

EXHIBITOR RULES & REGULATIONS

1. Application & Eligibility: Application is not a guarantee of acceptance as an exhibitor. Application must be completed in full and be executed by an individual who has the authority to act for the applicant. The associations reserve the absolute right to decline any application for any reason, including but not limited to, if, in the association's judgment, the products or services to be shown or demonstrated are not acceptable to the real estate business, are inconsistent with the stated purposes of the associations and the interests of its members or are unreasonably duplicative of products or services offered by the associations. The associations further reserve the right, in their sole discretion, to limit the types of companies and products represented at the exposition, to accept or reject applications, and to assign or reassign booth space they deem appropriate.

2. Cost of Space: \$1,600 per 10' x 10' in-line booth; \$2,100 per 10' x 10' corner booth.

3. Booth Package: The booth rental price includes: (A) 10' x 10' booth space; (B) 8' high back drapes and 3' high sidewall drapes; (C) 6' x 30" draped table; (D) two chairs; (E) one wastebasket; (F) 7" x 44" exhibitor sign; (G) security service; (H) four complimentary convention registrations (badges) per booth; (I) company listing in convention program (if contract received by deadline); (J) company listing and link on REALTORTriplePlay.com; (K) use of Triple Play logo and exhibitor banner ad on exhibitor's promotional materials; (L) exhibit hall wi-fi.

4. Exhibit Location and Floor Plan: Exhibits will be located as shown on the official floor plan. All dimensions and locations shown on the official floor plan are believed, but not warranted, to be accurate. The associations reserve the right to rearrange exhibitors and exhibit booth space as deemed necessary.

5. Assignment of Space/Terms: All space assignments shall be made by the associations, in their sole discretion as Applications/Contracts and booth payments are received and accepted. All 2022 Triple Play exhibitors are given the right of first refusal on the space they occupied in 2022 or in a location similar to that which they occupied in 2022, provided a signed contract and full payment are received by the deadline date of July 20, 2023. After July 20, 2023, exhibit booth sales will be open to all new vendors and space will be determined on a first-come, first-served basis and is contingent upon association approval, receipt of signed contract and full booth payment.

6. Exhibit Hours: The trade expo will be open on Tuesday, December 5, from 10 a.m. - 6 p.m. and Wednesday, December 6, from 9 a.m. - 5 p.m.

7. Exhibit Staff Registration & Housing: Exhibit booths must be manned at all times by qualified regular employees of the exhibitor (or its authorized representatives). All exhibitors (including temporary help and set-up personnel) must wear name badges at all times. These badges are non-transferable. Four complimentary badges per booth are included in the booth rental. A fee will be charged for each additional registrant. The associations reserve the right to impose reasonable limitations on the number of exhibit staff within a booth. Housing information will be provided in September and will be made available to all pre-registered exhibitor representatives.

8. Force Majeure: If for any cause beyond the control of the associations, such as, but not limited to, the destruction of the exhibit facilities by an Act of God, public enemy, authority of law, fire, pandemic or other force majeure, boycotts, strikes or other labor disputes, cancellation of the Triple Play REALTOR® Convention & Trade Expo for reasons beyond association's reasonable control, this Contract shall be considered terminated and any payments made hereunder by exhibitor shall be refunded to exhibitor, less expenses incurred by the associations to the date of the termination allocable to exhibitor after pro-rata thereof among all exhibitors, and associations shall have no further liability for damages or compensation of any kind.

9. Cancellation of the Exhibit Contract: Any exhibitor desiring to cancel exhibit space (including a reduction of exhibit space) shall notify the associations in writing. If the exhibitor cancels its contract prior to November 1, 2023, the associations shall be entitled to retain 25% of the full exhibit booth price as liquidated damages. If the exhibitor cancels its contract after November 1, 2023, the associations shall be entitled to retain the full exhibit booth price as liquidated damages. The associations reserve the right to resell and/or reassign the exhibit space.

10. General Service Contractor: Vista Convention Services will serve as the official general service contractor for the trade expo and will have control of all inbound and outbound freight to prevent congestion in the loading/unloading areas, aisles and in any freight area. It is highly recommended that Vista Convention Services be utilized to set-up and dismantle exhibits. If another contractor is used for these purposes, the associations and Vista Convention Services must be notified in writing and submit proof of adequate insurance for liability and worker's compensation. Additional services including furniture, carpeting, floral, extra draperies, signs, union labor, telephone and internet access, audiovisual equipment, electrical and crate storage are available from the general service contractor and other designated contractors at exhibitor's expense. An Exhibitor Service Kit with order forms covering these items will be available online in September to each confirmed exhibitor.

11. Shipping/Delivery Information: Vista Convention Services will provide information on shipping methods and rates. The exhibitor shall ship, at its own risk and expense, all articles to be exhibited. No exhibit material is to be sent directly to the Atlantic City Convention Center. Exhibitors have the right to unload/load their own vehicles, during move-in and move-out times, in an area to be specified by the show contractor, provided that the vehicle is no larger than a van; they provide their own dollies/hand trucks; and they utilize no motorized lift equipment. Exhibit materials may be hand-carried through public doorways, provided that no material handling equipment other than personal luggage carriers are used.

12. Storage: The Atlantic City Convention Center has no special storage for exhibits and storage of empty crates during the trade expo. Storage arrangements can be made with Vista Convention Services.

13. Food & Beverage: Spectra Food Services is the exclusive supplier and retailer of all food and beverage of any type at the Atlantic City Convention Center. Exhibitors offering food and/or beverage sampling must first be approved by Spectra Food Services.

14. Construction, Installation and Use of Exhibits and Exhibit Facilities:

A. Acceptability of Exhibits - All exhibits shall serve the interests of the members of the associations and shall be operated in a way that will not detract from other exhibits, the trade expo or the convention as a whole. The associations reserve the right to require immediate withdrawal, at the Exhibitor's expense, of any exhibit believed at its sole discretion to be injurious to the purpose of the associations. The associations reserve the absolute right to terminate this Contract at any time if, in the associations' judgment, the exhibiting companies messaging, practices, or products or services to be shown or demonstrated are (a) inconsistent with the stated purposes of the associations or the interests and welfare of its members, (b) unreasonably duplicative of services or products offered by or available through the associations or any of their subsidiaries, affiliated societies or councils, (c) otherwise deviate from the policies and company messaging of the associations, (d) are inconsistent with the product or service description provided by the Exhibitor in their contract.

B. Restrictions and Use of Space - No exhibitor shall sublet, assign or share any space allocated to it without the written consent of the associations. Soliciting, demonstrating or distributing advertising materials as well as uniformed attendants or costumed staff or models must be confined to the exhibitor's own booth. Any activity that causes attendees to congregate in the aisle or in adjacent exhibit booths will be curtailed or eliminated. Aisle space, air space, public space, any area surrounding the booth, registration areas and meeting rooms shall not be used for exhibit purposes. Operation of sound devices is allowed if the exhibitor complies with volume level restrictions and noise level does not disrupt the activities of neighboring exhibitors. No alcohol is to be dispensed within the Trade Expo. Failure to comply with these regulations can result in dismissal from the Trade Expo without refund.

C. Guidelines for Display - Each exhibitor is entitled to a reasonable sightline from the aisle. Exhibits shall be constructed and arranged so that they neither obstruct the general view or the sightlines of neighboring exhibitors. Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'. The maximum height of 8' is allowed only in the rear half of the booth

space, with a 4' height restriction for the remaining space forward to the aisle. No in-line booths may be over 8' high except for booths on perimeter walls where the height limit is 12' high. For end-cap booths (generally two booths on the end of an aisle), the maximum back wall height of 8' is allowed only in the rear half of the booth space and within 5' of the two side aisles with a 4' height restriction on materials in the remaining space forward to the aisle. For peninsula booths (generally four booths on the end of an aisle), the maximum back wall height is restricted to 4' high within 5' of each side aisle, permitting adequate line of sight for the adjoining booths. Sixteen feet is the typical maximum height allowance for the center portion of the back wall. For island booths (generally a 20' x 20' space exposed to aisles on all four sides), the entire cubic content of the space may be used up to the maximum allowable height of sixteen feet. Additionally, exhibitor agrees to comply with the IAEE Guidelines for Display and the American with Disabilities Act and its regulations in the design of the booth.

D. Installation and Dismantling of Exhibits - All exhibits must be in place and ready for display by Tuesday, December 5, at 10 a.m. The exhibitor may set up the exhibit on Monday, December 4, from 8 a.m. to 5 p.m. and Tuesday, December 5, from 8 to 10 a.m. No exhibits may be erected after the Trade Expo opens. Space not occupied by 10 a.m. on Tuesday, December 5 will be forfeited by the exhibitor and may be resold and reassigned at the sole discretion of the associations without refund of booth rental fees. Dismantling of exhibits is on Wednesday, December 6, from 5 to 9 p.m. No exhibits may be dismantled before the official closing time. Exhibitors attempting to begin dismantling before the official closing time will be asked to stop; in addition, this breach of the rules and regulations will deny the exhibitor the opportunity to exhibit at future shows. Setting up, dismantling and removal of exhibits are the responsibility of the exhibitor. No trash, extra products, flyers, etc. may be left in the booth. Should the exhibitor fail to remove its exhibit and/or trash after the dismantling time has ended, this removal will be arranged by the associations at the exhibitor's expense.

E. Fire and Safety Regulations - All local regulations will be strictly enforced and the exhibitor assumes responsibility for compliance with such regulations. All materials used in the exhibit area must be flame proof and fire resistant in order to conform to local fire ordinances and regulations of the local fire department. All aisles, exits, fire stations and fire extinguisher equipment must be kept clear at all times. There is no smoking in this facility. Open flames, butane gas, oxygen tanks, cooking demonstrations, etc. are not permitted.

G. Protection of Atlantic City Convention Center Property - Acceptance of exhibit space makes it obligatory on the part of the exhibitors that they shall not deface, injure or mar the Atlantic City Convention Center property. Nothing shall be taped, pasted, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture. No helium balloons shall be given away or sold. No glitter or confetti shall be permitted in the exhibit area. No adhesive backed decals and stickers shall be given away. No freight shall be allowed on public escalators or elevators. Any damage done and costs associated with removal or clean-up shall be paid for by the exhibitor.

H. Vehicle Displays - please contact the associations for specific guidelines regarding vehicle displays.

15. Indemnification: This contract shall not be considered a partnership, joint venture or agency between the associations and the exhibitor. It is agreed that exhibitors will assume the entire responsibility and hereby agree to protect, indemnify and hold harmless the associations and the Atlantic City Convention Center against all claims, losses and damages to persons or property arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of exhibition premises or any part thereof as well as any neglect, intentionally wrongful or illegal act by exhibitor or any of its representatives.

16. Insurance: Exhibitors acknowledge that the associations, the Atlantic City Convention Center and Vista Convention Services do not maintain insurance coverage for exhibitor's property or injury to exhibitor or its representatives, agents, employees, licensees or invitees. Exhibitor must obtain adequate insurance coverage, at its own expense, for fire, loss, theft and personal liability insurance. Associations reserve the right to request proof of insurance at any time. If proof of insurance is not produced within three business days of such request, the associations may cancel this contract and retain all fees and deposits and Exhibitor hereby waives any claim for refund thereof or other damages arising out of such termination.

17. Choice of Law: This contract shall be governed, construed, applied and enforced in accordance with the internal laws of the State of New Jersey without regard to conflict of law principles. Exhibitor consents to and confers personal jurisdiction on all courts of record in New Jersey and the federal government located in New Jersey and agrees that service of process may be made by mailing a copy of the summons and complaint to exhibitor at exhibitor's address.

18. Music Licensing: In the event exhibitor plays recorded music, exhibitor warrants that it shall have obtained appropriate licenses and the authority to use such copyrighted music and that it shall comply with all terms and conditions of said licenses.

19. Taxes: If applicable, the exhibitor must contact the NJ Division of Taxation for information and/or appropriate forms for collecting tax on sales and/or re-sales.

20. Security: The associations shall provide security guard service on a 24-hour basis from move-in through move-out. Reasonable precautions are taken to protect property, but the associations do not insure and are not guarantors of the safety of persons or the protection of property. For information on individual booth guard services, contact the associations.

21. Social Functions: Exhibitors may only conduct social functions that do not conflict with scheduled programs or activities of the Triple Play REALTOR® Convention & Trade Expo. No exhibitor shall conduct or sponsor during published trade expo or education session hours any breakfast, luncheon, party, meeting, education session or other function for attendees without the prior written approval of the associations.

22. Unauthorized Solicitation: Solicitation of business in education sessions and meetings is entirely prohibited. Exhibitors who solicit in the aisles or anywhere else on the property outside the trade expo may be subject to penalties that include cancellation/closure of their exhibit booth without refund.

23. Reservation of Right to Make Changes: Any matters not specifically covered herein are subject to decision by the associations. Association reserve the right to make such changes, amendments and additions to these terms as are considered advisable for the proper conduct of the trade expo.

SPONSOR & ADVERTISER DEADLINES AND SPECIFICATIONS

Logo format: Camera-ready, full-color AND black/white, high-resolution EPS file ONLY.

Logo submission deadline: Logos submitted after July 21, 2023 will NOT be included in the registration brochure mailing sent to all members of the associations. To be included in the official Triple Play Convention Program distributed to all attendees, logos must be submitted by October 2, 2023.

Ad format: High-resolution, print-ready PDF file ONLY.

Ad submission deadline: October 2, 2023.

The following will NOT be accepted: low resolution files; ads submitted in Microsoft Word or Publisher or any format other than PDF; ads not sized properly; and ads submitted after October 2, 2023. In the event that the materials are not submitted properly or by the deadline, the ad will NOT appear and the advertiser will be responsible for payment.

A cancellation fee of 25% per sponsorship and/or advertisement will be charged to a sponsor/advertiser who cancels their contract prior to November 1, 2023. After November 1, 2023 sponsor/advertiser is obligated to full payment of the sponsorship/advertising fee.