



REVISED 31st AIA ANNUAL ARCHITECTS TRADE SHOW 2020 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 be held on **THURSDAY, SEPTEMBER 17, 2020 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.

****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 _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Tel: _____ Fax: _____

Email address: _____

Authorized By: _____

REQUIRED COMPANY INFORMATION

Exhibit Cost Summary

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

| | | |
|---|----------------|----|
| ALL Single Booth - 8' x 8' - \$1,000. (\$1,200. after September 1, 2020) | __ \$1,000.00 | \$ |
| ALL Single Booth - 8' x 10' - \$1,100. (\$1,300. after September 1, 2020) | __ \$1,100.00 | \$ |
| Additional Dinner Tickets \$75. ea. <i>(beyond 2 provided)</i> | #__ x 75.00 | \$ |
| Electrical Service charge (from hotel): <i>(1) duplex receptacle</i> | \$80.00 | \$ |
| **NEW** Keynote Reception Sponsorships <i>(Booth rate-\$800\$900 Promotion)</i> | (ea.) \$750.00 | \$ |
| Grand Prize Sponsorship -Exclusive Single Sponsor-Booth 101; Cost \$900. | \$1,000.00 | \$ |
| Seminar Sponsorship - includes: Podium, Table & Projection Screen | \$450.00 | |
| Beverage Co-Sponsorships includes: Name recognition, Comp Drink Tix | \$350.00 | \$ |
| Printed Mailing Labels: | \$95.00 | \$ |
| PayPAL Service Charge (3% of Total fees) | \$ _____ | \$ |

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 /2020 Assigned booth number(s): _____