



28th ANNUAL ARCHITECTS TRADE SHOW 2018

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

January 20, 2018

Dear Trade Show Exhibitor:

Welcome to the 2018 Annual Architects Trade Show hosted by the American Institute of Architects local sections: Architects League of Northern New Jersey & AIA Newark and Suburban Architects. The event will once again be held at the **Marriott at Glenpointe** in Teaneck, NJ on **Thursday, May 10, 2018**. Our Sections encompass the entire northern half of New Jersey with a combined membership of over 800 Architects, Associates and Allied Members.

EXHIBITION SPACE LAYOUT

The exhibition space will accommodate both 8' x 8' booths and 8' x 10' booths. Please refer to the attached Registration Form and Information Sheet. (See the Exhibition Floor Plan)

Note: * The booths will be divided with pipe and drape 8 ft. at rear & 3 ft. at sides & sign * All booths must not exceed sizes noted above - No Exceptions!
* We are reserving space for multiple booths at the ends of each aisle. * Special Locations for Sponsors (see attached floor plan)

EDUCATIONAL SEMINARS

2018 Theme: NEW DESIGN TECHNIQUES & TECHNOLOGY

We are again offering continuing education seminars to our membership prior to the show. If you are interested in hosting an AIA approved seminar, which offers AIA CEU's and LEED CU's for your seminar topic, please complete the enclosed Seminar Provider Form and return it with the Registration Form and Fee.

REGISTRATION

To reserve your booth at the Architects Trade Show-2018, please carefully read the attached Information Sheet and Registration Form, which outlines the exhibition rules and rates. Complete the Registration Form and mail it along with your **full** payment to the address listed therein. Booths will be assigned based on date of receipt of full payment and past participation in our trade shows. Please keep in mind that last year's event was **sold-out** and early registration is recommended.

Forms are available on line @ www.aians.org/tradeshow.

NOTE: Registration Form AND Payment must be received prior to booth assignment.

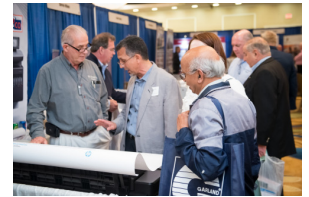
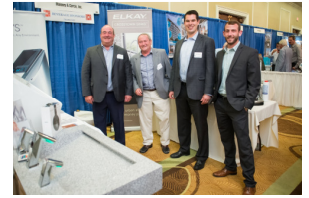
Should you need additional information please contact the above Chairpersons.

We look forward to your participation at the **Architects Trade Show - 2018!!!**

Very truly yours,

Fay W. Logan, AIA, Co-Chairperson
Architects League of Northern New Jersey
(Tel) 201-741-5210
(Email) flogan@sns-arch-eng.com

Jim Ramentol, AIA, Co-Chairperson
AIA Newark and Suburban
(Tel) 908-216-7151
(Email) j.ramentol@graarchitects.com





29th ANNUAL ARCHITECTS TRADE SHOW 2018 INFORMATION SHEET

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

General

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 10, 2018 at the Marriott at Glenpointe** in Teaneck, New Jersey. For any special delivery arrangements such as oversized displays, etc. you **MUST** contact the hotel directly @ 201-836-0600, and ask for **Andrew Tomassetti-Senior Events Manager**.

Show Hours

- Set-up is from 12:00 PM thru 4:00 PM. Exhibition begins at 4:00 PM and ends at 8:00 PM.
- Seminars will run from 1:00 pm thru 4:20 pm
- Door prizes will be announced throughout exhibit hours every 30 minutes starting at 6:30 PM. **NOTE: Door Prizes are drawn from Exhibitor Booth 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 will occur shortly before the show date. We always try to accommodate your requested booth #. We only guarantee placement of reserved sponsor locations in the order they are received.
- Booths Sizes: **8 ft. x 8 ft. and 8 ft. x 10 ft.**
Include: (1) 6ft. x 2ft. 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 12ft. high clear ceiling; loading area has 7ft. 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 \$50.00 for one duplex receptacle provided by the hotel. (see Registration Form)

**Booth Rates

****if received prior to April 6, 2018****

- 8' x 8' booth \$950.00- **(**Add \$100/ booth after April 6, 2018)**
- 8'x10' booth \$1,050.00- **(**Add \$100/ booth after April 6, 2018)**

Sponsorships

- **Grand Prize - \$1,000 Gift Card - Exclusive Sponsor Benefits: Prominent booth positioning at Show at Entry Door, 8'x10' Booth, Special Booth Rate \$800.00, & Registration Area Signage**
The cost is \$1,000.00 and the gift card will be raffled off and presented at the show.
- **Beverage Co-Sponsorships - (4) REFRESHMENT STATIONS & RESERVED BOOTH PLACEMENT (adjacent to Beverage or Food Stations).** A complimentary beverage ticket will be issued to all AIA members attending. The cost for the co-sponsorship is \$350.00 each. Sponsor's company name will be displayed prominently on signage at each refreshment station.
- **Continuing Education Seminar Sponsors- Theme: New Design Techniques & Technology**
Fifteen (15) 60-minute seminar slots are available for hosted sponsorship for \$450 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 to AIA members via business card drawings.

Mailing Labels

- **Architects League of Northern New Jersey & Newark and Suburban Architects**
Members mailing labels are available for **\$95.00 / set** for both sections.
Note: Electronic lists are NOT available.

Food & Beverage

- **Lunch (1-3:30pm)-(2) Complimentary tickets** provided per Booth.
- **Light Dinner (5-7:30pm)-(2) Complimentary tickets** provided per booth.
(Additional Tickets are available for **\$70 / person.**)
- **Cash Bars** - Tickets will be available at the show.

Contact

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

- **Fay Logan, AIA - Architects League @ 201-741-5210**
- **Jim Ramentol, AIA - Newark & Suburban @ 908-216-7151**



29th ANNUAL ARCHITECTS TRADE SHOW-2018 REGISTRATION FORM

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

GENERAL INFORMATION

This year's trade show will again be held on **Thursday, May 10, 2018** at **GLENPOINTE MARRIOTT** 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

****Kindly type or print all information****

Indicate the display materials/services to be exhibited: _____

Do you wish to donate a door prize? Item: _____ (circle one) **Yes / No**

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

REQUIRED COMPANY INFORMATION

Company Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Contact: _____ **Phone:** _____ **Fax:** _____

Email address: _____

Authorized By: _____

Exhibit Cost Summary

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

<u>ALL Single Booth - 8' x 8' - \$950. (\$1,050. after April 6, 2018)</u>	_____ \$950.00	\$
<u>ALL Single Booth - 8' x 10' - \$1,050. (\$1,150. after April 6, 2018)</u>	_____ \$1,050.00	\$
<u>Additional Dinner Tickets \$70. ea. (beyond 2 provided)</u>	# _____ x 70.00	\$
<u>Electrical Service charge (from hotel): (1) duplex receptacle</u>	\$70.00	\$
<u>Seminar Sponsorship - includes: Podium, Table & Projection Screen</u>	\$450.00	\$
<u>Beverage Co-Sponsorships</u>	\$350.00	\$
<u>Grand Prize Sponsorship **Exclusive Single Sponsor**</u>	\$1,000.00	\$
<u>Mailing Labels:</u>	\$95.00	\$
<u>PayPAL Service Charge (3% of Total fees)</u>	\$ _____	\$
TOTAL EXHIBIT FEE AMOUNT ENCLOSED		\$

Method of Payment

Company or Personal Checks OR PayPAL (Note: a 3% service charge will be added to invoice)

Check payable to: "**Architects League of Northern New Jersey**"

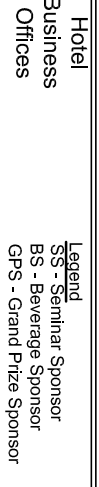
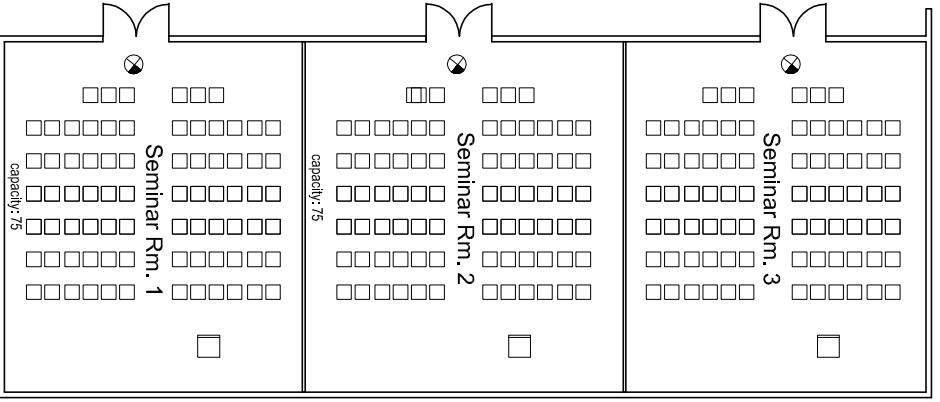
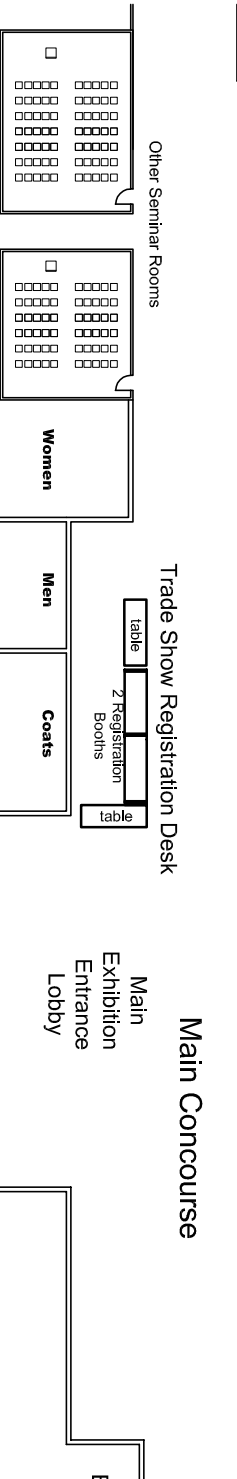
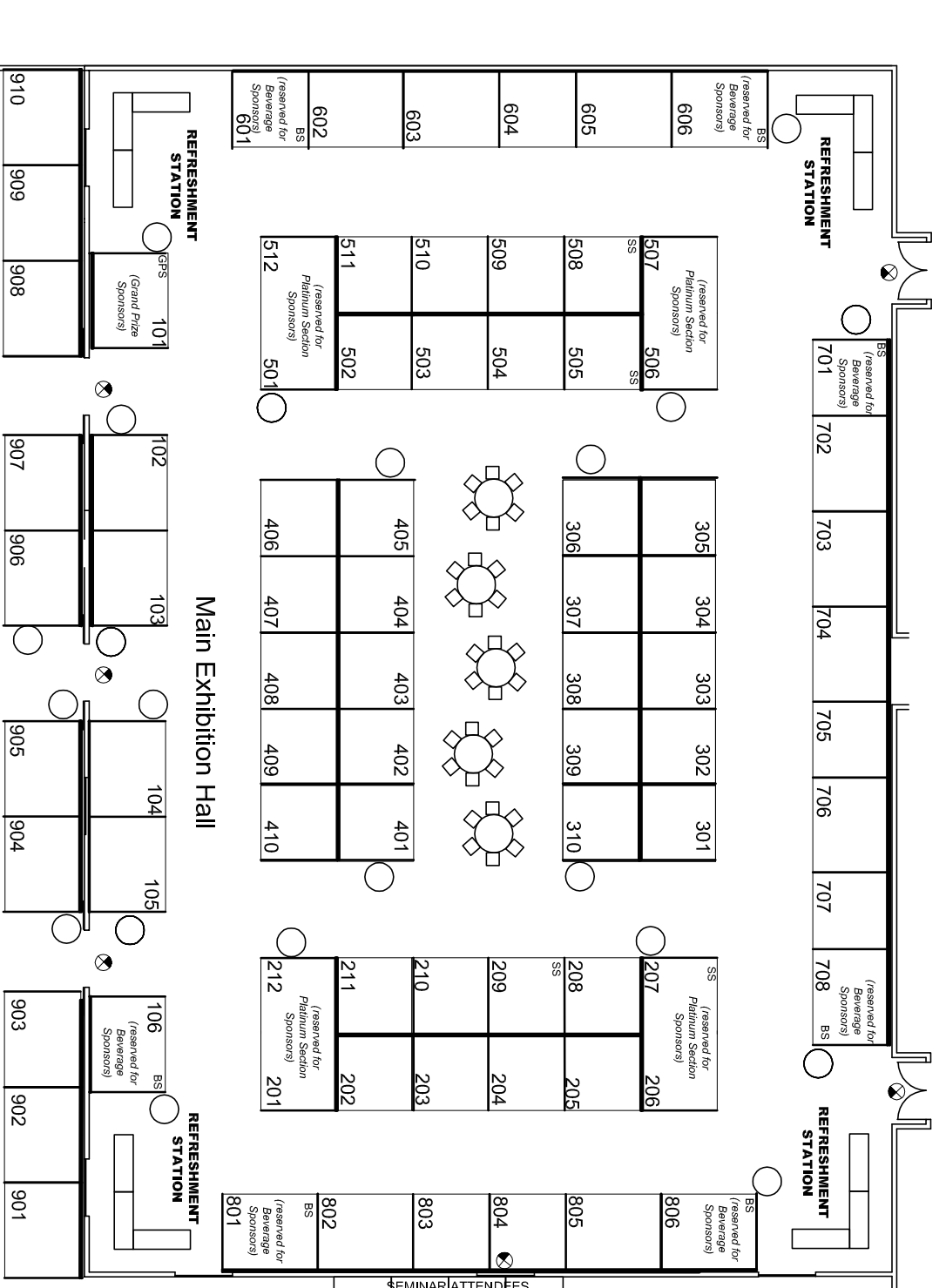
Mail Payment To

Jim Ramentol, AIA - Co-Chair
Architects Trade Show
82 Beech Avenue
Berkeley Heights, NJ 07922

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

Date received: mo. /day /2018

Assigned booth number(s): _____



To Hotel Lobby

Legend
 SS - Seminar Sponsor
 BS - Beverage Sponsor
 GPS - Grand Prize Sponsor

**Architects League of Northern NJ & Newark and Suburban Architects
 2018 - 29th ANNUAL AIA TRADE SHOW EXHIBITION PLAN**



29th ANNUAL ARCHITECTS TRADE SHOW 2018 SEMINAR PROVIDER FORM

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

Company Information

Name: _____

Contact Person: _____

Telephone #: _____

Fax #: _____

E-mail: _____

Seminar Description

Seminar Title: _____

TRADE SHOW THEME: NEW DESIGN TECHNIQUES & TECHNOLOGY

Presenter

(Name/Title/Company): _____

AIA Provider Number: _____ (Required)

Number of AIA Learning Units: ____ Are they HSW units? Yes ____, No ____

Number of USGBC Learning Units: _____ (Optional)

Telephone No. Architects Should Call To Reserve Space: _____

Preferred Time Slot (Cannot be guaranteed): 1-2PM __, 2:10-3:10PM __, 3:20-4:20PM __

Audiovisual Equipment Provided: projection screen, table & podium with microphone.

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

Remarks:
