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NJEDge.Net helps vendors connect with NJEDge.Net member institutions year round!

For more information about other NJEDge.Net events and how to maximize your company's footprint in New Jersey's education community, please contact Jennifer Geretz, NJEDge.Net's Corporate Opportunities Coordinator, at [geretz@njedge.net](mailto:geretz@njedge.net), or 973-669-0825.

# Vendor Exhibitor Opportunities

## NJEDge.Net 2015 Annual Conference Vendor Exhibitor Opportunities



Exhibit Tables, Vendor Attendees, Additional Staff		
Exhibit Table (returning vendor rate)	1 per company – includes admission/hotel/meals for 2	\$5,000
Exhibit Table (Affiliate Partner Rate)	1 per company – includes admission/hotel/meals for 2	\$3,200
Exhibit Table (New Vendor Rate)	no hotel, no events, vendor hours 9-4, lunch ONLY	\$3,000
Exhibit Table Additional Staff	Vendor Floor admission and lunch ONLY – per person per day	\$75
Company with No Exhibit Space	2 nights hotel, meals, 2 day admission per person	\$1,500
Company with No Exhibit Space	1 night hotel, meals, single day admission per person	\$800
High Visibility Sponsorship Opportunities		
Attendee tote bag		<b>SOLD OUT</b>
Name Badge Lanyards		<b>SOLD OUT</b>
Advertising on Conference App		\$500
Demo/Hospitality Room (NEW)	Small room 19 X 12 X 8 Large room 24 X 16 X 8	\$1750 \$2500
Member Door Prize		<b>SOLD OUT</b>
New Opportunity To Thank NJEDge.Net Members For Their Business		
<b>Good Corporate Citizen Package</b> Give back to the institutions who give you business! Sponsor two NJEDge.Net members to attend the conference and receive special acknowledgement and free advertising on the conference app		<b>\$1,300</b>
Meals		
Wednesday 11/18	Regular Dinner	\$3,000
Wednesday 11/18	Executive Dinner	<b>SOLD OUT</b>
Thursday 11/19	Breakfast	\$1,500
Thursday 11/19	Lunch	\$2,000
Thursday 11/19	Special SMOOTHIE “Refresh” Break	\$750
Thursday 11/19	Dinner	<b>SOLD OUT</b>
Friday 11/20	Breakfast	\$1,500
Friday 11/20	Special SMOOTHIE “Refresh” Break	\$750
Friday 11/20	Lunch	\$2,000
Special Events		
Thursday 11/19	General Session ii Speaker	\$1,500
Thursday 11/19	General Session iii Speaker	\$1,500
Friday 11/20	Keynote Speaker – Closing Session	\$1,500
Wednesday 11/18	Cash Bar for Networking Event	\$2,500
Thursday 11/19	Pre-dinner reception	\$1,500
Thursday 11/19	Thursday night – Fun Social Event	<b>SOLD OUT</b>

November 18-20, Plainsboro, New Jersey

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**How do I register?** <http://www.cvent.com/d/yrq4bh>

**How much does it cost ?** See previous page or visit <http://conference.njedge.net/2015/>

**What do I need to submit to NJEDge.Net once I register?**

Items must be submitted BEFORE September 15th, 2015

(Submit to [conference@njedge.net](mailto:conference@njedge.net) and put "vendor conference info" in subject line)

- Two company logos – one .jpg, one .eps
- Contact name and info for educators to use after conference
- ( If you paid for a breakout session) An abstract of proposed session and speaker

**How do I ship materials to the conference site?**

**Delivery of boxes will not be accepted prior to November 11th.**

Ship your conference materials to:

Renee Rudolph  
c/o NJEDge Conference  
Princeton Marriott Forrestal  
100 College Road East  
Princeton, NJ

Your boxes will be waiting for you under your exhibit table when you arrive at the conference.

**How do I get to the Conference?**

Directions: <http://www.marriott.com/hotels/maps/travel/ttnmf-princeton-marriott-at-forrestal/>

**How can I rent AV/Special Equipment at the hotel?**

Please do so directly through the company being used by the Marriot Forrestal Village, using this contact information:

Rick Pagano  
Director of Events Technology - PSAV  
Marriott Princeton Conference Center  
100 College Road East, Princeton NJ 08540  
Office: 609-919-0717 Mobile: 609-638-7961

**How do I register staff who are just helping at the table ?**

Staff members who are not attending the conference and are only helping at your exhibit space are called "table staff." Table staff costs \$75 per staff person per day. The \$75 entitles them to enter the vendor floor ONLY and includes lunch. It does not allow them entry into any conference events. You can make arrangements for additional table staff up to one week before the conference. All table staff must be registered in the online conference registration system and PAID IN FULL in order to enter the vendor floor.

**What if my company doesn't want/couldn't get an exhibit space?**

Vendors who would like to attend the conference without purchasing an exhibit space may use "Vendor Attendee" registration. The Vendor Attendee base price (\$1,500) includes hotel stay for two nights, all meals, and admission to the conference. Companies who pay for a vendor attendee may also sponsor conference events via the online conference registration system.

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## What Rules and Policies Do I Need to Know to Set Up my Company's Exhibit Space?

### ⇒ Where and how do I check in?

Vendors must first check in at the Vendor Registration Table, which immediately across from the conference's general session room. All registered exhibit staff who are paid in full will receive conference credentials and badges at the vendor registration table and may enter the vendor floor.

**No vendor will be permitted to set up an exhibit space with any outstanding or unresolved charges on vendor's conference account. Changes or updates to your company's list of paid attendees must be made prior to entering the vendor floor.**

### ⇒ Where and how do I bring materials in/out of the conference center?

Vendors may ONLY use one of two special conference center entrances for bringing large items or display materials in OR out of the building. There is a single door leading directly into the conference center, and there are double doors across from the parking lot which open directly into the conference center. Please do not use the hotel's main entrance for bringing display materials in or out. The hotel has 4 luggage carts which may be used to help bring in materials. **NOTE: Drayage is solely an exhibitor responsibility.**

### ⇒ What are the physical requirements of my company's exhibit space?

**All vendor set-up must be complete by 7pm Wednesday evening. Attendees will be circulating in vendor area early Thursday morning. Any tables with incomplete set-up will be removed at 9:00am Thursday morning.**

- NJEDge.Net offers only TABLE exhibits, although you may bring backdrops.
- HEIGHT OF EXHIBIT AND BACKDROP TOGETHER CANNOT EXCEED 6' 2" Height and 6' Width. There will be approximately 2' of space behind your table. You may NOT use the space on either side of your table.
- Power will be accessible to the table. You will be provided with one surge protector.
- If your booth is located along the wall, please note you are NOT allowed to place or attach any signage or materials on the wall.
- The Exhibit Hall is carpeted so no additional carpet is required.

### ⇒ What are the electrical requirements for my company's exhibit space?

**All vendors must provide a list of all items being plugged into the electrical supply via the form at the end of this packet. Vendors must** request additional electrical capacity for large and/or special items for use in their exhibit space. Availability is first-come-first served and is limited to what the vendor floor can physically provide after all regular vendor requests have been provided for. Vendors may not bring devices or display materials that use electricity in excess of the specific amounts requested in advance of the conference.

### ⇒ Who will watch my things when I am not at my exhibit table?

Vendors are exclusively responsible for their personal belongings as well as display materials. Vendors MAY choose to leave materials overnight in their exhibit space at your company's own risk. Neither NJEDge.Net nor the Marriot bears any responsibility for any items missing from your exhibit space. Upon request, NJEDge.Net can give you access to a locked storage space to store materials overnight, but you are responsible for moving the materials in and out of that space.

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## ⇒ Can people from other companies share my exhibit space?

Companies are allowed to share space with representatives from subsidiary or partner companies. However, only one company may purchase a table. Materials may only be displayed by the company who purchased the table. **Companies will be asked to remove any visible materials that are branded with any name other than the vendor of record for that table. Companies in violation of this policy may lose their exhibit space at the conference.**

## ⇒ Who Can I Call if I Have a Question or a Problem?

If there are any problems or issues requiring immediate attention, please direct them to Jennifer Geretz or Onaje Rabb, who will be available in the vendor floor and registration area. You can also send a text to (973) 803-8487 to request immediate assistance.

## How Can I Get Conference-wide Exposure for My Company?

### ⇒ Advertise

Vendors may advertise at the conference via the NJEDge.Net Conference App. Please use the conference's online registration system to reserve and pay for this option.

### ⇒ Sponsor Door Prizes and Member Gifts

Sponsoring these items are a FANTASTIC way to guarantee great exposure for your company's name and logo. They can be viewed and purchased on the price sheet and in the conference registration system.

### ⇒ Sponsor Social Events and Meals

Vendors who are sponsoring events may bring materials to distribute and display during your sponsored event(s). These materials may include:

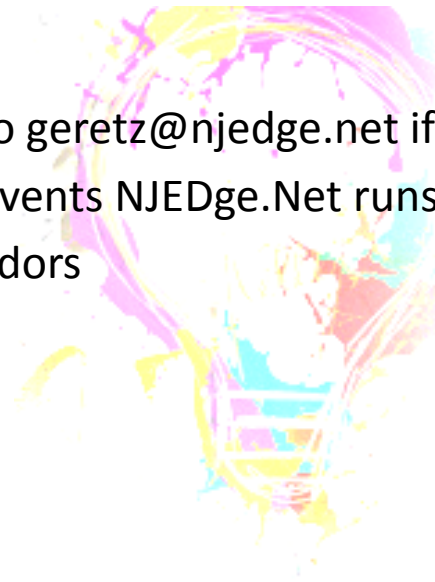
- Written Handouts
- Video presentations
- Signage

Please provide notice that you are bringing any of the above items NO LATER THAN NOVEMBER 1ST via email at [conference@njedge.net](mailto:conference@njedge.net) (please include subject line "vendor event presentation") Video presentations need to be uploaded to a special dropbox file (please email [conference@njedge.net](mailto:conference@njedge.net) to request shared link) and should ALSO be physically brought to the conference in a USB drive. All materials to be distributed must be delivered to Jennifer or Onaje on vendor floor at least TWO HOURS PRIOR to the event being sponsored.

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## How Can I Communicate With NJEDge.Net Post Conference?

- ⇒ All conference vendors will receive a conference attendee list. You should receive this list within 5 business days following the conference.
- ⇒ We want to hear from our vendors after the conference! Please send an email with any and all feedback to [conference@njedge.net](mailto:conference@njedge.net) with what worked and didn't work for you this year, as well as with any suggestions for future conferences.
- ⇒ Send an email to [geretz@njedge.net](mailto:geretz@njedge.net) if you want information about exciting events NJEDge.Net runs during the year that are open to vendors



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## Vendor Schedule

Wednesday	
1:00pm	Vendor Set-up Hours BEGIN <b>Vendors must be set up by 7pm Wednesday evening. Any tables with incomplete set-up will be removed at 9:00am Thursday morning.</b>
1:30pm	Conference Opens
1:30pm	Vendors Invited to Attend Conference's Opening Session
5:00	Vendor Set-up Hours END
Thursday	
8:00am	Vendor Floor Opens
9:45am-10:30am	REFRESH Snack Break on Vendor Floor
11:45am-12:45pm	Special Lunch Hour for Vendors
12:45pm-2:00pm	General Conference Lunch (attendees will visit vendor floor)
3:40pm- 4:40pm	Special Vendor Floor Hours
6:00pm	Vendor Floor Closes
Friday	
8:00am	Vendor Floor Opens
11:15am-12:00pm	REFRESH Snack Break on Vendor Floor
12:00pm-1:00pm	Special Lunch Hour for Vendors
1:00pm-2:00pm	Special Vendor Floor Hours
2:30pm	Vendor Floor Closes/Breakdown Begins

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## VENDOR ELECTRICAL REQUEST FORM

MANDATORY FOR ALL COMPANIES

### Company Name

Maximum number of people will be working at your company's booth?

Bringing Extension Cord Y/N

Bringing how many laptops?

How many video display units? (include dimensions and brand names)

Please list ALL OTHER EQUIPMENT which will be plugged into hotel electrical supply. You must specify EACH ITEM along with its power draw (amps and volts)

Please scan completed form and email to  
[conference@njedge.net](mailto:conference@njedge.net)

Include "Electrical Request Form" in subject line.

Deadline for form submission is November 12th.

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