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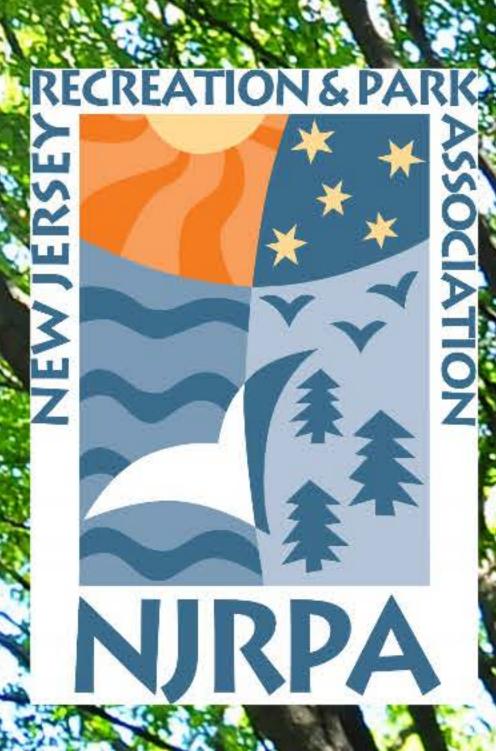
19TH ANNUAL CONFERENCE & EXHIBITION







INVITATION TO EXHIBIT FEBRUARY 25-28, 2024



Enriching Our Communities 49th Annual Conference and Exhibition February 25-28, 2024

Our Story

Established in 1928, the New Jersey Recreation and Park Association (NJRPA) has played a pivotal role in shaping the landscape of parks, recreation, and conservation professionals. Throughout its illustrious 95-year history, NJRPA has remained dedicated to supporting the collective interests of individuals and communities alike, striving to drive positive outcomes for its members and the public they serve.

Over the years, NJRPA has accomplished significant milestones, growing from a modest 100 members to now representing a substantial community of 690 professionals across the state. The overarching mission of NJRPA revolves around promoting public awareness regarding the invaluable contributions of our professional members and the Association itself. As an organization, NJRPA is resolute in its commitment to continuously advocate for the enduring benefits and significance of parks, recreation, and conservation through the active involvement of its professional members, stakeholders, and associated advocates.

We Invite You to Join Us

Dear Recreation and Park Industry Representative:

We extend a warm invitation to you to be a part of our 49th Annual Conference and Exhibition, taking place from February 25-28, 2024, at the Harrah's Waterfront Conference Center in Atlantic City, NJ. This event promises to bring together more than 400 professionals from various state, county, and municipal backgrounds.

Our exhibit hall is designed with exclusive hours for high impact exposure. The exhibit hall has 120 vendors and chooses to not over duplicate services. NJRPA believes that in addition to direct sales and product promotion, a primary goal of our exhibitors should include education and consultation. We share a mission to provide our exhibitors with the opportunity to display the latest technologies and most comprehensive services available to the consumer.

As a participant, you also have the option to explore additional sponsorship and advertising opportunities, engage in networking socials, or contribute to the prize drawing, all of which can further drive traffic to your booth. We take pride in offering a well-secured exhibit hall with 24-hour security, along with free Wi-Fi and charging stations for your convenience. Furthermore, prior to the conference, we will provide you with an electronic delegate contact list, enabling you to connect with our esteemed members

All the necessary information to schedule is in this brochure. If you have any questions please contact the NJRPA Office at 609-356-0480. We look forward to your participation.

Kathleen Avitt, CPRP NJRPA Executive Director

Enriching Our Communities 49th Annual Conference and Exhibition February 25-28, 2024

Schedule at a Glance

Sunday, February 25

9pm-Midnight Conference Social (admits 2 Reps per booth)

Monday, February 26

9am-2pm Exhibit Set Up
3pm Exhibitors' Meeting

3:30pm-7:00pm Exhibit Hours/Refreshments
Prize and 50/50 Drawings

Exclusive Door Prize Drawings

9pm-12:30pm Conference Social (admits 2 Reps per booth)

Tuesday, February 27

10am-11:30am Exclusive Exhibit Hours 11:30am-12:45pm Lunch in Exhibit Hall

12:45pm-1:30pm Final Exclusive Exhibit Hours

Prize and 50/50 Drawings

1:30pm-4:30pm Exhibit Breakdown



Harrah's Reservations

Harrah's Atlantic City offers the finest in accommodations, dining, recreation, and conference facilities. Discounted room rates are February 23-28, 2024. (There is limited availability for Friday and Saturday, February 23 and 24 at the same low rate). Rooms are Single/Double Occupancy in the Waterview Tower. The Waterview Tower is now fully renovated and more restaurants than ever before!

Resort Fee Breakdown:

- Room Wi-Fi for 2 devices
- Pool access
- · Fitness center access
- \$5 voucher toward self-parking
- Unlimited local phone calls

Room Rate Fees and Taxes Breakdown:

- \$75 room per night
- \$15 resort fee per night
- \$3 per night Assessment Fee
- \$2.27 per night State Tourism Fee
- \$2.27 per night AC Occupancy Fee

Total: \$97.54 per night with Tax Exempt Status

A 13.625% tax will be apply to the room rate and resort fee, per night, for those reserving without a tax exemption.

Total: \$109.80 per night without Tax Exempt Status

Check In/Out & Cancellation:

- Check-in time is after 4pm.
- Check-out time is 12 noon.
- Expect later Sunday check-in at 6pm.
- Forty-eight (48) hours notice of cancellation is required for a full refund.

Call-in Room Reservations:

Phone: **888-516-2215** (8am-2am EST, 7 days a week)

Group name: Rec & Park Association 2024

Group code: SH02RP4

Online Room Reservations:

https://book.passkey.com/go/SH02RP4

Group rate cutoff date is February 1, 2024.

Booth Assignments

The exhibit hall is included in this guide and the Display Space Agreement provides an opportunity for exhibitors to indicate their booth location preferences. NJRPA will try to honor all requests, but reserves the right to assign booths as availability permits.

The assignment process gives preference to commercial firms who have previously exhibited, who are conference sponsors, and who support NJRPA year-round through membership, advertising, and sponsorship. This applies to agreements received by **November 23, 2023**. After this date all booth assignments will be made on a first-come-first served basis. Booths will only be assigned after all required booth registration materials and payments have been made to NJRPA.

Mobile App Exhibitor Guide

The Conference App will include an Exhibit Hall map on which every booth will be pinned. When a delegate clicks on a pin they will be able to view the vendors company name, logo, product/service description, company address, and contact information.

Please submit a product/service description and a category choice with your Display Space Agreement. Product/service categories include:

- Amusements and Entertainment
- Aquatics
- Destinations
- Engineering Firms
- Management SoftwareSports and Gym Equipment
- Park and Field Surfacing and Supplies
- Park and Playground Equipment
- Programs
- Service Organizations
- Sound Services and Equipment
- Sports Lighting
- Sports and Gym Equipment



2024 Booth Rates

Early Bird through 11/23/23

NJRPA Members: Non-Members:
Early Bird \$625 Early Bird \$925
Regular \$675 Regular \$975

Regular rate after 11/23/23

ACR Members: Non-Profits*:
Early Bird \$600 Early Bird \$475
Regular \$650 Regular \$525
*Proof of status required

Booth includes:

- 8ft x 10ft booth
- · Company sign
- 2 Company Representatives with ID badges
- 2 Tickets to the Sunday and Monday Socials
- Coffee service
- Complimentary Wi-Fi in Exhibit Hall
- · Delegate list prior to conference
- Black booth draping and table drape
- Carpeted exhibit hall floor

Additional representatives are \$50 each per person/per day.

NOT INCLUDED IN BOOTH FEE: Booth furnishings (tables & chairs), drayage, telephone, etc. Furnishings and other services must be ordered through *VISTA* at *www. vistacs.com.* Electric or other technology services can be ordered through *ENCORE*. (form available by Nov.)

Exhibit Set-Up

Decorator services are provided by *VISTA*, an independant exhibition service company. Exhibitors may hand carry exhibit display materials into the Exhibit Hall and set-up their own displays, with limitations. Additional directions for parking and load-in will be provided in your confirmation package. All freight shipments and handling must be directed to *VISTA*. Exhibitors must purchase Exhibit Services online at *www.vistacs.com*.

NJRPA and Harrah's Atlantic City reserve the right to restrict or prohibit oversized, illegal, or offensive materials or displays.

Exhibitors may gain access to the Exhibit Hall at 9am on **Monday**, **February 26**. NJRPA representatives will be available to assist with registration and in locating your booth. Registration will be located within the Exhibit Hall Main Entrance across from the Conference Registration Desk.

Exhibit set-up and breakdown schedules will be strictly enforced. Exhibitors arriving to set-up after 2pm on Monday, February 26 will not be permitted to set-up until 7pm. Breakdown prior to 1:30pm on Tuesday, February 27 is prohibited. Failure to observe these rules may result in forfeiture of exhibit location in future NJRPA Exhibitions.

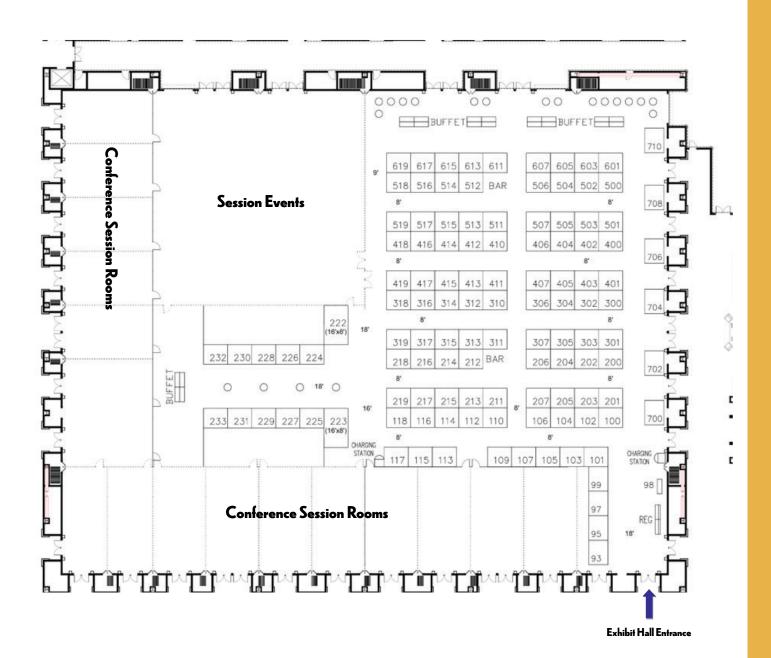
Additional Conference Event Tickets

Exhibitors are welcome to purchase tickets to the following events. Please check the above "Booth includes" section for what is already included. Additional tickets can be added to the registration form or online.

•	Sunday Night Social	\$50
•	Monday Keynote Luncheon	\$60
•	Monday Night Social	\$60
•	Tuesday Awards Dinner	\$80
•	Wednesday Closing Breakfast	\$50



Exhibit Hall Floor Plan for Harrah's





Advertising Opportunities

Delegate Registration Brochure and Exhibit Guide Advertisements will be published in 1,500 online and printed brochures or in the Exhibit Guide distributed to all attendees. This is a limited opportunity; printed ads will be limited to four (4) pages only. The deadline to submit is **November 23, 2023** or until ad space is filled.

Inside Covers - Full Page (7.25"w x 10.25"h)	\$600
Inside Middle - Full Page (7.25"w x 10.25"h)	\$600
Inside Middle - Half Page (7.25"w x 4.625"h)	\$450
Half Page (7.25"w x 4.625"h)	\$300
Slip Insert (8.5"w x 11"h, qty. 500)	\$250

Ads can be supplied as PDFs with all fonts embedded, as a TIF or JPG. Electronic files preferred. If artwork requires alterations or changes after submission, a minimum service fee of \$50 will be applied. In the event of ad error for which the publisher is liable, NJRPA's liability is limited to placing the ad in the next available mailing.

Mobile Conference App - Banner Ads \$500 These mobile app banner ads allow users to click to your profile, your booth location, and your website. This mobile app will be live a month prior to the conference and will remain live until the next year so delegates can access information on sessions, vendors, etc. Only four (4) ads will be accepted so act quickly to reserve your space.

Sponsorship Opportunities

The 49th Annual Conference and Exhibition will bring together more than 400 delegates representing state and county park and recreation agencies, municipal recreation and parks departments, and a growing number of private recreation organizations and associations. Our delegates are their agencies' decision makers and they are influenced by their ability to see and discuss products and services with our exhibitors and technical experts. Show conference delegates that you support parks and recreation by becoming a conference sponsor!

Tuesday Awards Dinner	\$5,000	Tuesday AM Coffee Service	\$1,500
Monday Night Social	\$4,000	Wednesday Closing Breakfast	\$1,500
Conference Giveaways	\$3,000	Exclusive Exhibit Hall Wi-Fi	\$1,500
Keynote Speaker Sponsor	\$2,500	Featured Speaker Sponsor	\$1,000
Exhibit Guide Printing	\$2,500	Educational Session Rooms (5 available)	\$1,000
Monday Luncheon	\$2,500	Exhibit Hall Charging Station (4 available)	\$1,000
Tuesday Luncheon	\$2,500	Monday Exhibit Beverage Station (2 available) \$1,000
Sunday Night Social	\$2,500	Partial Exhibit Hall Wi-Fi	\$1,000
Pre-Awards Dinner Reception	\$2,000	Education Session Video Promo (15 available) \$ 500
Conference Bags	\$2,000	Monday Exhibit Food Stations (3 available)	\$ 500
Sunday Coffee Service & PM Refreshments	\$1,500	Lanyards	\$ 500
Monday AM Coffee Service	\$1,500	Water Stations (9 available)	\$ 250

Questions?

For more information or to reserve a sponsorship please contact Dina Fornataro-Healey, Conference Sponsorship Chair at 908-295-1129 or programsreadington@gmail.com.

NJRPA Display Space Agreement

Trade Show Dates: February 25-28, 2024
Harrah's Waterfront Conference Center, Atlantic City
Register online at https://njrpa.org/event-5361215 Email to info@njrpa.org.
Mail to NJRPA, 1 Wheeler Way, Princeton, NJ 08540.

Agency Name:			Phone:		
Address:					
City:	State:_	Zip:	E-Mail:		
Agency Representative/Titl		Authorized Signature:			
#1 Booth Rep. Name:		En	nail:	Cell:	
#2 Booth Rep. Name:		En	nail:	Cell:	
The above information will be by February 1, 2024 .	used in the Conf	erence App and	for booth signage. F	Please call changes in to the office	
Special Dietary Needs:					
Attach a product/service de					
Booth Selection: Refer to the Exhibit floor plan	and list booth ch	oices by preferer	epeat 2023 Text	2nd3rd	
Early Bird Registration (Thr Member: \$625 A Non-Member: \$925 N	ough 11/23/23) .CR: \$600		Regular Registra Member: \$675	tion (After 11/23/23) ACR: \$650 5 Non-Profit: \$525	
Booth Fees: Number Booth(s) x \$	each	Total =	Total Fees:		
Additional Conference Even Booth includes 2 reps. This is Number	only for additions	al tickets. Total	Check or Money	Order payable to: <u>NJRPA</u>	
Sunday Night SocialMonday Keynote LunMonday Night SocialTuesday Awards BanWednesday Closing I	ncheon - \$60 - \$60 nquet - \$80	= = = =		nent: Visa, MC, AX or Discover d a secure link to pay by NJRPA	
Additional Representatives: Please attach names, emails a NumberMonday, February 26Tuesday, February 2	and cell numbers (\$50 each)	: Total = =			
Agreements for space allocation	reement. No space al n submitted after Jan	location will be made uary 31, 2024, shall	be paid by credit card or o	pe processed, without the full payment certified check. It of this contract, and shall be binding on the	

Date

Signature

NJRPA will have the right of interpretation and approval of all matters pertaining to the agreement, rules and regulations.

Space will be considered cancelled by an exhibitor upon the date that written notice is received by NJRPA.

Print Name of Authorized Signatory

NJRPA's General Rules & Regulations for Exhibits

ASSIGNMENT OF EXHIBIT SPACE:

Exhibit space will be assigned by NJRPA in accordance with the policy announced at the time exhibit space is offered for reservation. Where NJRPA uses the same exhibit layout in succeeding years, previous year exhibitors will be permitted first opportunity to reserve the same exhibit space. NJRPA Commercial Member firms will be offered their first opportunity to change exhibit position or to reserve uncommitted space. NJRPA reserves the right to change the exhibit hall layout or to relocate exhibit assignments for the benefit of the show. No contract will be in force until it is signed by NJRPA and all fees due for the exhibit space are received.

PAYMENT OF EXHIBIT SPACE:

Full payment must be made when registration is submitted. All space must be paid in full thirty (30) days prior to the opening of the show. Space not paid for by this date will be subject to cancellation and resale by NJRPA. Space reserved within thirty days of the opening date must be paid for in full at the time of registration by certified check or credit card.

CANCELLATION OF EXHIBIT SPACE:

Exhibit space may be cancelled up to sixty (60) days prior to the opening of the show subject to a \$100.00 cancellation processing fee; however, a cancellation charge of 50% of the full price of the booth shall be made if cancellation occurs between forty-five (45) to sixty (60) days prior to the show opening, and a cancellation charge equal to the full price of the exhibit space will be made by NJRPA for space cancelled within (45) days prior to the opening of the show.

USE OF EXHIBIT SPACE:

In the event the exhibitor fails to install their exhibit within the time limit set for the opening of the show or fails to comply with any provisions of these rules and regulations, NJRPA shall have the right to take possession of said exhibit space and resell same. All demonstrations, sales activities, and distribution circulars and promotional materials must be confined to the limits of the exhibitor's booth space. No exhibitor may assign, sublet, or share the assigned space without the written consent of NJRPA. Exhibits which include the operation of musical instruments, radios, sound motion pictures, public address systems, amplification equipment, or any audio or noise making machines must be operated so that the noise resulting will not disturb or annoy adjacent exhibitors and their guests. NJRPA reserves the right to restrict access to the exhibit hall by exhibitors during closed hours to protect the security of exhibit materials.

HEIGHT RESTRICTIONS:

The standard booth equipment has a back wall eight (8) feet high and a division wall 33 inches high, unless otherwise stated in the exhibit contract information. All exhibits will be limited to a height of eight (8) feet except – a) exhibits located on the perimeter of the hall as approved in advance by the management, and b) exhibits consisting of a piece of equipment or a product that is not an integral part of the booth. The front half of all exhibit booths will be left open to permit side viewing of adjacent exhibits. In no instance will the exhibitor be permitted to install a sign or descriptive placard above the height of the back wall. The above and other special or unusual exhibit construction or installation must be approved, in advance, by NJRPA.

INSTALLATION & REMOVAL OF EXHIBITS:

All exhibits must be erected and completely installed for viewing by the date and hour officially announced for the opening of the show. Exhibits received for installation after the opening of the show must be installed at times other than official exhibit or show hours. Exhibits, or any part of the booth and its displays, may not be removed from the exhibit hall prior to the time the show has been officially closed without the approval of NJRPA. NJRPA reserves the right, with no liability whatsoever for damage, spoilage, or loss; to dismantle, dispose of, store and clean from the premises any display, exhibit, goods, property, or merchandise of an exhibitor who has failed to remove an exhibit by the official dates and hours set for clearing the exhibit hall. Crates, boxes, and other exhibit materials unclaimed by an exhibitor after the show will be removed at the exhibitor's expense.

OPERATING INSTRUCTIONS:

NJRPA reserves the right to restrict exhibits which, because of noise, method of operation, materials, size or for any reason, become objectionable; and, to prohibit or remove any exhibit, which in the opinion of NJRPA, detracts from the general character or appearance of the show. No firm or organization not assigned exhibit space in the show will be permitted to solicit business within the exhibit hall or within other areas of the host premises where conference and/ or show activities are being conducted. The serving of drinks, food or alcoholic beverages by exhibitors in any part of the exhibit hall is forbidden, unless otherwise approved by NJRPA. The use of live models, performers, and similar persons within the exhibit hall for demonstration, explanation, etc. shall be subject to the approval by NJRPA. An exhibitor may not display any product or distribute advertisements for any product that infringes on registered trademark, copyright, or patent of another company, as has been determined by a court of law. Exhibitors may not hold social functions or events off the show floor during official exhibition and educational session hours. If merchandise is sold on the show floor which shall be hand carried, the customer shall be given a bill of sale, which shall serve as proof of ownership when he/she leaves the exhibition hall. Exhibitors are required to maintain the cleanliness of their booth(s).

STORAGE OF SHIPPING CRATES AND BOXES:

Exhibitors will not be permitted to store crates or boxes in their exhibit booth during the show. It is the exhibitor's responsibility to mark, store, and identify their crates and boxes.

PUBLIC POLICY:

Each exhibitor is charged with the knowledge of and compliance with all laws, ordinances, and regulations pertaining to health, fire prevention, and public safety. All booth decorations must be flameproof, and all hangings must clear the floor. Electrical wiring must conform with National Electrical Safety Rules. Aisles must not be obstructed at any time. Exhibitors may not conduct activity of any kind that leads to congestion of aisle traffic. Exhibit hall fire alarm boxes must not be covered, fire exits, and fire exit signs must be free, clear and visible, and open flames and compressed gas tanks of any kind are prohibited.

CARE OF BUILDING AND EQUIPMENT:

Exhibitors and their agents shall not injure or deface the walls, floors, or any part of the exhibit building or booth materials or equipment of other exhibitors. Nails, tacks, tape, stickers, and other materials must not be used on columns, walls, floors, or other parts of the building. Exhibitors and their agents will be held liable for such damage.

EXHIBITOR AUTHORIZED REPRESENTATIVE:

Each exhibitor shall provide NJRPA, in advance, the name and title of the person or persons who will be in attendance at the show and responsible for the installation, operation, and removal of the exhibit. Said representative shall be authorized to enter into such service contracts as may be necessary, for which the exhibitor shall be responsible. Exhibitors shall wear their name badges while in attendance at the conference. Badges are the property of NJRPA and are not transferable.

LIABILITY AND INSURANCE:

Every responsible precaution will be taken by NJRPA to protect property during installation, show period, and removal. However, neither the sponsor of the show, NJRPA, service contractors, buildings, or grounds officials, nor any officers, staff members, or directors of any of the same, are responsible for the safety of the property of exhibitors from theft, or damage by fire, accident, vandalism, or causes. All property of the exhibitor will remain under the custody and control of the exhibitor in transit to, from and within the confines of the exhibit hall, subject to the rules and regulations of the show. Exhibitors are advised to carry appropriate insurance.

NJRPA Sponsorship Agreement

February 25-28, 2024

Harrah's Waterfront Conference Center, Atlantic City Email to info@njrpa.org. Mail to NJRPA, 1 Wheeler Way, Princeton, NJ 08540.

Agency Name:			Phone:
Address:	· · · · · · · · · · · · · · · · · · ·		
City:	State:	Zip:	E-Mail:
Agency Representative/Title:			_Authorized Signature:
Advertising Opportu	ınities		
Check BoxInside Covers/Full Page - \$Inside Middle/Full Page - \$Inside Middle/Half Page - \$Half Page - \$300Slip Insert - \$250Mobile App Banner Ad - \$5	6600 6450		
Check BoxTuesday Awards Dinner - \$ Monday Night Social - \$4,0	5,000		Payment
Conference Giveaways - \$3 Keynote Speaker Sponsor	3,000		Final Total:
Exhibit Guide Printing - \$2, Monday Luncheon - \$2,500 Tuesday Luncheon - \$2,500 Sunday Night Social - \$2,50	500))		Check or Money Order payable to: NJRPA
Pre-Awards Dinner Recepti Conference Bags - \$2,000 Sunday Coffee Service & P	on - \$2,000 M Refresh \$1,50	00	Credit Card Payment: Visa, Mastercard, American Express or Discover
Monday AM Coffee ServiceTuesday AM Coffee ServiceWednesday Closing BreakfExclusive Exhibit Hall Wi-FiPartial Exhibit Hall Wi-Fi - \$	e - \$1,500 ast - \$1,500 - \$1,500 s1,000		The NJRPA Office will email a secure link to pay. This form can be emailed to info@njrpa.org, filled out online to www.njrpa.org or mailed to the NJRPA Office.
Educational Session Room Exhibit Hall Charging Static Monday Exhibit Beverage S Partial Exhibit Hall Wi-Fi - \$ Education Session Video P Monday Exhibit Food Static	on (4 available) - \$ Station (2 available 1,000 romo (15 available	1,000) - \$1,000 e) - \$500	Questions? For more information, ideas you might have on something not listed or to reserve a sponsorship please contact Dina Fornataro-Healey, Conference Sponsorship Chair at 908-295-1129 or

programsreadington@gmail.com.

Lanyards - \$500

Water Stations (9 available) - \$250



Commercial Membership Form

July 1, 2023 - June 30, 2024

Commercial Membership w/ACR Membership

- \$400 for the First Representative until 10/1/23.
- Enjoy benefits of Commercial Members and ACR members including discounted conference exhibitor fees. \$125 of ACR membership goes to ACR Sponsorship fund. ACR sponsors over 10-12 events a year! Your name is on them all.

Standard Commercial Membership

• \$275 - for the First Representative until 10/1/23. \$325 after 10/1/23.

Additional Representatives

• \$100 - each after first representative.

Benefits Include:

- List of all NJRPA Members
- Invitation to all District and Section Meetings
- Discounted Conference Exhibitor fees.
- Sponsorship Opportunities
- Listed in Online Membership Directory

COMMERCIAL MEMBERSHIP INFORMATION

Company Name :				
Product/Service Description:				
Website:				
Contact Member:	Title:			
Address:				
Phone:	Email:			
Additional Representative(s): Please list <u>name, title, address, phone number, and email</u> for each person.				

Make checks payable to: NJRPA

Mail payment to:

New Jersey Recreation & Park Association 1 Wheeler Way, Princeton, NJ 08540

Credit Cards:

We accept Mastercard, Visa, Discover and American Express. You will be sent a secure link to pay online upon receipt of this form.

Online Registration: www.njrpa.org

WELCOME TO NJRPA!

More Information:

info@njrpa.org 609-356-0480 www.njrpa.org 1 Wheeler Way, Princeton, NJ 08540

Renewal Deadline is August 1, 2023 Membership services cut-off for non-renewals on August 31, 2023