



**October 12, 2015**

**Re: 2016 Exhibitor and Vendor Prospectus**

To Whom It May Concern:

On behalf of the Organization of Nurse Executives of New Jersey (ONE NJ) and our Finance Committee, we are seeking your support for our ONE NJ Annual Meeting and Conference which will be held March 17-18, 2016, at the Princeton Marriott at Forrestal in Princeton, NJ.

We are pleased to offer you the opportunity to participate as an exhibitor or vendor sponsor at the conference. This prospectus includes the program schedule, information on exhibitor and vendor sponsorship opportunities, commercial support opportunities and the commitment form. Exhibit space is limited. Exhibitors and sponsors will receive prominent positions for their event signage and exhibitors will receive prime booth space just outside of the education session meeting room.

The ONE NJ Annual Meeting and Conference attracts more than 200 nurse executives and leaders including direct care providers, managers, and administrators from all practice settings throughout New Jersey.

This is an exceptional opportunity to showcase new services, technologies and equipment. A listing of all exhibiting and sponsoring companies will be included on the event signage, provided exhibit/sponsor reservations are received by Feb. 17, 2016.

Thank you for taking the time to review this prospectus and for your consideration as a potential exhibitor or sponsor. We hope you will join us at the ONE NJ Annual Meeting and Conference. If you have any questions, please contact Susan Cholewka, executive director at [scholewka@njha.com](mailto:scholewka@njha.com) or 609- 275-4110.

Sincerely,

The ONE NJ Finance Committee

## **General Information**

The ONE NJ Annual Meeting and Conference  
March 17-18, 2016

## **Event Location**

Princeton Marriott at Forrestal  
100 College Road East  
Princeton, NJ 08540

## **Purpose**

Held every spring, the ONE NJ Annual Meeting and Conference provides education and networking opportunities for members. More than 200 nurse leaders representing all patient care delivery settings, Academia and Healthcare Business Representatives are expected to attend. The program includes nationally renowned speakers and presentations on current issues that are important to healthcare and have an impact on the nursing profession.

## **Exhibit and Sponsor Opportunities**

### ***Gold Sponsor (\$4,000 – Face-to-face meetings with ONE NJ members and exhibit table)***

- Meetings with decision makers - Three 30 minute face-to-face meetings with one or two ONE NJ members at each session. Meetings will be held in a special room at a 36-inch cocktail table with cloth and four chairs. Meetings will take place on March 17. Vendors may have a laptop computer only at the face-to-face meetings; products, equipment and samples are not permitted. You will be meeting with ONE NJ members who are decision makers in their facilities.
- Exhibit table - One six-foot draped and skirted table with two chairs in the exhibit area located in a prominent space outside of the General Session meeting room on March 17. Products, equipment and samples will be permitted pending approval by the committee.
- Note – The vendor meeting times overlap with the exhibit times. At least two company representatives must attend this day to cover both activities.
- Networking opportunities with conference participants for two representatives at the breakfast and luncheon on March 17.
- Complimentary attendance for one company representative at the education sessions on March 17.
- Prominent listing as Gold Sponsor on program signage.
- Acknowledgement on the ONE NJ Web site.
- Limited to eight vendors.

### ***Silver Sponsor (\$3,000 – Face-to-face meetings with ONE NJ members)***

- Meetings with decision makers - Three 30 minute face-to-face meetings with one or two ONE NJ members at each session. Meetings will be held in a special room at a 36-inch cocktail table with cloth and four chairs. Meetings will take place on March 17. Vendors may have a laptop computer only at the face-to-face meetings; products, equipment and

samples are not permitted. You will be meeting with ONE NJ members who are decision makers in their facilities.

- Networking opportunities with conference participants for two representatives at the breakfast and luncheon on March 17.
- Complimentary attendance for one company representative at the education sessions on March 17.
- Prominent listing as Silver Sponsor on program signage.
- Acknowledgement on the ONE NJ Web site.
- Limited to eight vendors.

***Bronze Sponsor (\$1,500 - Exhibit table)***

- One six-foot draped and skirted table with two chairs in the exhibit area located in a prominent space outside of the General Session meeting room on March 17. Products, equipment and samples will be permitted pending approval by the committee.
- Networking opportunities with conference participants for two representatives at the breakfast and luncheon on March 17.
- Complimentary attendance for one company representative at the education session on March 17.
- Prominent listing as Bronze Sponsor on program signage.
- Acknowledgement on the ONE NJ Web site.
- Limited to 12 vendors or exhibitors.

**Space Assignment**

Space assignment will be made at the sole discretion of the ONE NJ Finance Committee.

**Exhibit Times**

Thursday, March 17

Set-up 7:00 a.m. must be completed by 8:00 a.m.

8:00 a.m. – 9:40 a.m.

10:45 a.m. – 11:00 a.m.

12:00 p.m. – 1:30 p.m.

**Vendor Face-to-Face Meeting Times**

Thursday, March 17

Set-up 8:00 a.m. must be completed by 8:20 a.m.

8:30 – 9:00 a.m.

9:05 – 9:35 a.m.

12:15 p.m. – 12:45 p.m.

**Commercial Support Opportunities**

Commercial support opportunities can provide extra visibility and exposure. Support will be acknowledged prominently on the signage outside the meeting room, and elsewhere as appropriate. The following options are available:

- Speaker sponsorship – The sponsor will introduce the keynote speaker at the general education session and will be acknowledged prominently on signage and in the program book - \$2,000.
- Networking luncheon sponsorship - \$1,500.
- Continental breakfast sponsorship - \$1,000.
- Conference attendee giveaways - \$750 (Giveaway items are limited and must be approved by the ONE NJ Finance Committee).
- Host member reception Thursday, March 17, 4:30 p.m. (limited to one sponsor)
- Coffee break sponsorship - \$500.
- Advertisement on the back page of the Annual Meeting program book - \$500.
- Full-page advertisement in the program book - \$300.

### **Hotel Reservations**

Room Block Rate \$179, plus taxes and fees

Cutoff date – February 25, 2016

Contact Marriott reservations 800-943-6709 or 609-452-7800

### **Annual Meeting and Conference Program Schedule March 17**

8:00	Registration and Breakfast
8:00	Exhibits Open
8:30	Vendor Meetings
9:40	General Session – President’s Welcome and Opening Remarks
9:45	Keynote Presentation
10:45	Exhibits
11:00	Concurrent Sessions
12:15	Vendor Meetings and Exhibits
12:45	Networking Luncheon
1:30	General Session
4:00	Exhibits
4:15	Closing Remarks
4:20	Program Evaluations
4:30	Adjournment



## Vendor/Exhibit Registration Form

### ONE NJ Annual Meeting and Conference 2016

Please select:

- ☐ Gold Sponsor (\$4,000)
- ☐ Silver Sponsor (\$3,000)
- ☐ Bronze Sponsor (\$1,500)
- ☐ Host member reception Thursday, March 17, 4:30 p.m. (limited availability)
- ☐ Speaker Sponsor, introduce the keynote speaker at the general education session (\$2,000).
- ☐ Sponsorship - Networking luncheon - \$1,500.
- ☐ Sponsorship - Continental breakfast - \$1,000.
- ☐ Giveaways for conference attendee - \$750 (Giveaway items are limited and must be approved by the ONE NJ Finance Committee).
- ☐ Coffee break sponsorship - \$500.
- ☐ Advertisement - Full-page back cover of the program book - \$500.

**Specifications:** Ad Size 7.5" wide x 10" tall, full-page bleeds cannot be accommodated. Final Trim Size: 8.5" wide by 11" tall, black and white, ad pages printed by Xerox Docutech. Black and white ads will be accepted as Adobe Acrobat PDFs, saved as print-optimized (high resolution, minimum 300, dpi), no image compression and/or embedded fonts; or Adobe, Photoshop 6.0 – CS (.tif, .eps, .psd, .jpg) saved at a minimum of 300 dpi, sized at 100 percent.

- ☐ Advertisement - Full-page in the program book - \$300.

**Specifications:** Ad Size 7.5" wide x 10" tall, full-page bleeds cannot be accommodated. Final Trim Size: 8.5" wide by 11" tall, black and white, ad pages printed by Xerox Docutech. Black and white ads will be accepted as Adobe Acrobat PDFs, saved as print-optimized (high resolution, minimum 300, dpi), no image compression and/or embedded fonts; or Adobe, Photoshop 6.0 – CS (.tif, .eps, .psd, .jpg) saved at a minimum of 300 dpi, sized at 100 percent.

**Company or Organization Name:**

**Contact Person:**

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Representatives Attending:**

Name \_\_\_\_\_ Title \_\_\_\_\_

E-mail \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

E-mail \_\_\_\_\_

**Mailing Address:**

Street/P.O. Box \_\_\_\_\_

City \_\_\_\_\_, State \_\_\_\_\_ Zip \_\_\_\_\_

**Exhibit need:**

\_\_\_\_\_ Internet—additional fee may apply

\_\_\_\_\_ Electricity source—additional fee may apply

**Payment must be received by Feb. 19, 2016**

\_\_\_\_\_ E-mail invoice/receipt to contact listed above.

\_\_\_\_\_ E-mail invoice to:    Name \_\_\_\_\_

Title \_\_\_\_\_

E-mail \_\_\_\_\_

### Payment Information:

Make checks payable to ONE NJ (TAX ID# 22-2540486) and mail to:

ONE NJ  
P. O. Box 6066  
Bellmawr, NJ 08099

Form W-9 is available upon request.

**Credit Card Payment send via fax to 609-275-8158:**

**Method of Payment:** ☐ Check ☐ MasterCard ☐ Visa ☐ American Express

**Card Number:** \_\_\_\_\_ **Expiration:** \_\_\_\_\_

**Name as it appears on card:** \_\_\_\_\_

**Signature (required):** \_\_\_\_\_ **Date:** \_\_\_\_\_