weds & Thurs); 2 lunches/2 days (Weds. & Thurs.); full page ad in conference program; acknowledgement of Gold Sponsors at the opening session; and link on SJNIGP website to Gold Sponsor's (company) website until January 1, 2008.

#### **Standard Registration \$500.00 /exhibit**

Includes: One 6x8 exhibit; 2 lunches/2 days (Weds & Thurs.); and company listing in conference program.

### **Cancellation Policy**

Cancellation requests must be submitted in writing to:

SJNIGP

C/O Bordentown Sewerage Authority

PO Box 396

Bordentown, N.J. 08505

Attn: Frank Hartman,

Executive Director

If cancellation request is received by September 1, 2007, a seventy-five percent refund will be given after the conference is held, and only if SJNIGP is able to resell the exhibit space. NO REFUNDS will be given for cancellations received after September 1, 2007.

### **Exhibit Set Up**

Vendors are required to have their exhibit set up completed by 10:30AM on the first day of the conference, Wednesday, October 17, 2007. Vendors may gain access to the exhibit hall as of 7:30AM on Wednesday and are requested to register upon arrival.

A six foot table and two chairs are supplied with each exhibit. Any requests for special needs such as electric hook up, telephone hook up, etc. are to be directed to the hotel for information and pricing.

For any services related to exhibit set-up the vendors should contact Convention Services at 609-441-8600.

### **Hotel Information/Reservations**

When contacting the hotel to make room reservations, be sure to inform the reservations clerk that you are an attendee to the SJNIGP conference. This will ensure that you are given the discounted room rate being offered by the hotel for conference attendees. (\$95.00/night plus tax for single occupancy. Room rate subject to change at the discretion of the hotel.)

Trump Plaza Hotel and Casino

The Boardwalk at Mississippi Avenue Atlantic City, New Jersey 08401

Tel: (609) 441-6000

# Door Prize Donation Form

## 2007 NIGP Region II Annual Conference

It is the intent of SJNIGP to provide door prizes as an incentive for conference attendees to visit each exhibitor's exhibit. Any exhibitor may donate a door prize to support the conference.

Donators will be acknowledged in literature provided to conference attendees.

If your company is interested in donating a door prize, complete and submit this form to the address noted below. Door prizes can either be submitted on the first morning of the conference, Wednesday, October 17, 2007, as part of your site registration process or they can be shipped to the address noted below prior to the date of the conference. If shipped to the address below, reference the SJNIGP conference on the shipping label or on paperwork in the package.

Submitted By – Name:

Title:

Telephone: Fax:

Email:

Company Name:

Address:

City/State/Zip:

Item(s) Donated (If not yet known, note "To be determined".):

Return completed form to:

SJNIGP  
C/O Atlantic City Convention and Visitor Authority  
2314 Pacific Avenue  
Atlantic City, NJ 08401  
Attn: Theresa Thompson,  
Purchasing Agent

# Exhibit Space Application Form

## 2007 NIGP Region II Annual Conference

### 1. Applicant's information:

Submitted By – Name/Title:

Company Name:

Address:

City/State/Zip:

Tel: Fax:

Email:

No. of Reps Attending:

Description of products/services to be exhibited:

### 2. Information for program (all or a portion of this information will appear in the conference program):

Exhibiting Company's Name:

Address:

City/State/Zip:

Contact Name:

Tel: Fax:

Email:

Website:

### 3. We wish to participate as a:

\_\_\_\_\_ Gold Sponsor Exhibitor – \$750\_\_\_\_\_ exhibit spaces  
Copy ready 4" x 7.5" ad/artwork attached (for full-page ad in program)

\_\_\_\_\_ Standard Exhibitor – \$500\_\_\_\_\_ exhibit spaces

Payment Amount Enclosed: \$ \_\_\_\_\_

Checks are to be made payable to: SJNIGP

# Exhibit Space Application Form

## 2007 NIGP Region II Annual Conference

4. A confirmation of this application will be returned to the person listed in bullet #1 after assignment of exhibit space and receipt of all exhibit fees. A representative of the company who has the authority to contractually bind the company must sign this application. Payment in full must be received by SJNIGP before exhibit space will be assigned and reserved. Exhibitor's application for exhibit space at the 2007 NIGP Region II Annual Conference signifies an acknowledgement of and an agreement to abide by all terms and conditions contained herein and in the Exhibit Contract Terms and Conditions section of this registration packet. This application constitutes a contract when countersigned by the SJNIGP Vendor Committee Chair.

Signature:

Name (printed):

Title:

Date:

**5. Mail completed application along with payment in full to:**

SJNIGP  
C/O Bordentown Sewerage Authority  
PO Box 396  
Bordentown, N.J. 08505  
Attn: Frank Hartman,  
Executive Director

*This section to be completed by SJNIGP representative:*

Date payment received:

Amount received: \$

Exhibit assignment (#):

Signature of SJNIGP Vendor Committee Chair:

# Exhibit Contract Terms and Conditions

## 2007 NIGP Region II Annual Conference

- 1. SPACE RENTAL:** Applicant for exhibit space (herein "Exhibitor") releases South Jersey Chapter of the National Institute of Government Purchasing (SJNIGP), and Trump Plaza (herein "Exhibit Site") from any and all liabilities to applicant, its agents, licensees or employees that may arise as a result of submission of an application or participation in the 2007 National Institute of Governmental Purchasing (NIGP) Region II Conference (herein "Conference") hosted by SJNIGP. SJNIGP determines the eligibility of any company or product for exhibit. Acceptance of an application does not imply endorsement by SJNIGP of the applicant's products or services, nor does rejection imply lack of merit of same. Exhibitor is responsible for the actions of employees, agents, or other persons working within Exhibitor's exhibit.
- 2. DATE, PLACE AND HOURS:** The exhibition hours will be as indicated in the Conference Schedule. SJNIGP reserves the right to make changes in the exhibition hours; however, such changes will be made known to registered exhibitors as far in advance as possible.
- 3. RESTRICTIONS IN USE OF SPACE:** All demonstrations, interviews, or other activities, such as distribution of circulars and advertising matter of any description, must be confined to the Exhibitor's own exhibit(s). The Exhibitor agrees not to assign, sublet, or share the whole or any part of his/ her assigned space without the prior knowledge and written consent of SJNIGP. No company or organization not assigned exhibit space will be permitted to solicit business in any manner in conjunction with the Conference.
- 4. SPACE ASSIGNMENT:** Exhibit space will be assigned on a first-come, first-served basis. All reasonable efforts will be made to accommodate Exhibitor's request in regards to exhibit assignment. Space assignments will be made solely at the discretion of SJNIGP.
- 5. EXHIBIT SET UP AND DISMANTLING:** The Exhibitor agrees that set up and dismantling of exhibit is their sole responsibility. Set up shall be complete at least 15 minutes prior to the scheduled opening of the exhibit hall to the Conference delegates. Dismantling the exhibit shall not begin until at least 15 minutes after the closing of the last exhibit time, as set forth in the Conference schedule.
- 6. LIMITATION OF LIABILITY:** In no event shall SJNIGP be held liable for any direct, indirect, special or consequential damages suffered by Exhibitor in connection with their participation in the Conference.
- 7. EVENT PROMOTION:** The Exhibitor authorizes SJNIGP and its agents to use Exhibitor's name to promote the Conference and to solicit other Exhibitors for this and future events.
- 8. PHOTO RELEASE:** From time to time, SJNIGP uses photographs of delegates and/or exhibitors in our promotional material. By virtue of an Exhibitor's participation in the Conference and exhibit, Exhibitor agrees to the usage of their likeness in such materials.
- 9. EXHIBITOR IDENTIFICATION:** All persons entering the exhibit hall must wear a SJNIGP issued name badge, which they would obtain at the Exhibitor registration table the morning of the first day of the Conference.