

## ***ENOCH OF NJ CONVENTION GUIDELINES FOR EXHIBITORS***

By signing and returning the **Exhibitor Application** (as applicable, the "Application") to ENOCH of NJ, Exhibitor agrees to be legally bound by and abide by these Guidelines.

1) **CONDITIONS of INVITATION** - Full payment must accompany the signed and completed Application. The Application must be complete and in effect when deposit of payment is made. **New Exhibitors must include a detailed description of their products or services with their application form.**

- ENOCH reserves the right to reject or refuse any Exhibitor with or without cause. All decisions are final.
- Only one regional sales representative for franchise or sales-repetitive companies such as Discovery Toys, Usborne, etc. will be allowed in the hall. The first such sales representative to send in a paid Application will be accepted. Individual book or product duplications are permitted (i.e., two bookstores carrying some of the same titles). The Exhibitor Coordinator shall determine at his/her sole discretion what constitutes unacceptable duplication.
- Exhibitors may not share space with any other company or organization, or display materials for another company or organization without the consent of the Exhibitor Coordinator. Any request to share space must include adequate information about the second Exhibitor.

2) **CONVENTION HOURS** – **All booths must be manned for the entire time the Exhibit Hall is open.** The Exhibit Hall will be open on Friday from 2:00 PM to 9:00 PM and Saturday from 10:00 AM to 6:00 PM. Actual convention hours are Friday from 2:00 PM to 9:00 PM and Saturday from 9:00 AM to 6:00 PM.

3) **RULES OF DECORUM** – Exhibitors shall not criticize other Exhibitors, attendees, the Convention, or Education Network of Christian Home-schoolers EXCEPT to the Exhibitor Coordinator, Convention Coordinator or an ENOCH Board member.

- ENOCH's Statement of Faith is included with the invitation packet. Each participating exhibitor and speaker shall honor ENOCH in regard to the Statement of Faith by not including any items for sale or display in booths or speak in contradiction to this Statement.
- Exhibitors must be dressed in a conservative, modest, non-defrauding manner while at the Convention.
- No Exhibitor may enter any area of the Convention facility designated as employee-only or storage-only areas. Please direct all special needs/requests to the Exhibitor Coordinator.
- A responsible adult must accompany Exhibitor's children at all times. Unsupervised children will be returned to Exhibitor with a warning from the Exhibitor Coordinator. After two warnings from the Exhibitor Coordinator, the Exhibitor will be asked to leave the Convention, without releasing Exhibitor from payment agreed upon in this Application
- Drawings or prizes conducted or provided by the Exhibitors are permitted, however the drawing may not disrupt the Convention or any participant's enjoyment of or participation in the Convention and each drawing must be completed in all respects before the end of the Convention. Prizewinner names must be clearly posted by the Exhibitor.

4) **REFUNDS** – Exhibitor cancellations of signed, paid Applications, before 90 days of the event will receive a 90% refund of booth rental space monies paid. Cancellations before 60 days of the event will receive a 75% refund of booth rental monies - **only if the vacated space is resold.** After 60 days, no refunds will be issued for any reason, unless booth space has been resold. All requests must be made in writing.

**5) CARE OF EXHIBIT** – Each Exhibitor must keep his/her booth cleaned and exhibits manned and in good order. Waste must be disposed of in appropriate containers. All exhibits must be ready for display by 1:30 PM Friday and before the opening of the hall thereafter and be maintained until 6:00pm on Saturday.

**6) DAMAGES** – Each Exhibitor is liable for any damage or unreasonable wear and tear caused by such Exhibitor to the building floors, walls, curtains, drapes, or to standard booth equipment or to other Exhibitor's property. Exhibitors must not apply any adhesive to the building floors, walls, or to standard booth equipment. Such action shall be considered irreparable damage and the Exhibitor held liable therefore. No Exhibitor may attach anything to any part of the exhibit hall outside of his or her booth space. Helium filled balloons may be attached to the Exhibitor's own booth, but the Exhibitor is responsible for any loose balloons not removed from the facility at the close of the Convention. **NO HELIUM FILLED BALLOONS ARE PERMITTED TO BE GIVEN TO ATTENDEES.**

**7) UNOCCUPIED SPACE** – If the Exhibitor fails to occupy contracted space by the opening of the Convention or otherwise fails to comply with these Rules or the Application, ENOCH shall have the right to use such space in any manner without releasing Exhibitor from upon in this contract. ENOCH reserves the right not to invite said Exhibitor to future conventions.

**8) LIMITATIONS** – ENOCH of NJ or its representatives will not mediate any dispute between Exhibitors. Distribution of printed materials, souvenirs, or other articles is restricted to the immediate space of the exhibit. Any part of the exhibit that is over 8 ft. high must have prior written approval for installation by ENOCH. No individual public address system of any kind nor any music or audio-visual sound audible for more than 8 ft. from the booth is permissible. Smoking, live or open flames and highly flammable material are not permitted on the property. Exhibitor is not permitted to sell food or beverages on the premises.

- No material promoting abortion, un-Biblical lifestyles, evolution, or that promotes or is published by a cult may be displayed. ENOCH reserves the right to require the removal of any material, including an entire display, which at ENOCH's sole discretion is offensive or inappropriate for sale or display at the Convention. ENOCH shall not be financially liable if such action becomes necessary. If you have questions concerning the acceptability of your material, submit it for prior approval.

- One purpose of this Convention is to present a variety of curriculum and products for the use of the home educator. Therefore, no Exhibitor may recruit patrons during the Convention for multi-level marketing purposes.

**9) INSTALLATION/DISMANTLING** – Exhibitors will install exhibits between 8:00 AM and 1:30 PM on Friday as the decorator's booth construction progress allows. Booths must be completely ready by 1:30 PM Friday.

The Convention ends at 6:00 PM sharp on Saturday. At that time, Exhibitors will remove exhibits until 9:00 PM. **No dismantling of exhibits or removal of product is allowed prior to 6:00 PM on Saturday.**

**10) HOLD HARMLESS CLAUSE** – Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and hold ENOCH of NJ, the Convention facility, their respective officers, directors, employees, and agents, harmless against all claims, losses, and damages to persons or property, governmental charges, or fines and attorneys fees arising out of or caused by Exhibitor installation, removal, maintenance, occupancy, sales, or use of the exhibition premises or any part thereof, excluding any such liability caused by the sole gross negligence of ENOCH or the Convention facility, as the case may be. In addition, the Exhibitor acknowledges that neither ENOCH nor the Convention facility maintains insurance covering Exhibitor property and that it is the sole responsibility of the Exhibitor to obtain business interruption, property damage and other insurance covering such and other losses.

**11) EVENTUALITIES** – In case the Convention facility shall be partly or totally destroyed by fire, or the elements, or by any other cause, or in case any other circumstances shall make it impossible for ENOCH or the facility management to permit the contracted space to be occupied by the Exhibitor during the Convention, then this lease shall be terminated and the Exhibitor shall waive any claim for damages or compensations, including incidental or consequential damages except the pro rata refund of the amount theretofore paid by Exhibitor for space rented. If the location or date of the Convention changes, ENOCH will undertake to provide advance notice for Exhibitors to withdraw or reschedule.

**16) COMPLIANCE** – The Exhibitor agrees that his/her exhibit shall be admitted and will remain from day to day solely in strict compliance with these Guidelines. ENOCH reserves the right to reject, eject, or prohibit any exhibit in whole or in part, or any Exhibitor or its representatives, with or without cause. If an exhibit or Exhibitor is ejected for violation of these Guidelines or for any other stated reasons, no return of rental fees shall be made.

### **FREQUENTLY ASKED QUESTIONS FOR EXHIBITORS**

**1) What size is my booth and is anything included with it?** Each “Exhibitor Booth Space” shall consist of one decorated 6' x 24" table, a wastebasket, and two chairs within a 10' x 10' area bordered by pipe and drape, and one sign with Exhibitor business name. This will be provided by the decorator company. Exhibitors using multiple spaces will have the 3' ft. high sections between their booths omitted. No exhibit is permitted to extend beyond designated booth areas. The ENOCH Convention Coordinator must approve any variances.

**2) Is there a larger space available for demos?** Demonstration booths (10' x 10') are available. Each Demonstration Booth will consist of 1 plain table & 15 folding chairs. There is no electricity or sound system in these booths. If you are interested in reserving such a booth for a 1 hour demo, please email the Exhibitor Coordinator for details.

**3) Can I choose the location of my booth?** Location assignment will be made by the Exhibitor Coordinator on a priority basis determined by previous years' booth assignment and availability of space at the time the Application and payment are received. Feel free to mention a preference on your application. ENOCH reserves the right to alter location of Exhibitor booths, if deemed advisable and in the best interest of the Convention.

**4) Will my booth have a sign?** –Each Exhibitor will be provided a booth sign by the Convention's decorator company indicating such Exhibitor's name as shown on the Application. The booth sign is approximately 7" X 44" long. It is white with black lettering. Feel free to bring your own sign if you prefer. Exhibitor provided signs are limited to the space within the paid booths.

**5) Can I order electricity, WIFI and other options for my booth?** After an Exhibitor's application is accepted, the Exhibitor will receive 2 packets. The confirmation packet from ENOCH will include information regarding electricity, etc. The Exhibitor is responsible for placing this order directly with the Facility. The Exhibitor will also receive a packet from the Decorator offering additional options. Again, the Exhibitor is responsible for placing that order directly with the Decorator.

**6) What about Sales tax?** – Exhibitors are responsible for the determination, collection and payment of appropriate taxes. Among other things, you may find this useful for New Jersey Sales Tax information:

Sales tax is currently 7%. For further details, go to <http://www.state.nj.us/treasury/taxation/>