



INFORMATION SHEET

Sponsored by the Architects League of Northern New Jersey and AIA Newark & Suburban Architects

General Information

Please review this form carefully and complete all information requested on the attached Registration Form. This year's trade show is to be held on **Thursday, May 9, 2024 at the Marriott at Glenpointe in Teaneck, NJ.**

For any special delivery arrangements such as oversized displays, etc. you **MUST** contact the hotel directly and ask for Willy Quijano – Marketing Director.

Tel - 201-928-2088, or email: Willy.Quijano@whitelodging.com

Show Hours

- Set-up is from 12:00 PM thru 4:00 PM. Exhibition runs from **4:00 PM until 8:00 PM.**
- Seminars will run from **12:15 PM thru 4:20 PM**
- Door prizes will be announced during exhibit hours every 30 min. starting at 6:30 PM.

NOTE: Door Prizes are drawn by Exhibitors from AIA Member Business Card collections.

All materials must be removed from exhibit area by 10:30 PM.

Booth Information

Booth reservations shall be on a “first come, first serve” basis upon payment, **No Exceptions!**

- Booth Assignments occur shortly before the show date. Although we cannot guarantee your requested booth #, we strive to accommodate your request based on the order that they are received. We only guarantee placement of reserved sponsor locations.

- Standard Booth Size: 8 ft. x 10 ft. only *

* Includes: (1) 6' x 2' draped table, (2) chairs, pipe & drape (8' back & 3 sides), booth signage.

- **NOTE:** Displays shall not intrude on adjacent booths nor shall interfere with aisle traffic.
- Exhibit hall has a continuous 12 ft. high clear ceiling; loading area has 7 ft. high doors.
- Signage Exhibitors to provide company signage, extension cords, tape, etc. as needed.
- Electrical power is **NOT** provided with booth fee but is available upon request at an additional cost of \$100.00 for one duplex receptacle provided by the hotel. (see Registration Form)

Booth Rate

- **8'x10' booth \$1,300.00 (Add \$100/ booth after March 1, 2023)**

Sponsorships

- **Beverage Co-Sponsorships – (4) BEVERAGE/FOOD AREAS, (8) RESERVED BOOTHS PLACEMENT (adjacent to Beverage/Food Areas).** A complimentary beverage ticket will be issued to all AIA members & Beverage Sponsors attending. The cost for the co-sponsorship is \$400.00 each. Sponsor's company name will be displayed prominently on signage at each refreshment station.
- **Continuing Education Seminar Sponsors-** Fifteen (15) 60-minute seminar slots are available for hosted sponsorship for \$500 each. Room capacity from 60 -75 persons. Seminar topic must be presented by an AIA seminar provider and contain Continuing Education Units (CEU's). Please complete the attached “Seminar Provider Form” and return it with your registration form and the appropriate fee. **Note:** Form & Fee must be received before the seminar can be scheduled.
- **Door Prize Sponsors** – Awarded during the exhibition hours, typically between 7:00-7:30, to AIA members via business card drawings.

Food & Beverage

- **Lunch (1:00-3:30pm)** – Two (2) Complimentary tickets provided per Booth.
- **Light Dinner (5:00-7:30pm)** – Two (2) Complimentary tickets provided per Booth. **Note:** Additional Tickets are available for \$85 / person.
- **Cash Bars** – Tickets will be available at the show.

Contacts

Should you need additional information please contact the following Co-Chairpersons:

- Fay Logan, AIA - ALNNJ @ 201-741-5210 or faywlogan.aia@gmail.com
- John A Cwikla, AIA – AIANS @ 908-403-1998 or john.cwikla.aia@gmail.com



EXHIBITOR REGISTRATION FORM

Sponsored by the Architects League of Northern New Jersey and AIA Newark & Suburban Architects

General
Information

This year's trade show will be held on **THURSDAY, MAY 9, 2024, at the MARRIOTT at GLENPOINTE in Teaneck, NJ.** The exhibition hall will open at 12:00 Noon for set-up. The Trade Show will begin at 4:00 PM and run until 8:00 PM. All materials must be removed from exhibit area by 10:30 PM unless other arrangements are made directly with the hotel. Thank you for supporting our AIA sections.

We recommend that you respond promptly, since we traditionally sell out every year.

Indicate the display materials/services to be exhibited:

Do you wish to donate a door prize? Yes ☐ No ☐ Item:

Booth number preference (see Info. Sheet): 1st Choice 2nd Choice 3rd Choice

Theme: 2024 – “Mom's Favorite Recipe”

Required
Company
Description

Company Name:

Street Address:

City:

State:

Zip:

Contact:

Tel:

Cell:

Email address:

Authorized By:

Exhibit Cost
Summary

(Please refer to attached Information Sheet for details of items below)

ALL Single Booth - 8' x 10' - \$1,300. (\$1,400. after March 1, 2024)	x \$1,300.00	\$
Additional Dinner Tickets \$85. ea. (beyond 2 provided)	x \$85.00	\$
Electrical Service charge (from hotel): (1) duplex receptacle	\$100.00	\$
Seminar Sponsorship - includes: Podium, Table & Projection Screen	\$500.00	\$
Beverage Co-Sponsorships includes: Name recognition, Comp Drink Tix	\$400.00	\$
TOTAL EXHIBIT FEE AMOUNT ENCLOSED		\$

Method of
Payment

Weblink: <https://alnnj.myshopify.com/> (4% transaction fee) **OR** Company or Personal Checks

Check payable to: “Architects League of Northern New Jersey”

E-mail Form &
Proof of Payment
To

E-mail completed form & proof of payment to: john.cwikla.aia@gmail.com

(If paying by check, as proof of payment scan and e-mail image of check with completed form)

Mail Check &
Form To

John A Cwikla, AIA - Co-Chair - Architects Trade Show
25 Henshaw Avenue, Springfield, NJ 07081

Do not write in space below, for AIA use only.

Date received: / /2024

Assigned booth number(s):



SEMINAR PROVIDER FORM

Sponsored by the Architects League of Northern New Jersey and AIA Newark & Suburban Architects

Company Information

Name:

Contact Person:

Telephone No:

Cell No:

E-mail:

Seminar Description

Seminar Title:

Seminar Description:
(Summary) **

Presenter

Name:

Title / Position:

Company:

AIA Provider No:
(Required)

of AIA Learning Units:

Are they HSW units?

Yes ☐

No ☐

of USGBC Units:
(Optional)

Contact for
Reservations:

12:30 PM

☐

1:40 PM

☐

2:50 PM

☐

Preferred Time Slot:
(Not Guaranteed)

Projection Screen, Table, and Podium w/ Microphone ONLY

A/V Equipment Provided:

NOTE: Digital video projectors **NOT** provided in seminar fee. Providers must use their own projection equipment or make arrangements directly with the hotel's A/V department.

Remarks:

** - Submit company/corporate logo with program description.

