

NJ TRANSACTION CONFERENCE

Exhibitor Directives

DATE & LOCATION

April 26, 27, 28, 2022 (Tuesday, Wednesday & Thursday)

Tropicana Hotel Casino & Conference Center
2831 Boardwalk Atlantic City, NJ 08401

OVERNIGHT HOTEL ACCOMODATIONS – To get TransAction 2022 special room rate of \$69 per night (single or double occupancy), (does not include tax and resort fees), visit the NJ TransAction Web Site at www.njtransaction.com for the Tropicana Hotel Reservation Link OR call 1-800-247-8767. You must mention that you want the TransAction 2022 rate of code ST04TA2.

BOOTH NUMBER & LOCATION - To Find your booth number and location, please visit the NJ TransAction Web Site at www.njtransaction.com Under the button “Exhibitor Info” please find “Exhibit Booth Assignments” AND “Exhibit Room Floor Plan”

PROGRAM LISTING – Once available, all exhibitors will be contacted via email in order to confirm the information that will be included in the NJ TransAction Program. The information listed will be EXACTLY printed as it was submitted. It is vital you proof read your program listing immediately and advise us of any changes.

YOUR NAME TAG & SPELLING - Please visit the NJ TransAction Web Site at www.njtransaction.com Under the button “Who’s Attending in 2020” please find your name and company information and confirm the correct spelling.

NAME BADGES & LUNCH/RECEPTION TICKETS – Your Name Badge may be picked up at the Registration area outside of the expo hall beginning Tuesday at 10 am, Wednesday at 7:30 am and Thursday at 7:30 am. Lunch and Reception codes will be printed on the name badges.

If you paid for extra Wednesday luncheon and/or reception tickets, please visit the information desk.

If you pre-ordered drink tickets, they will be available for you to pick up by Wednesday Afternoon and prior to the Wednesday Evening Reception.

2022 NJ TRANSACTION CONFERENCE SAFETY PROTOCOLS – Please visit the NJ TransAction Web Site at www.njtransaction.com and read the Safety Protocols which were announced for the 2022 NJ TransAction Conference.

HOW TO GET YOUR EXHIBIT BOOTH MATERIAL TO THE TROPICANA

- If you can carry it in yourself the Tropicana Hotel Bell Services will bring it from your vehicle to the Exhibit Hall (referred to as the GEC) in the South Tower, 4th Floor.
- If your materials and packages are too large and heavy for one person to carry, then you must ship it to AEX Conventions Services in Egg Harbor Township, NJ (just outside Atlantic City). **The AEX Conventions Services phone number is 609 272-1600.**

SETTING UP YOUR BOOTH - You may set your exhibit booth up by yourself OR If you want someone else to set it up, AEX Convention Services Co. will do it for you and break it down at the end of the show. Contact them directly at the address on the attached shipping forms.

EXHIBIT BOOTH INFORMATION - Each booth set up includes:

- A single booth is 7' wide x 5' deep. If you have a free-standing floor display panel, it cannot be more than 7 feet wide or you will need a double booth (14' wide).
- a 6' long x 28" wide table that has a table cover and skirt,
- 2 cushioned chairs,
- a waste basket,
- electricity,
- wireless internet – compliments of our Sponsor
- pipe and drape on each side and on the back of your booth,
- a professionally produced sign with your firm name on it hanging on the back wall of your booth.

EXHIBIT BOOTH SET UP TIMES - Tuesday., April 26, 2022 from 10:00 am – 8:00 pm; Tropicana Hotel, South Tower, 4th Floor, GEC. **Exhibit show opens on Tuesday at 3:25 pm.** The exhibit Hall will open on Wednesday and Thursday by 6:30 am for exhibitors. There is a possibility of setting up your booth on Monday afternoon – more info to follow.

EXHIBIT BOOTH BREAKDOWN – You may begin dismantling your exhibit booth on Thursday, April 28, 2022 after 11:30 am and must be completed by 3:00 pm. AEX Convention Services will be in the expo hall from 11:00AM – 3:00PM to offer you assistance.

DOOR PRIZES, RAFFLES, TABLE GIFTS – Exhibitors are permitted to bring table gifts, raffles and/or door prizes. It is your responsibility to choose the recipient of your door prize and/or raffle. If you would like the TransAction Conference to announce your raffle/door prize recipient, we will begin to make announcements towards the end of the Wednesday Networking Reception, April 27, 2022 beginning at 7:15 PM.

EXHIBIT HALL IMPORTANT TIMES:

- Tuesday, April 26, 2022
 - 3:25 pm - 6:00 pm – Exhibit Hall Opens
 - 3:25 pm – 3:55 pm - Refreshment Break in Rear of Expo Hall

- Wednesday, April 27, 2020
 - 8:00 am – 4:00 pm - Exhibit Hall Open all day
 - 8:00 am – 9:30 am - Continental Breakfast in Rear of Expo Hall
 - 10:15 am - 10:45 am - No Workshop Classes – Attendees encouraged to visit exhibitors
 - 12:00 pm - 1:15 pm - Luncheon Buffet (Grand Ballroom, Salon 2, 3 & 4 - North Tower)
 - 2:40 pm - 4:00 pm No Workshop Classes – Attendees encouraged to visit exhibitors
 - 4:00 pm – 6:15 pm – Exhibit Hall Closed to Attendees (Exhibitors are permitted in)
 - 6:15 pm – 8:15 pm - Networking Reception in the expo hall

- Thursday, April 28, 2020
 - 8:00 am – 11:30 am - Exhibit Hall Open
 - 8:15 am – 9:00 am - Continental Breakfast in Rear of Expo Hall
 - 10:30 am - 11:15 am - No Workshop Classes – Attendees encouraged to visit exhibitors
 - 11:30 am – Exhibit Hall Closes

QUESTIONS - If you have any questions, please email the NJ TransAction Conference at njtransaction@aol.com

We are having a very good response and it appears we'll have well over 900 and possibly more than 1,000 attendees!!!! The expo hall is expected to be sold out again this year!