

NJ TRANSACTION CONFERENCE

Exhibitor Directives

DATE & LOCATION

April 18, 19, 20, 2023 (Tuesday, Wednesday & Thursday)

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

OVERNIGHT HOTEL ACCOMODATIONS – To get TransAction 2023 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 2023 rate of code ST04TA3.

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 2023” 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 kiosk area inside the front 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.

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 **GENERAL EXPOSITION SERVICES (GES)**. **The GES Exposition Services phone number is 610-495-8866.**

SETTING UP YOUR BOOTH - You may set your exhibit booth up by yourself OR If you want someone else to set it up, GES Exposition Services 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,
- 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 Hall is already carpeted.

EXHIBIT BOOTH SET UP TIMES – Monday, April 17, 2023 from 12:00 pm to 8:00 pm. Tuesday, April 18, 2023 from 7:00 am – 3:00 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.

EXHIBIT BOOTH BREAKDOWN – You may begin dismantling your exhibit booth on Thursday, April 20, 2023 after 11:30 am and must be completed by 3:00 pm. General Exposition 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 19, 2023 beginning at 7:15 PM.

EXHIBIT HALL IMPORTANT TIMES:

- Monday, April 17, 2023
12:00 pm - 8:00 pm – Exhibitor Early Set Up
- Tuesday, April 18, 2023
7:00 am – 3:00 pm – Exhibitor Set Up
3:25 pm - 6:00 pm – Exhibit Hall Opens
3:25 pm – 3:55 pm - Refreshment Break in Rear of Expo Hall
- Wednesday, April 19, 2023
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 19, 2023
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 admin@njtransaction.com (Michael M. Vieira)

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!

MESSAGE FROM GENERAL EXPOSITION SERVICES
(NJ TRANSACTION'S CONTRACTED DRYAGE SERVICES)

Dear **2023 NJ TransAction Conference** Exhibitor:

Welcome to the online exhibitor service kit for the upcoming **2023 NJ TransAction being held at the Tropicana Hotel Casino on April 18-20, 2023.**

This letter contains instructions on how to access the Online Exhibitor Kit. You may print it out for easier step by step viewing.

Online Exhibit Kit Instructions:

To access our ONLINE kit for the **2023 NJ TransAction Conference** you have 2 options.

DIRECT LINK

<https://www.generalexposition.com/online-servicekit.php> (click to follow link)

MANUAL ENTRY

Please click the following link or copy and paste the link into your browser's window -
www.generalexposition.com

Next, click on the Online Services button located in the upper right hand corner of the Web page. This will take you to the log in page.

AT THE LOG IN PAGE - Enter the Exhibit Code: **NJTRANS**

At the Sign In page, you will be prompted to sign in with an existing exhibitor account. If you do not have an account set up with General Exposition Services, you will be prompted to create one.

Now that you are signed in with the show, you can read through the important show information. Scroll down to the bottom of the screen to see the links for which services you wish to order, including carpet, furnishings, labor, etc.

For any additional custom forms you may need, please click on the appropriate links listed under "References".

As you place orders for your items, all furnishings and services will be placed in your shopping cart, and you will be prompted for payment information upon checkout.

We look forward to being of service to you. If you have any questions, please give us a call at 610-495-8866, mention the upcoming **2023 NJ TransAction Conference**, and one of our Customer Service Reps will be happy to assist you.