



AIA ANNUAL ARCHITECTS TRADE SHOW - 2023

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

February 2, 2023

DEAR TRADE SHOW EXHIBITOR:

Welcome to the 2023 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 4, 2022**. Our Sections encompass the entire northern half of New Jersey with a combined membership of over 1,000 Architects, Associates and Allied Members.

NEW EXHIBITION SPACE LAYOUT

This year ALL booths will be **8' x 10'** with **one table & (2) chairs**. 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 as reserved.**

*** Special Locations for Beverage Sponsors next to the (4) refreshment station.**

EDUCATIONAL SEMINARS

Theme: 2023 – “MAY THE 4TH BE WITH US” **

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 and Fee.

**** Prizes will be awarded to the top three Exhibitor Booths who the show theme in their booth.**

REGISTRATION

To reserve your booth at the Architects Trade Show-2023, please carefully read the attached Information Sheet and Registration Form, which outlines the exhibition rules and rates.

- For your convenience, we have created “**FILLABLE**” Registration forms & Seminar Provider forms for easy completion right on your computer.
- Complete the Registration Form and mail or email it along with your **full** payment to the address listed on the form.
- 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 generally, each year's event **sells-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 either Chairperson noted below.

We look forward to your participation at the **Architects Trade Show - 2023!!!**

AND, remember the theme, **MAY THE 4TH BE WITH US.**

Very truly yours,

Fay W. Logan, AIA, Co-Chairperson
Architects League of Northern NJ
(Tel) 201-741-5210
(email) faywlogan.aia@gmail.com

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





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 4, 2023 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 James McCabe – Marketing Director.

Tel - 201-928-2012, or email: james.mccabe@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 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.
- 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 \$90.00 for one duplex receptacle provided by the hotel. (see Registration Form)

Booth Rate

- **8'x10' booth \$1,200.00 - (Add \$200/ booth after April 15, 2023)**

Sponsorships

- **Beverage Co-Sponsorships – (4) REFRESHMENT AREAS, (8) RESERVED BOOTHS PLACEMENT (adjacent to Beverage or Food Stations).** A complimentary beverage ticket will be issued to all AIA members & Beverage Sponsors 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: 2023 – "May the 4th – Be with Us"** 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.

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 \$75 / 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
- Jim Ramentol, AIA – AIANS @ 908-216-7151 or j.ramentol@graarchitects.com



33rd ANNUAL AIA ARCHITECTS TRADE SHOW – 2023

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 4, 2023, 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 ☐

Required Company Description

Company Name:

Street Address:

City:

State:

Zip:

Contact:

Tel:

Cell:

Email address:

Authorized By:
(Please print)

Exhibit Cost Summary

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

<u>ALL Single Booth</u> - 8' x 10' - \$1,200. (\$1,300. after April 14, 2024)	x \$1,200.00	\$
<u>Additional Dinner Tickets</u> \$75. ea. (beyond 2 provided)	x \$75.00	\$
<u>Electrical Service charge (from hotel): (1) duplex receptacle</u>	\$90.00	\$
<u>Seminar Sponsorship</u> - includes: Podium, Table & Projection Screen	\$450.00	\$
<u>Beverage Co-Sponsorships</u> includes: Name recognition, Comp Drink Tix	\$350.00	\$
<u>PayPAL Service Charge (3% of Total fees)</u>	\$ 0.00	\$
TOTAL EXHIBIT FEE AMOUNT ENCLOSED		\$0.00

Method of Payment

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

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: / /2023

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

TRADE SHOW THEME: **'May the 4th - Be with Us!'**

Seminar Title:

Seminar Description: (Also please email the seminar description in Word)

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:

Preferred Time Slot: ☐ 12:30 PM ☐ 1:40 PM ☐ 2:50 PM
(Not Guaranteed)

A/V Equipment Provided: Projection Screen, Table, and Podium w/ Microphone ONLY

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:



Architects League of Northern NJ & Newark and Suburban Architects
AIA TRADE SHOW EXHIBITION PLAN - * MAY 4, 2023 **

