



Dear NJADONA Exhibitor,

We are looking forward to seeing you in April. Attached please find a form for badges for the company representatives that will occupy your booth during NJADONA's Convention on April 3rd & 4th, 2017. This is *extremely important*, this must be filled out as soon as possible and faxed or emailed to our office. **Name badges are printed prior to convention so it is imperative that we receive this information by the deadline. PLEASE TYPE OR PRINT LEGIBLY** to avoid mistakes. **NO CHANGES** will be made to badges after March 17, 2017. No one will be allowed entrance to the exhibit hall without a proper badge. Anyone without a NJADONA badge will be escorted from the exhibit floor and asked to leave the show. **THIS WILL BE STRICTLY ENFORCED.**

Each booth will be allowed two vendors per booth, per day. **Any additional badges will be \$35.00 per additional person per day** and this must be arranged prior to March 17, 2017. **Should you need to purchase additional badges on site, they will be \$40.00 per additional person per day** and must be paid on site by cash or VISA/Master Card/American Express. **WE WILL NOT INVOICE FOR ON SITE BADGES.**

The Awards Dinner and Annual Scholarship Auction will be held on Monday, April 3, 2017 at 7:30 p.m. Sponsors of \$1,500.00 or more will receive two complimentary tickets. Vendors wishing to purchase dinner tickets may do so at a cost of \$65.00 per ticket. If you would like to purchase tickets or need additional tickets, complete the Dinner Tickets section on the attached badge/dinner ticket form. We have a limited number of tickets available. The deadline to purchase tickets is March 17, 2017. If you order dinner tickets, you are responsible for payment regardless of whether you use them or not.

There will be a reception held on Sunday, April 2, 2017 at 8:00 p.m. to honor and thank our vendors. Hot and cold hors d'oeuvres and beverages will be served. This is a perfect opportunity to meet with convention attendees and enjoy some lively conversation.

Dress for the convention is casual. Don't forget the "Themed Exhibit" (Dr. Suess.) contest. Please note Mylar balloons cannot be used in the exhibit hall as decorations due to fire codes.

It is important to complete and return the attached form as soon as possible. We must have this form returned no later than March 17, 2017. Fax to 856-468-9865, email to njadona@comcast.net or mail along with payment to NJADONA/LTC, 195 Carriage Hill Circle, Mantua, NJ 08051-1161. If you have any questions, please contact our office at 856-468-9869.

Sincerely,
Sherry Robb
Director of Association Affairs
NJADONA/LTC

NJADONA/LTC CONVENTION 2017 BADGE AND DINNER TICKET FORM
THIS FORM MUST BE RETURNED BY MARCH 17, 2017

Name of Company _____

Contact _____ Email _____

Booth # _____

Please list the names of the two people who will occupy your booth and the days they will be attending.
(You will not need a badge to set-up your booth on Sunday)

***Booth Designee**

*1. _____ TITLE _____ MON TUES BOTH

2. _____ TITLE _____ MON TUES BOTH

Additional Attendees (**\$35.00 PER PERSON/PER DAY**) Please indicate days attending.

1. _____ TITLE _____ MON TUES BOTH

2. _____ TITLE _____ MON TUES BOTH

3. _____ TITLE _____ MON TUES BOTH

4. _____ TITLE _____ MON TUES BOTH

Total Amount \$ _____

We must have the names and payment for additional attendees, no later than March 17, 2017. If we do not receive payment we CANNOT PRINT A BADGE.

Awards Dinner Tickets (\$65.00 per ticket)

1. _____

2. _____

3. _____

Total Amount \$ _____

F. Payment Method: Visa Master Card American Express Check # _____

Credit Card Number _____ Security Code _____ Exp. Date _____

* Security Code is the three or four digit additional black number on the front or back of your credit card

Credit Card Information: To whom and where credit card statement is sent:

Cardholder Name _____ Cardholder Phone: _____

Cardholder Address: _____

Street Address

City

State/Zip

Cardholder's Signature _____ Primary Contact E-mail: _____

**Please make checks payable to NJADONA/LTC, 195 Carriage Hill Circle, Mantua, NJ 08051
(856) 468-9869 * (856) 468-9865 Fax * Email: njadona@comcast.net * Tax ID # 22-2823838**