

ATTENTION EXHIBITORS

What you need to know for the NJAA Expo Floor on
Tuesday, May 20, 2025 - Wednesday, May 21, 2025

Atlantic City Convention Center
1 Convention Blvd, Atlantic City, NJ 08401

Exhibitor Move-In:

Tuesday, May 20, 2025 - 8:00 AM - 2:00 PM

MANDATORY Booth Set-Up. Absolutely no exceptions will be made!

All booths must be "show ready" no later than 2:00 PM on Tuesday, May 20th.

If your booth is not set up by 2:00 PM, you will incur a fee of \$500.

Show Hours:

Wednesday, May 21, 2025 - 8:00 AM - 10:00 AM & 1:30 PM - 5:00 PM

**Breakfast on the floor with the NJAA Board and attendees from 8:00 AM - 10:00 AM*

**Cocktail Reception on the floor from 4:00 PM - 5:00 PM*

All booths must remain open until 5:00 PM

A \$500 penalty for early breakdown is strictly enforced.

Exhibitor Move-Out:

Wednesday, May 21, 2025 - 5:00 PM - 8:00 PM

All booths must be removed by 8:00 PM or will be broken

down and stored by AEX at exhibitor's expense.

WHAT IS PROVIDED WITH EACH 10' X 10' BOOTH

- 8' high blue background drape
- 42" high blue side divider drapes
- 6' draped table
- Two (2) chairs
- Black 10' x 10' carpet (you may choose to upgrade your color)
- One (1) wastebasket
- One (1) 7"x 44" booth ID sign (company name and booth number)

WHEN AND WHERE DO I PICK UP MY BADGE

The NJAA Registration Desk, located in Hall A, will be open:

Tuesday, May 20th | 8:00 AM - 2:00 PM

Wednesday, May 21st | 7:30 AM - 5:00 PM

On Tuesday, May 20th from 4:00 PM - 9:30 PM, there will be a satellite Registration Desk located at the Borgata Events Center for the President's Reception.

LOADING DOCK INFORMATION

Directions to the Loading Dock:

Bear to the right at the end of the Atlantic City Expressway and follow the Atlantic City Connector. After the railroad tracks, take the first exit on the right, which is marked Convention Center/Bacharach Boulevard. Follow Bacharach, and just before the traffic light on the right is the entrance to the loading dock ramp. AEX will have staff controlling traffic and will direct you to the proper area for unloading.

The Atlantic City Convention Center requires that union personnel are hired for the following (fees will be charged to the exhibiting company).

Unloading and loading freight from the following vehicles:

- Vehicles larger than a minivan or SUV, i.e., cargo van, box truck or trailer
- Company owned vehicles
- Rented vehicles
- Contracted carriers; including but not limited to couriers, air freight, LTL carriers and van lines

MOVE-IN

There is no loading or unloading through the front doors of the building. Loading and unloading is permitted through the parking garage using a luggage cart and taking the elevator to the 2nd floor.

A loading and unloading area will be set up on the loading dock for POVs. A POV is defined as a personally owned vehicle no larger than a station wagon or SUV. If your vehicle qualifies as a POV you can load and unload yourself, provided you hand carry or use a 2-wheel cart.

If your vehicle is NOT a POV, complete the Material Handling Order Form provided to you in the AEX Exhibitor Kit located on the NJAA website on the Conference & Expo page. For questions, contact AEX at (609) 272-1600.

For insurance purposes, no minors are allowed on the expo floor at any time, including during exhibitor set-up, breakdown, and expo hours.

MOVE-OUT

The show closes on Wednesday, May 21, 2025, at 5:00 PM. No one is permitted to pack products or exhibits prior to the official closing.

All carriers must check in with AEX no later than 5:00 PM on Wednesday, May 21 or freight will be shipped to its destination via LibertyCFS Inc's terms. All materials must be packed and removed by 8:00 p.m. on Wednesday, May 21. Materials not removed by this deadline will be packed and taken to AEX's warehouse where a shipping and release fee will need to be paid by the exhibitor.

EXPO MATERIALS

What if I'm shipping my materials to the show?

All materials must be shipped directly to AEX Convention Services.

Shipments that arrive at the Convention Center prior to the show will be refused (see "Material Handling Order Forms" included in Exhibitor Kit.)

CAN I BRING MY MATERIALS WITH ME TO THE SHOW?

If you choose to bring your booth materials with you on set-up day, the materials must be of a small enough size to be hand-carried by your staff. Exhibitors also have the option of pulling up their POV (personally owned vehicle/non-commercial truck) to the back loading dock for a quick 15-minute unloading. AEX Convention Services reserves the right to determine the appropriate size of materials that may be hand-carried or brought in via a POV and may require your materials be brought to the loading zone.

ALL QUESTIONS REGARDING SHIPPING, STORAGE, FURNITURE AND LABOR SHOULD BE DIRECTED TO:

AEX Convention Services Administrative Offices

3089 English Creek Avenue

Egg Harbor Twp., NJ 08234

Phone: (609) 272-1600

Fax: (609) 272-1680

orders@aexservices.com

www.aexservices.com

QUICK REFERENCES

Hotel Accommodations: The MGM Tower at the Borgata Hotel & Casino will once again be the host of the 2025 NJAA Conference & Expo. Visit njaa.com for information.

Sponsorships: Visit njaa.com to see all the sponsorship opportunities still available for your company. With over 1,700 attendees, this is the event to stand out and shine.

Registration Questions?

Contact membership@njaa.com or (732) 992-0608.

For all cancellations & swaps, please email membership@njaa.com