

## ATTACHMENT B

### NJASFAA EXHIBITOR INFORMATION

1. **If you arrive on Sunday, November 5<sup>th</sup>** and bring everything to your 'sleeping' room, you can use the Bell Service or may leave it in your car and obtain assistance to move that Monday to the Conference area.
2. **If you arrive on Monday, November 6<sup>th</sup>**, all exhibitors are to move in through the loading dock, which is located at the rear of the building. Upon arrival, there will be someone from the hotel and NJASFAA at the dock to assist you.
3. **Tropicana Hotel number for reservations is 1-800-247-8767, state that you are with NJASFAA. Please make sure you complete the portion of your sponsor/vendor form if you are staying Sunday night.**
4. The exhibit area is open at **9:00 am on Monday** for setup and **open to the public at noon. Please be set up by 11:30 am.**
5. If you are shipping exhibit materials, please ship them to the following address, to be received no later than **October 15, 2006**:

**NJASFAA Conference 2006 Nov. 6-7  
c/o Vista Convention Services  
6634 Delilah Road  
Egg Harbor Township, NJ 08234  
(*"Your Company Name"* and **"NJASFAA CONFERENCE"** should be on each box)**