



## **Attention Exhibitors**

What you need to know for the Conference & Expo

**Tuesday, May 21, 2024 - Wednesday, May 22, 2024 Trade Show Floor**

Atlantic City Convention Center & Borgata Hotel & Casino  
Atlantic City, NJ

### **Exhibitor Move-In:**

Monday, May 20, 2024 - 3:00 p.m - 7:00 p.m.

**Exhibitors with a Quad Booth *MUST* set-up on Monday.**

Tuesday, May 21, 2024 - 8:00 a.m. - 10:30 a.m. (small set-ups only)

***All booths must be "show ready" no later than 10:30 a.m on Tuesday, May 21st.***

***If your booth is not set-up by 10:30 a.m., you will incur a fee of \$500.***

### **Show Hours:**

Tuesday, May 21, 2024 - 1:30 p.m. - 4:00 p.m.

Wednesday, May 22, 2024 - 1:00 p.m. - 4:00 p.m.\*

***\*Cocktail Reception on the floor from 3:00 p.m. - 4:00 p.m.***

***All booths must remain open until 4:00 p.m.***

***A \$500 penalty for early breakdown is strictly enforced.***

### **Exhibitor Move-Out:**

Wednesday, May 22, 2024 - 4:00 p.m - 8:00 p.m.

Thursday, May 23, 2024 - 8:00 a.m. - 12:00 p.m.

***All booths must be removed by 12:00 p.m. or will be broken down and stored by AEX.***

### **What is provided with each 10' x 10' booth?**

- 8' high blue background drape
- 42" high blue side divider drapes
- 6' draped table
- Two (2) chairs

- Black 10' x 10' carpet (you may choose to upgrade your color)
- One (1) wastebasket
- One (1) 7"x 44" booth ID sign (company name and booth number)

### **When and where do I pick up my badge?**

The NJAA Registration Desk, located in Hall A, will be open:

Monday, May 20th | 3:00 p.m. - 7:00 p.m.

Tuesday, May 21st | 8:00 a.m. - 4:00 p.m.

Wednesday, May 22nd | 7:30 a.m. - 4:00 p.m.

On Tuesday, May 21st from 6:30 - 9:30 p.m., there will be a satellite Registration Desk located at the Borgata Events Center for the Diamond and President's Receptions.

### **Loading Dock Information**

#### **Directions to the Loading Dock:**

Bear to the right at the end of the Atlantic City Expressway and follow the Atlantic City Connector. After the railroad tracks, take the first exit on the right, which is marked Convention Center/Bacharach Boulevard. Follow Bacharach, and just before the traffic light on the right is the entrance to the loading dock ramp. AEX will have staff controlling traffic and will direct you to the proper area for unloading.

The Atlantic City Convention Center requires that union personnel are hired for the following (fees will be charged to exhibiting company):

- Unloading and loading of freight from the following vehicles
- Vehicles larger than a minivan or SUV, i.e., cargo van, box truck or trailer
- Company owned vehicles
- Rented vehicles
- Contracted carriers; including but not limited to couriers, air freight, LTL carriers and van lines

#### **Move-In:**

There is no loading or unloading through the front doors of the building. Loading and unloading is permitted through the parking garage using a luggage cart and taking the elevator to the 2nd floor.

A loading and unloading area will be set up on the loading dock for POV's. A POV is defined as a personally owned vehicle no larger than a station wagon or SUV. If your vehicle qualifies as a POV you can load and unload yourself, provided you hand carry or use a 2-wheel cart.

If your vehicle is NOT a POV, complete the Material Handling Order Form provided to you in the AEX Exhibitor Kit located on the NJAA website on the Conference & Expo page. For questions, contact AEX at (609) 272-1600.

For insurance purposes, no minors are allowed on the expo floor at any time, including during exhibitor set-up, breakdown, and expo hours.

**Move-Out:**

The show closes on Wednesday, May 22, 2024 at 4:00 p.m. No one is permitted to pack products or exhibits prior to the official closing.

All carriers must check in with AEX no later than 10:00 a.m. on Thursday, May 23rd or freight will be shipped to its destination via LibertyCFS Inc's terms. All materials must be packed and removed by 12:00 p.m. on Thursday, May 23rd. Materials not removed by this deadline will be packed and taken to AEX's warehouse where a shipping and release fee will need to be paid by the exhibitor.

**Expo Materials:**

What if I'm shipping my materials to the show?

All materials must be shipped directly to AEX Convention Services.

Shipments that arrive at the Convention Center prior to the show will be refused (see "Material Handling Order Forms" included in Exhibitor Kit.)

**Can I bring my materials with me to the show?**

If you choose to bring your booth materials with you on set-up day, the materials must be of a small enough size to be hand-carried by your staff. Exhibitors also have the option of pulling up their POV (personally owned vehicle- non-commercial truck) to the back loading dock for a quick 15-minute unloading. AEX Convention reserves the right to determine the appropriate size of materials that may be hand-carried or brought in via a POV and may require your materials be brought to the loading zone.

All questions regarding shipping, storage, furniture and labor should be directed to:

**AEX Convention Services Administrative Offices**

3089 English Creek Avenue

Egg Harbor Twp., NJ 08234

Phone: (609) 272-1600

Fax: (609) 272-1680

[orders@aexservices.com](mailto:orders@aexservices.com)

[www.aexservices.com](http://www.aexservices.com)

**Quick References:**

**Hotel Accommodations:** The MGM Tower at the Borgata Hotel & Casino will once again be the host of the 2024 NJAA Conference & Expo. Visit [njaa.com](http://njaa.com) for information.

**Sponsorships:** Visit [njaa.com](http://njaa.com) to see all the sponsorship opportunities still available for your company. With over 1,700 attendees, this is the event to stand out and shine.

**Registration Questions?**

Contact [membership@njaa.com](mailto:membership@njaa.com) or (732) 992-0608.

For all cancellations & swaps, please email [membership@njaa.com](mailto:membership@njaa.com)