

# NJ TRANSACTION CONFERENCE

## Exhibitor Directives

### DATE & LOCATION

April 30, May 1 & 2, 2024 (Tuesday, Wednesday & Thursday)

Harrah's Resort & Casino  
777 Harrah's Boulevard, Atlantic City, NJ 08401

**OVERNIGHT HOTEL ACCOMODATIONS** – To get TransAction 2024 special room rate of \$75 per night (single or double occupancy), (does not include tax and resort fees), visit the NJ TransAction Web Site at [www.njtransaction.com](http://www.njtransaction.com) for the Harrah's Hotel Reservation Link

<https://book.passkey.com/go/SH04TA4>

OR call 1-888-516-2215 (8am to 2 am – 7 days a week). You must mention that you want the TransAction 2024 rate: Group Name – TransAction 2024 and Group Code – SHO4TA4  
Hotel pricing is guaranteed until March 27, 2024.

**BOOTH NUMBER & LOCATION** - To Find your booth number and location, please visit the NJ TransAction Web Site at [www.njtransaction.com](http://www.njtransaction.com) Under the button "Exhibitor Info" please find "Exhibit Booth Assignments" AND "Exhibit Room Floor Plan" (Also Attached)

**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](http://www.njtransaction.com) Under the button "Who's Attending in 2024" 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 outside the front entrance 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.

**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 8' wide x 8' deep. If you have a free-standing floor display panel, it cannot be more than 8 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.
- **Access to an app that will allow exhibitor representative to scan a registrants QR code (will include name, agency/company, address, telephone number and email). (CrowdComms (Kiosk Managers) will assist exhibitors onsite for FREE app download)**

**EXHIBIT BOOTH SET UP TIMES** – Monday, April 29, 2024 from 12:00 pm to 8:00 pm. Tuesday, May 30, 2024 from 7:00 am – 3:00 pm; Harrah's Waterfront Conference Center – Wildwood Rooms, 1<sup>st</sup> Floor. **Exhibit show opens on Tuesday at 3:15 pm.** The exhibit Hall will open on Wednesday and Thursday by 6:30 am for exhibitors.

### **VEHICLE EXHIBITORS**

- Vehicles will need to be at the Harrah's Wildwood **Loading Dock on Monday, April 29, 2024 by 10 am.**
- You will be met by staff from General Exposition Services (GES) who will escort your vehicle into the showroom floor.
- Please bring 2 sets of keys to the vehicle (GES) will hold one set. **DO NOT** leave the vehicle(s) parked at the loading dock without giving the keys to GES.
- Vehicles shall have no more than 1/4/ tank of fuel.
- GES will lay the appropriate flooring protection that your vehicle will drive and exhibit on.
- GES will drive/push gasoline powered vehicles to your display destination.
- It's possible that electric vehicles can drive to their display location (GES will make that call)
- Vehicles batteries may need to be disconnected.
- In the event your vehicles battery is disconnected, you may want to bring additional lighting for inside the vehicles, power inverter, or other power device.

### **HOW TO GET YOUR EXHIBIT BOOTH MATERIAL TO HARRAH'S**

- If you can carry it in yourself the Harrah's Hotel Bell Services will bring it from your vehicle to the Exhibit Hall (Wildwood Rooms).

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.**

### **DIRECT LINK**

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

Exhibit Code: **NJTRANS24**

**EXHIBIT BOOTH BREAKDOWN** – You may begin dismantling your exhibit booth on Thursday, May 2, 2024 after 11:00 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, May 1, 2024 beginning at 7:15 PM.

### **EXHIBIT HALL IMPORTANT TIMES:**

- **Monday, April 29, 2024**

10 am – Vehicle for exhibit display must be on site

12:00 pm - 8:00 pm – Exhibitor Early Set Up

- **Tuesday, April 30, 2024**

7:00 am – 3:00 pm – Exhibitor Set Up

3:15 pm - 6:00 pm – Exhibit Hall Opens

3:15 pm – 4:00 pm - Refreshment Break in Center of Expo Hall

- **Wednesday, May 1, 2024**

8:00 am – 4:00 pm - Exhibit Hall Open All Day (will reopen at 6 pm – 8:15 pm)

8:00 am – 9:30 am - Continental Breakfast in Center of Expo Hall

10:15 am - 10:45 am - No Workshop Classes – Attendees encouraged to visit exhibitors.

12:00 pm - 1:30 pm - Luncheon Buffet (Wildwood Room, Follow Signage)

2:45 pm - 3:45 pm No Workshop Classes – Attendees encouraged to visit exhibitors.

4:00 pm – 6:00 pm – Exhibit Hall Closed to Attendees (Exhibitors are permitted in)

6:00 pm – 8:15 pm - Networking Reception in the expo hall

- **Thursday, May 2, 2024**

8:00 am – 11:30 am - Exhibit Hall Open

8:00 am – 9:00 am - Continental Breakfast in Center of Expo Hall

9:45 am - 10:30 am - No Workshop Classes – Attendees encouraged to visit exhibitors.

11:00 am – Exhibit Hall Closes

**QUESTIONS** - If you have any questions, please email the NJ TransAction Conference at [admin@njtransaction.com](mailto:admin@njtransaction.com) (Michael M. Vieira) or (973) 489-5090.

We are having a very good response and it appears we'll have nearly 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 SERVICE)

Dear **2024 NJ TransAction Convention Exhibitor:**

Welcome to the online exhibitor service kit for the upcoming **2024 NJ TransAction Convention being held at the Harrah's Casino & Resort on April 30-May 2, 2024.**

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 **2024 NJ TransAction Convention** 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](http://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: **NJTRANS24**

**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 **2024 NJ TransAction Convention**, and one of our Customer Service Reps will be happy to assist you.

**General Exposition Services**

Limerick Business Center, 305 Windsor Road, Pottstown, PA 19464

Tel: (610) 495-8866

Fax: (610) 495-8870

Email: [info@generalexposition.com](mailto:info@generalexposition.com)