

# *Exhibitor Prospectus*



Renaissance Woodbridge Hotel  
Iselin, New Jersey  
October 28, 2011

### ***Why Exhibit at NJ Paralegal Convention?***

- Increase visibility for your company;
- Promote and market your products and services;
- Create new relationships to target your products;
- Renew existing relationships.

### ***The Event***

Is an all day, educational event for paralegals by paralegals.

It is comprised of four sessions, each with seminars of substantive topics pertinent to the paralegal practice. A great number of attendees' attorneys and/or firms recognize the value of the event and pay the registration fee. Exposure of your company at this event will increase awareness of your services within the legal community via the paralegal attendees.



### ***The Typical Attendee***

Experienced career paralegals seeking continuing education to enhance their skills in the profession, network with other paralegals and avail themselves to services for the legal profession.

Paralegal students also attend and can gain substantial insight into the paralegal profession, as well as knowledge of the tools and tradesman necessary to succeed.

### ***The Location***

Is at the junction of both the Garden State Parkway and New Jersey Turnpike. This venue is accessible from all parts of New Jersey.

With a complimentary shuttle from the metropark, the venue is available via mass transportation thereby including attendees from New York and Pennsylvania.

### **Sponsorship Opportunities**

- Advertising in program book distributed to all attendees
  - Full page (7.375" wide x 9.875" deep) \$150
  - Half page Horizontal only (7.375" wide x 4.75" deep) \$100
  - Quarter page Vertical only (3.5" wide x 4.75" deep) \$ 85
- Ad to be provided in pdf format and emailed to kmoncelsi@gmail.com
- Breakfast sponsorship \$750
- Afternoon break sponsorship \$450
- Attendee giveaway sponsorship \$225
- Additional sponsorship opportunities available

### **Exhibitor Opportunities**

Exhibitor booth \$450  
6' table and 2 chairs

Tables are assigned according to accessibility (need to be near an outlet, etc.), and then on a first come, first served basis. Every effort will be made to position your table away from an exhibitor with similar products or services.



### **Exhibitor/Sponsor Weblink**

Available to any paid exhibitor or sponsor for an additional cost of \$125  
Banner 1" x 3" placed on NJ Paralegal Convention Inc. website from date of receipt of banner through July 1, 2012.

Banner to be provided by company. If company does not have a banner, company may opt to have a text link for the same cost.

Questions?  
Contact Kandi Moncelsi, ACP 973-476-2526  
Email: kmoncelsi@gmail.com  
or  
exhibitor@njparalegalconvention.com

**NJ PARALEGAL CONVENTION**  
**Annual Statewide Paralegal Convention**  
**October 28, 2011**

Renaissance Woodbridge Hotel, Iselin, NJ

EXHIBITOR / SPONSOR REGISTRATION FORM

Company Name: \_\_\_\_\_  
(As it will appear in program recognition and/or advertising material)

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Conference Attendee (if different from above) \_\_\_\_\_

Email Address: \_\_\_\_\_

**YES, we will participate in the following conference activities:**

**EXHIBITOR** \_\_\_\_\_ Exhibit booth @ \$450 \$ \_\_\_\_\_

EXHIBIT REQUIREMENTS:

- I will need to be near an outlet
- Other requirements:

**SPONSOR**

- Full page (7.375" wide x 9.875" deep) \$150
  - Half page Horizontal only (7.375" wide x 4.75" deep) \$100
  - Quarter page Vertical only (3.5" wide x 4.75" deep) \$ 85
- Ad to be provided in pdf format and emailed to
- Breakfast Sponsorship \$750
  - Afternoon break Sponsorship \$450
  - Attendee Giveaway Sponsorship \$225

Total Sponsor \$ \_\_\_\_\_

**WEBLINK**

- Available to exhibitors and sponsors only. Banner 1" x 3" placed on NJ Paralegal Convention Inc. website through July 1, 2012. \$ \_\_\_\_\_

**TOTAL ENCLOSED:** \$ \_\_\_\_\_

- Check enclosed (payable to NJ Paralegal Convention)
- Paid by credit card via paypal on \_\_\_\_\_

Billing Address (if different from above): \_\_\_\_\_

Signature: \_\_\_\_\_

Please return this registration form with payment to:

Kandi Moncelsi, ACP  
c/o NJ Paralegal Convention, Inc.  
18 Centre Street  
Nutley, NJ 07110  
973-476-2526

Email: [exhibitor@njparalegalconvention.com](mailto:exhibitor@njparalegalconvention.com)

**EXHIBIT HOURS** - The Exhibit Hall will be open to attendees during the Convention. All exhibits must be open on Friday, October 28, 2011 at 7:00am. Exhibits cannot be dismantled until after 3:00pm on Friday, October 28, 2011. Included in the fee is breakfast and lunch for two representatives. Additional representatives may be added for an additional charge.

**ELECTRICAL AND AUDIO-VISUAL SERVICE** - If you require an electrical outlet for your exhibit, please indicate your request on the registration form. All orders must be received by October 15, 2011. NJ Paralegal Convention, Inc. is not responsible for your exhibit's electrical services, failures, or malfunctions. NJ Paralegal Convention, Inc. does not provide extension cords, power strips, or easels. If you need any of these accessories, please bring your own or contact the hotel's Audio-Visual Department at (732) 634-7950.

**SHIPPING AND STORAGE** - If you wish to send exhibit material to the hotel prior to the Conference, supplies should arrive no earlier than October 25, 2011, **and must be marked "NJ Paralegal Convention, Inc. October 28, 2011"**. NJ Paralegal Convention, Inc. is not responsible for lost, stolen, damaged, or material not received.

**RULES FOR USE OF DISPLAY SPACE -**

No signs, partitions, apparatus, shelving, etc. may extend more than 8 feet above the floor along the rear of an exhibit. A piece of equipment or a product that is an integral part of the display, but not part of the booth, may extend above the backwall, as approved by NJ Paralegal Convention, Inc.

The exhibitor is entirely responsible for the space rented by it and shall not injure, mar, or deface the premises. The exhibitor shall not drive, nor permit to be driven, any pins, nails, hooks, tacks, or screws in any part of the Exhibit Hall area. Furthermore, exhibitors shall not affix to the walls or windows of the Exhibit Hall advertisements, signs, etc., or use "Scotch", masking, or duct tapes, or any other adhesive-type material on painted surfaces. The exhibitor agrees to reimburse NJ Paralegal Convention, Inc. for any loss or damage occurring to the premises or equipment.

The aisles, passageways, and overhead spaces remain under the control of NJ Paralegal Convention, Inc., and no signs, decorations, banners, advertising matter, or exhibits will be permitted in those areas except by written permission of NJ Paralegal Convention, Inc.

No exhibitor will be permitted to erect signs or display products obstructing the view, or disadvantageously affect the display of other exhibitors.

Exhibitors and their personnel must remain within the confines of their own space. Exhibitors are required to have their space neat and orderly at all times.

The space contracted for is to be used by the exhibitor whose name appears on the contract and no portion can be sublet or assigned, without prior permission of NJ Paralegal Convention, Inc. The exhibitor shall forfeit its right to the space, all prepaid registration, and upon demand pay any balance owing to NJ Paralegal Convention, Inc. if it fails to occupy or use its space to have its exhibit completed and in place by the opening of the Exhibit Hall.

**ALCOHOLIC BEVERAGES** - Exhibitors and their employees, agents and guests shall not consume any alcoholic beverages, except in designated areas. Violation shall be grounds for removing exhibitor and its exhibit from the show without refund.

**RESTRICTIONS** - NJ Paralegal Convention, Inc. reserves the right to restrict or remove exhibits, without refund, that have been falsely entered, that are deemed by NJ Paralegal Convention, Inc. as unsuitable or objectionable or, that have not met agreed upon dates. This restriction applies to, but is not limited to, noise, PA systems, persons, animals, birds, things, conduct, printed matter, or anything or character that might be objectionable to the Exhibit Hall or NJ Paralegal Convention, Inc.

**MISCELLANEOUS TERMS AND CONDITIONS -**

**Cancellation of Contract** - If this agreement is cancelled by exhibitor for any reason, or by NJ Paralegal Convention, Inc. because of exhibitor's default or violation of this agreement, monies paid to NJ Paralegal Convention, Inc. by exhibitor shall be retained as follows: If cancellation occurs within 60 days of the show, total registration

less a 25% cancellation fee will be refunded to the Exhibitor. No refunds will be allowed for any cancellation less than 60 days prior to Convention. The retained registration shall be liquidated damages for the direct and indirect costs incurred by NJ Paralegal Convention, Inc. for organizing, setting up and providing space for exhibitor, and losses and additional expenses caused by exhibitor's withdrawal, including reletting the space. All cancellations must be in writing.

**Rights of NJ Paralegal Convention, Inc. in the Event Convention is Not Held** - NJ Paralegal Convention, Inc. shall not be liable for any damages or expense incurred by exhibitor in the event the Convention is delayed, interrupted or not held as scheduled. If for any reason beyond the control of NJ Paralegal Convention, Inc. the show is not held, NJ Paralegal Convention, Inc. may retain a portion of the amount paid by exhibitor as is necessary to defray expenses already incurred by NJ Paralegal Convention, Inc.

**Security of Rental** - Failure of exhibitor to pay registration as specified herein shall entitle NJ Paralegal Convention, Inc. to take possession of all merchandise, materials, and exhibit displayed by exhibitor and to retain the same as security for such unpaid registration. NJ Paralegal Convention, Inc. shall have the right to dispose of same without notice to exhibitor in such manner as it deems appropriate whether by sale or otherwise. Any sale proceeds shall be retained by NJ Paralegal Convention, Inc. in payment of expenses incurred in disposing of any property and in payment of unpaid registration.

**Indemnification** - Each exhibitor shall indemnify NJ Paralegal Convention, Inc. and hold them harmless from any and all claims, actions, suits, and proceedings, costs and expenses, damages and liabilities, including attorney's fees, arising out of or connected with or resulting from the activities of said exhibitor, including, without limitation, the manufacture, selection, delivery, possession, use, operation, sale or return of said exhibit space and displays used therein. Without limiting the generality of the preceding sentence, each exhibitor expressly and unequivocally agrees to indemnify and hold NJ Paralegal Convention, Inc. harmless from any and all claims, actions, suits and proceedings, costs and expenses, damages and liabilities, including attorney's fees, arising out of or relating to any alleged negligent acts of the exhibitor in which the trade show is held. Additionally, each exhibitor will hold NJ Paralegal Convention, Inc. harmless from any claim for negligent acts arising out of or related to any strict liability in tort or any claim of strict liability in tort, imposed upon NJ Paralegal Convention, Inc. for allowing the exhibitor to place on display any food items or products having any defect. It is agreed that each exhibitor shall inspect all food and products and remedy such defect.

**Attorney's Fees** - If a civil action arises between the parties out of this agreement or to enforce any of its provisions, the losing party shall pay the attorney's fees of the prevailing party as the trial court may adjudge reasonable. If an appeal is taken from any judgment of the trial court, the losing party shall pay the amount the appellate courts shall adjudge reasonable as the prevailing party's attorney's fees on appeal.

**Licenses** - Any and all City, County, State, or Federal licenses, inspections or permits required by law of any exhibitor in the installation of or operation of its display shall be obtained by the exhibitor at its own expense prior to the opening of the Convention.

**Insurance** - Exhibitors understand that NJ Paralegal Convention, Inc. does not maintain insurance covering the exhibitor's/lessee's property and it is the sole responsibility of the exhibitor to obtain such insurance.

**COMPLETE AGREEMENT** - The agreement contains all terms and conditions agreed to by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall be deemed to exist or to bind any of the parties hereto.

**ALL EXHIBITS MUST COMPLY WITH CITY ORDINANCES, REGULATIONS AND FIRE MARSHALL INSTRUCTIONS. FOR INFORMATION, CONTACT THE APPLICABLE OFFICE.**