Exhibitor Registration

A completed and signed Exhibitor Registration form indicates the exhibiting company's agreement to abide by all terms of the Exhibit Contract as well as additional rules and regulations of the Hard Rock Atlantic City, and other rules and regulations as management deems necessary to the success of the exhibition. Please carefully review the Exhibit Contract. Registration is valid only with signature. Refer to the accompanying floor plan for available exhibit space.

Date: _____

Booth Request: Please indicate booth choices by number, in order of preference. (See accompanying floor plan.)

1st Choice _____ 2nd Choice _____ 3rd Choice _____ 4th Choice _____ 5th Choice _____ 6th Choice _____

Additional placement information (i.e., competitors, etc.): _____

Advertising and Sponsorship Information: Details to be available soon with full prospectus.

❑ **Yes!** I would like to enhance my presence at AROC by advertising in the AROC Program Guide. Please contact me.
❑ **Yes!** I would like to discuss sponsorship opportunities at AROC. Please contact me.

Primary Contact Information: List the primary contact to whom all AROC correspondence and materials should be sent.

Company _____ Contact _____

Street _____ Title _____

City _____ State _____ ZIP _____

Telephone _____ Fax _____ E-mail _____

Secondary Contact Information (Required): List a secondary contact available in the absence of a primary contact.

❑ Secondary contact should receive a copy of all AROC correspondence and materials.

Company _____ Contact _____

Street _____ Title _____

City _____ State _____ ZIP _____

Telephone _____ Fax _____ E-mail _____

Brief description of product/service _____

Company or product Internet address (for your hot link from our web site): _____

Company name **exactly** as it should appear on AROC signage _____

❑ Yes, I have read and agree to the terms of the Exhibit Contract.

(Signature required for registration to be valid) **X** _____

Payment Terms: Full payment must accompany registrations submitted after January 2027. Registrations will be received until the NJME/AROC exhibit hall is sold out. References, W-9s and official letters of invitation are available upon request.

Registration Totals	
Registration NJME/AROC Fee: $2,400 per exhibit space.	$ _____
Options:	
Additional Badges (3 per booth included with registration; additional badges $150 each)	$ _____
"Easy Load" (Move-in/move-out curb service: $400 plus tax for 300 lbs., round trip from/to your personal vehicle.)	$ _____
AROC Program Guide Advertising Smartphone App (Refer to enclosed Media Kit)	$ _____
Sponsorships (Refer to enclosed information)	$ _____
Total:	$ _____

Payment Method

❑ Check enclosed (made payable to NJAOPS)
Check #: _____ In the amount of: $_____

❑ American Express ❑ MasterCard ❑ Visa
Credit Card #: _____
Payment amount: $_____ Expiration Date: _____
CVV #: _____ (4 digits on front of AMEX; 3 digits on back of Visa or Mastercard
Name on Card: _____
Authorized Signature: _____

Mail or fax to:
Attention: Skip Heymann
NJME/AROC c/o NJAOPS • 1 Tree Farm Rd
Suite 202 Pennington, NJ 08534
Phone: 732-940-9000 • Fax: 732-940-8899
NJAOPS' Federal Tax ID Number: 21-0716705

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NJME/AROC 2027 EXHIBIT CONTRACT

Application for Space
Requests for exhibit space at the New Jersey Medical Expo at AROC (Atlantic Regional Osteopathic Convention) are to be made on the official AROC Exhibitor Registration form and will be confirmed in their order of receipt with payment. Specific location requests are not guaranteed. Companies with similar products or services will be located in different areas where space permits. Notify NJME/AROC management of competitors by completing the "Additional Placement Information" section on the Exhibitor Registration form.

Payment for Space
Exhibit fees are $2400.00 per 8' x 10' booth for any location in the exhibit hall (Refer to the accompanying floor plan for availability.) A signed registration form must accompany all requests for space. Full payment must be received prior to NJME/AROC. Exhibit space will not be confirmed and Exhibitor Service Kits will not be provided until full payment is received. Failure to promptly meet payment deadlines may result in forfeiture of the exhibitor's preferred location. The exhibitor's reservation on the preferred space will be relinquished, and the space will be made available to other interested parties. The exhibitor can re-select a new location in the hall when the delinquent account has been reconciled.

Booth Package
The $2400.00 exhibit fee includes one 8' deep x 10'-wide pipe and drape decorated with an 8' back drape; a 36" side rail with flame-proof drape; a 6' skirted table; one wastebasket; two chairs; one identification sign; one electrical outlet; booth carpet vacuuming, 3 exhibitor badges; one program guide listing; one listing at www.njosteo.com/aroc with a link to your company or product Web site; App, breakfast, lunch and refreshment breaks for the exhibit team; and access to pre- and post-event attendee registration lists upon request when available. Special signs, booth construction, apparatus, lighting fixtures, etc., are subject to the approval of NJME/AROC management and will not be permitted to extend above 8', or to exceed 4' from the back wall and 1' above the side rails. Displays with ceilings, canopies and/or raised floors are subject to pre-approval by NJME/AROC management and the Atlantic City Fire Marshal.

Cancellation
If reservation of booth space must be canceled by the exhibitor, a refund will be provided if a written cancellation notice is received by NJME/AROC management no later than January 2027. If the cancellation takes place within 30 days of the reservation, a full refund will be granted. If the cancellation takes place after 30 days, a refund will be granted, less the $250 per booth deposit. After that time period, registration fees are non-refundable. No exhibitor may assign or transfer space. Should NJME/AROC cancel meetings or the exhibition for any reason, NJME/AROC's liability shall be limited to a refund of any payments received for booth space. NJME/AROC shall not be liable for any consequential damages that may arise from such cancellation.

Official Services Contractor - TBD
Decorator, drayage and rental services should be contracted through the official NJME/AROC service contractor, General Exposition Services Convention Services. All appropriate order forms for exhibit services including drayage, electrical services and labor will be provided to the exhibitor through the Exhibitor Service Kit a minimum of 30 days before the convention. Prepare your order upon receipt of forms and mail or fax accordingly with payment. A General Exposition Services contractor service desk will be located on the exhibition premises during install and dismantle times.

Labor
Exhibitors are required to conform to state and local labor regulations. The official NJME/AROC service contractor will provide skilled labor at the prevailing rates for the services requested. Exhibitors requiring the assistance of decorators, etc., are advised to make early reservations for these services.

Installing and Dismantling Exhibits
Exhibit materials can be delivered in advance of NJME 2027 to the NJME/AROC service contractor's advance warehouse. Easy Load flat rate per 300Lbs., materials will be held in storage until setup, at which time the materials will be delivered to the appropriate exhibit space at the show site. At close of show, visit General Exposition Services information.

Security
Security personnel will be on duty throughout the scheduled days and evenings of NJME/AROC. However, items of value should not be left unattended by exhibitors at any time. Neither NJME/AROC nor the New Jersey Association of Osteopathic Physicians and Surgeons (NJAOPS) shall be held liable for loss or theft of items from the exhibit hall.

Indemnity
The exhibitor agrees to indemnify, defend, and hold harmless NJME/AROC; NJAOPS; Hard Rock Atlantic City; and their respective officers, directors, employees and agents, from and against any and all losses, costs, damages, liability or expenses (including but not limited to reasonable attorney's fees) arising from or by any reason of (in whole or in part) any accident, bodily injury, death, property damage or other claims or occurrences to any person or property related in any way to an exhibitor's occupancy or use of the exhibit space or other participation in NJME/AROC events.

Insurance
Exhibitors shall purchase and maintain general liability insurance in an amount not less than $1,000,000 to cover its potential liabilities for loss, damage or injury to NJME/AROC and others. NJME/AROC and NJAOPS shall be named as Additional Insureds in the exhibitor's general liability policy for the period of the convention (including move-in and move-out). Certificates of Insurance meeting these requirements must be provided 30 days in advance.

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NJME/AROC 2027 EXHIBIT CONTRACT

Liability
Neither NJME/AROC; the employees, officers, directors or agents thereof; the owners of Hard Rock Atlantic City; nor their representatives will be responsible for any injury or loss to any exhibitor, their employees, agents or property, or for damage to their property by fire, flood, theft, damage, delay, mechanical failure, labor trouble or any cause whatsoever while exhibits and merchandise are on the hotel premises, in transit or while being moved into or out of the hotel.

Protection of Hotel Property
It shall be agreed by the individual exhibitors and any contractors engaged for the purpose of installing and dismantling exhibits and equipment that the hotel shall be compensated for any expense in repairing damages for handling or movement of such exhibits and equipment off of the premises. Nothing shall be attached in any manner to the columns, walls, floor or other parts of the building or furniture.

Endorsement
NJME/AROC's acceptance of an exhibiting organization does not constitute an endorsement of that organization's products or services. NJME/AROC reserves the right to accept or reject a potential exhibitor based on its assessment of whether that organization's products or services are relevant to NJME/AROC attendees.

Admission
Only persons with official badges will be admitted to the exhibit hall. Badges of various colors designate attendees, exhibitors, students and guests. Security personnel will check all badges. Exhibitor registration includes three (3) badges per 8' x 10' booth. Additional badges may be purchased in advance for a fee. Exhibiting companies will be charged for additional badges required onsite. NJME/AROC strictly prohibits the sale of booth space or badge rights by exhibitors. Personnel occupying booth space in the NJME/AROC exhibit hall should be employees of the company listed as the registered exhibitor on the Exhibitor Registration form. Registered exhibitors must submit the names of non-employee booth representatives 30 days prior to NJME/AROC for approval. NJME/AROC management reserves the right to decline or limit non-employee booth representatives and reserves the right to request identification at exhibitor check-in.

Exhibit Standards
NJME/AROC reserves the right to decline or prohibit in its discretion any exhibit and to remove or eliminate any objectionable exhibits, person, advertisements, souvenirs or any other feature or action that might harm or impair the high standards of the convention and exhibition. Canvassing or distributing advertising material beyond the exhibitor's own booth is not permitted. Persons from non-exhibiting/non-sponsoring firms are prohibited from any solicitations, distributing of items or other business activities within convention or exhibition areas. Persons violating this rule shall be evicted from the premises and have their meeting credentials revoked.

Giveaways
NJME/AROC does not encourage the offering of premiums of more than nominal value to persuade physicians to buy directly from a company.

Public Relations
The names of exhibiting companies will be listed on the NJAOPS Web site (www.njaops.org + www.njaops.org/njme), AROC smart phone app, and in the convention program.

Rules and Regulations
AROC reserves the right to make such amendments and additions to these rules and regulations, as it shall deem in its discretion appropriate or necessary for proper conduct of the convention. AROC reserves the right to make adjustments to booth locations and add exhibit space if necessary.

Compliance with Laws
Exhibitors shall abide by all federal, state and local laws, ordinances and regulations including but not limited to tax laws. Exhibitors shall be solely responsible for obtaining all licenses and permits necessary to conduct their business at AROC. Exhibitors shall also be solely responsible for ensuring that exhibits and information about their products/services comply with the "Americans with Disabilities Act" and the regulations and guidelines promulgated thereunder.

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