



**La Leche League of the Garden State**  
**APPLICATION AND CONTRACT FOR EXHIBIT SPACE**  
**Crowne Plaza Monroe, Jamesburg, NJ**  
April 11-13, 2014

**EXHIBIT REGISTRATION**

Please complete this Exhibitor Contract and return it by **March 29, 2014** to:

Colleen White, LLL of the Garden State  
3 Bennington Road  
Bordentown, NJ 08505

Any questions contact Colleen at 609-324-0501 or [CMBWhite@gmail.com](mailto:CMBWhite@gmail.com). Exhibit space will not be reserved until LLL of the Garden State has received full payment. Make all checks payable to LLL of the Garden State. All exhibitors will be listed in the Conference Booklet and the LLL of the Garden State conference webpage.

**EXHIBITOR DATES AND HOURS**

No exhibit hall on Friday, April 11, 2014.  
Saturday, April 12, 2014 8:00 am to 6:00 pm  
Sunday, April 13, 2014 8:00 am to 1:00 pm

**SET UP AND BREAKDOWN**

Set up of exhibits will begin at 6:45 am Saturday and should be completed by 7:45 am. Exhibits may not be taken down before the official closing at 6:00 pm Saturday or 1:00 pm Sunday. It is the responsibility of each Exhibitor to have exhibit set up prior to the opening of the Exhibit Hall and taken down immediately after its close. Entire breakdown and removal must be completed by 6:30 pm Saturday unless exhibiting on Sunday. Exhibit space not occupied by 7:45 am on Saturday will be forfeited by Exhibitor. LLL may resell, reassign, or use any such forfeited space.

**EXHIBIT SPACE**

The cost of each exhibit space includes a six foot table and two chairs. Exhibitor materials displayed on table should be arranged in a way so that sight lines of adjacent exhibits are not obstructed.

**SIGNAGE**

Each exhibitor will provide a sign displaying the full name or an accepted well-known abbreviation of the organization's name.

**CANCELLATION**

After April 1, 2014, exhibit fees will not be refunded for cancelled exhibits.

**LUNCH**

Exhibitors are not registered to attend the Conference, but if you would like to order our buffet lunch, mark your form below and include payment.

**SELLING RESTRICTIONS**

Exhibitors are solely responsible for the acquisition of all state and local permits and for all tax forms and the filing and payment of any and all state and local taxes generated by the over the counter sale of merchandise during the run of the conference.

**EXHIBIT CONTENT**

Exhibitor agrees to exhibit only those items or services normally supplied or manufactured by said exhibitor in the normal course of business and agrees to comply with the conditions and policies set forth in this document. La Leche League of the Garden State reserves the right to make any changes it deems necessary and retains the right to control, remove, prohibit, and/or refuse any exhibitor material(s) and/or item(s) which it considers inappropriate or unacceptable.

Exhibitor agrees not to assign, sublet, or apportion any part of the allotted exhibit space assigned.

**CONTRACTED SERVICES**

Exhibitor agrees to accept the terms and conditions contained in the agreements between the Crowne Plaza Monroe, Jamesburg, NJ and La Leche League of the Garden State on matters and questions not covered in this contract. The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save La Leche League of the Garden State, LLLI, and the Crowne Plaza Monroe, their officers and employees, against all claims to person or property, governmental charges or fines, and attorney fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy, or use of the exhibition premises or any part thereof.

LLL of the Garden State is not responsible for theft or damage to exhibit or materials. Exhibitor is responsible for security of their own exhibits. Exhibitor assumes the entire cost of insurance.

## **Exhibitor Categories and Fees:**

### **Cottage Industry: \$70/table**

An individual selling hand crafted items made in the home. No outside employees may be employed in the making of the items to be sold or exhibited (e.g. doll clothes, baby clothes, T-shirts, etc.). Cottage industry exhibitors must provide LLL of the Garden State with a copy of liability insurance for items such as homemade slings, baby carriers, puzzles, or other items with small pieces.

### **Distributor: \$90/table**

An individual working out of the home and selling items on consignment for one company (e.g. Discovery Toys, Shaklee, Tupperware, etc.). Individuals selling items for more than one company are considered commercial exhibitors.

### **Educational: \$50/table**

A 501(c) (3), not-for-profit, individual membership association or organization whose materials are educational in nature (e.g. Cesarean support group, Childbirth Education Association, ILCA, etc.). There are to be no sales at the table, however orders for items may be taken and pre-approved and free brochures may be distributed. The nonprofit ID# should be provided for organizations using this category.

### **Small Business: \$80/table**

A for-profit business owned by an individual (must be a single-proprietor business with no employees). Some other examples: individuals who publish printed materials (e.g. newsletters) from their home, authors selling their own books (no others).

### **Commercial: \$160/table**

For-profit business, such as health care providers, hospitals, and other corporations.

## **Two-Day Exhibit Fee:**

For more exposure and time with conference attendees, add Sunday for an additional \$30 per table:

<b>Cottage</b>	<b>2 days</b>	<b>\$100</b>
<b>Small Business</b>	<b>2 days</b>	<b>\$110</b>
<b>Distributor</b>	<b>2 days</b>	<b>\$120</b>
<b>Educational</b>	<b>2 days</b>	<b>\$80</b>
<b>Commercial</b>	<b>2 days</b>	<b>\$190</b>

## **Room Rates:**

A block of guest rooms at a reduced conference rate has been reserved at the Crowne Plaza Monroe. The rate is \$120 per night including all fees and taxes and includes up to 4 tickets for breakfast in the hotel restaurant. If you require a hotel room, please contact the registrar at [GSANregistrar@gmail.com](mailto:GSANregistrar@gmail.com). To help La Leche League of the Garden State keep your conference costs low, please do not contact the hotel directly as you will not receive the special conference rate nor will the conference receive credit for your stay.

## **Registration Inserts:**

Provide even *more* information about your product or service directly to each attendee by including your catalog or other literature in the registration packets! Registration Insert rates are one and half times the appropriate one day exhibitor rate listed above for your organization.

<b>Cottage</b>	<b>\$105</b>
<b>Small Business</b>	<b>\$120</b>
<b>Distributor</b>	<b>\$135</b>
<b>Educational</b>	<b>\$75</b>
<b>Commercial</b>	<b>\$240</b>

## **Approval for Exhibit Items:**

All literature and a detailed list of items to be sold must be submitted for approval prior to the conference. Deadline for approval is March 29, 2014. Please send to Colleen at [CMBWhite@gmail.com](mailto:CMBWhite@gmail.com)

**PLEASE SIGN AND DATE THE FORM BELOW. KEEP THE FIRST TWO PAGES (YOUR CONTRACT INFORMATION) AND RETURN THIS PORTION OF THE CONTRACT ALONG WITH COMPLETE PAYMENT TO:**

Colleen White, LLL of the Garden State  
 3 Bennington Road  
 Bordentown, NJ 08505

Checks should be made payable to: **LLL OF THE GARDEN STATE.**

Any questions please contact Colleen at 609-324-0501 or [CMBWhite@gmail.com](mailto:CMBWhite@gmail.com)

Exhibit space is limited. Full payment for each exhibit table requested must accompany this contract. Exhibit space is assigned on a first-pay, first-served basis, except for LLL of the Garden State partners.

Exhibiting Company/Organization Name: <i>(As you wish it to appear in the program booklet and on the LLL of the Garden State website)</i>		
Exhibitor Category <input type="checkbox"/> Cottage Industry <input type="checkbox"/> Distributor <input type="checkbox"/> Educational <input type="checkbox"/> Small Business <input type="checkbox"/> Commercial		
Contact Name:	Title of contact person:	
Exhibitor Badges: List names of all personnel working at exhibit table.		
Phone Number:	Website URL:	E-mail address:
Street Address:		
City:	State:	Zip Code:
Products/Services to be exhibited or advertised:		
One Day Rate or Two Day Exhibit Hall Rate	\$	
Hotel Room (\$120 per night and includes breakfast) _____ Nights @\$120/night	\$	
One year La Leche League USA membership	\$40	
Registration Insert in Conference Packet (one and one half times one-day exhibit category fee)	\$	
Buffet Lunch: (optional) <i>(meals include all fees and gratuities)</i>	Saturday lunch __ @ \$33 Sunday lunch __ @\$30	\$
Electrical Outlet needed: (add additional fee)	\$20	
Total Fees:	\$	
Sending Donation item(s)/Product(s) for the Silent Auction? (any donation is tax-deductible, please send by April 1, 2014 using sponsor form or bring to Conference with you)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sending <input type="checkbox"/> Bringing

**AGREEMENT:** In signing and returning this form, the undersigned agrees to comply with the policies, rules, and requirements set forth in this contract and the enclosed "Guidelines for Exhibitors."

Signature (Duly authorized agent of exhibitor)	Title of Signatory	Date
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