



Trump Taj Mahal Casino Resort – Grand Ballroom

EXHIBIT SPACE CONFIRMATION:

Note: Your Exhibit Booth space has been assigned based upon date received, availability of requested space, and set apart from companies offering similar products. Our goal is to offer you maximum product exposure!

YOU CAN DOWNLOAD THE EXHIBITOR SERVICE MANUAL AS FOLLOWS:

Go online to: www.aexservices.com

Enter: USER NAME: 12-T209 PASSWORD: 12-T209

TRADE SHOW HOURS:

TUESDAY, FEBRUARY 7, 2012	9:00 am – 5:30 pm
WEDNESDAY, FEBRUARY 8, 2012	9:00 am – 5:30 pm

EXHIBIT SET UP: Monday, February 6, 2012 12 Noon – 8:00 pm (MAIN)
Tuesday, February 7, 2012 6:30 am – 8:30 am

All Exhibits must be in place and fully assembled by 8:30 am on Tuesday, February 7, 2012.

EXHIBIT TEAR-DOWN: Beginning at 5:30 pm on Wednesday, February 8, 2012 NOT EARLIER.

IMPORTANT: Exhibitors wishing to dismantle on Thursday morning, February 9, 2012 from 8:30 am – 12 Noon **MUST IDENTIFY THEMSELVES** to Expo Management, by no later than January 31, 2012.

Exhibitors may display only their own products or those of companies they represent.

COMPLIMENTARY NETWORKING LUNCHEON:

Tuesday & Wednesday – Feb. 7 & 8, 2012 - from 12 Noon – 1:00 pm
Luncheon will take place in the front left side section of the Taj Mahal's Grand Ballroom.
THE EXHIBIT HALL WILL REMAIN OPEN DURING THE NETWORKING LUNCHEON !

GUESTROOM ACCOMMODATIONS:

A special \$75.00 per room, per night, plus \$5.00 occupancy fee and 14% city/state applicable tax is available for Exhibitors and Attendees at the Trump Taj Mahal Casino Resort.

Hotel Reservations can be made by calling the Trump Taj Mahal's Guestroom Reservation line at: 1-800-825-8888. GROUP CODE: AFUND12

Be sure to mention **GROUP CODE: AFUND12** and that you are with the **16th Annual Atlantic City Fund Raising Expo** to receive this special group rate. Note: After January 20, 2012, guestrooms are on a space availability basis at current Hotel rates.

GUESTROOM UPGRADES AVAILABLE in the \$225. million Trump Taj Mahal's CHAIRMAN'S TOWER at a special *guestroom rate surcharge* of \$20. per night. *Please advise the reservations department if you wish to upgrade.*

EXHIBIT BOOTH STANDARD EQUIPMENT:

As an Exhibitor, each 8' x 10' Exhibit Booth will be equipped with one 4' draped table, one 6' draped table, two 8' draped tables, and a comparable number of risers arranged around the perimeter of your booth(s) at no additional charge. If you require furniture other than what is supplied in the Exhibit Booth package, please complete the attached Furniture Form.

SHOW COLORS: BURGUNDY, WHITE AND BLACK to match the Ballroom carpeting. 3-panel back curtain with *Burgundy* 42" side rails, *Black* table skirting with *White* vinyl table top & risers

The Ballroom floor Exhibit area is carpeted. An Exhibit booth sign, one side chair and a wastebasket will also be provided for each 8' x 10' Exhibit space rented.

ELECTRIC, AUDIO VISUAL RENTALS, SHIPPING FORMS & LABELS, & ADDITIONAL EQUIPMENT RENTAL FORMS CAN BE DOWNLOAD online at: www.aexservices.com

ELECTRICAL SERVICE:

Electric service is NOT included in your Exhibit space rental fee. It must be ordered directly from the Trump Taj Mahal – using the enclosed Electric Service request form. A discounted rate is offered for advanced orders.

Please note: *If you ordered Booth spotlight(s) from AEX Convention Services, you must contract with the Taj Mahal for electrical service to run these lights.*

ORDERING ADDITIONAL EXHIBIT BOOTH FURNITURE/EQUIPMENT:

AEX Convention Services is the official Trade Show Drayage contractor. Should you require additional furniture, pegboards or other services, please call AEX Convention Services at 609-272-1600.

YOU CAN DOWNLOAD THE AEX CONVENTION SERVICES EXHIBITOR SERVICE MANUAL AS FOLLOWS:

Go online to: www.aexservices.com then enter:

USERNAME: 12-T209

PASSWORD: 12-T209

ADVANCED SHIPPING/ON SITE DELIVERIES:

AEX Convention Services has the responsibility of loading, delivery, reloading and processing all Exhibitor's freight shipments.

SHIPPING TO AEX CONVENTION SERVICES

SHIPPING LABELS AVAILABLE online at: www.aexservices.com

SHIPPING TO WAREHOUSE :

All shipments consigned to AEX Convention Services' Warehouse must be received by *Monday, January 23, 2012*.

Mark carton(s) as follows:

TO: 16th Annual Atlantic City Fund Raising Expo 2012

FROM: Your company NAME and BOOTH #

c/o AEX Convention Services – Warehouse Manager

3093 English Creek Avenue

Egg Harbor Township, NJ 08234

WAREHOUSE/SHIPPING QUESTIONS: Call (609) 272-1600

SHIPPING DIRECT TO SHOW SITE: IMPORTANT!!!

INBOUND SHIPPING DIRECT TO AEX Convention Services at Trump Taj

Mahal SHOW SITE must be received at the Hotel on Monday February 6,

2012 ONLY – between 12:00 pm – 8:00 pm.

Mark carton(s) as follows: **TO: 16th Annual Atlantic City Fund Raising Expo 2012**

FROM: Your company NAME and BOOTH #

c/o AEX Convention Services

Trump Taj Mahal Casino Resort-Grand Ballroom

Pennsylvania Ave. & the Boardwalk

Atlantic City, NJ 08401

Shipments received by AEX Convention Services will be delivered to your Exhibit Booth. Inbound Warehouse & Onsite Freight delivery charges by AEX Convention Services are \$33.50 per cwt. or fraction thereof, per shipment and \$19.50 per cwt. or fraction thereof for outbound shipments, and must be paid to AEX Convention Services prior to the close of the Expo.

SMALL PACKAGE SHIPMENTS ONLY (self-service) SENT DIRECTLY TO THE HOTEL for Hotel registered guests only:

If you send small packages directly to the Trump Taj Mahal Casino Hotel, they must be timed to arrive with your guestroom check-in.

***NOTE:** Due to space limitations, the Taj Mahal will not receive large boxes or shipments.*

ADDRESS SMALL PACKAGES TO YOURSELF AS A HOTEL GUEST:

Any small package(s) you send directly to the Hotel should be timed to arrive *NOT earlier than Monday, February 6, 2012.*

Packages shipped directly to the Hotel are to be picked up (self-service) at the Hotel Business Center (UPS Store) located on the Hotel's Conference Level (2nd Floor). There is a handling fee charged for this service. Contact the UPS Store directly at (609) 441-9595 for handling fees, based upon weight.

Mark Small Package(s) c/o YOURSELF (as a registered Hotel guest)
Trump Taj Mahal Casino Resort
1000 Boardwalk at Virginia Avenue
Atlantic City, NJ 08401 UPS Store (Hotel Business
Center) phone: (609) 441-9595

FREEZER/REFRIGERATOR STORAGE:

If packages or boxes must be stored in the Hotel's freezer or refrigerator, the Trump Taj Mahal is eager to accommodate your requests.

Here's what you need to do:

YOU MUST PERSONALLY CONTACT the Taj Mahal's Catering Manager:

Tom Morgillo – Catering/Conv.Services by no later than Monday, January 23, 2012 to discuss what you're shipping to the Hotel for Freezer/Refrigerator storage.
Office: 609-449-5324 FAX: 609-449-6842

THEN...FAX BACK THE FROZEN/REFRIGERATED ITEMS SHIPPING FORM TO TOM MORGILLO AT 609-449-6842.

IMPORTANT !!! Please note that available Refrigerator & Freezer Space on the Ballroom level is limited. Packages shipped to the Hotel MUST BE MARKED as “Freezer” or “Refrigerator” Storage – Attn: Tom Morgillo , Trump Taj Catering Dept.

Trump Taj Mahal Casino Resort
Pennsylvania Ave. & the Boardwalk
Atlantic City, NJ 08401

SHIPMENTS MUST INCLUDE EXHIBITING COMPANY NAME & BOOTH NUMBER!!!

Need to have cookies baked in the Hotel’s Kitchen?

Contact Tom Morgillo, Hotel Catering at 609-449-5324.

BRINGING IN EQUIPMENT TO YOUR BOOTH:

The Expo will take place in the Taj Mahal’s GRAND BALLROOM (Conference Level – 2nd Floor).

*You can hand carry items (one or two pieces) directly into the Ballroom through the Hotel or have a Hotel Bellman assist you- **SMALL ITEMS ONLY!!!***

ALL LARGER EXHIBIT DISPLAY EQUIPMENT MUST BE BROUGHT IN THROUGH THE HOTEL’S FREIGHT ELEVATOR (LOADING DOCK) – LOCATED ON PENNSYLVANIA AVENUE.

There is no parking at the Pennsylvania Avenue loading dock area – drop off only!

UNLOADING FREIGHT AT THE HOTEL:

Exhibitors who arrive at the Taj Mahal Hotel with large or numerous exhibit materials will not be permitted to unload those materials except at the Hotel’s Pennsylvania Avenue loading dock Service Area.

YOU CAN USE THE FREIGHT ELEVATOR to bring in your own equipment, or you can arrange (in advance or onsite) for AEX Convention Services to deliver all larger, properly labeled shipments to your Booth, *using the enclosed Material Handling form.*

PLEASE NOTE: AEX Convention Services staff will be on hand at the loading dock to bring up freight. *If you choose to let AEX move your equipment in/out, you will be charged.* Self Parking/Valet Parking available at the Hotel.

SHOW SECURITY:

A security guard will be posted in the Ballroom during show hours to check identification Name Badges and to patrol the Ballroom during non-show hours only.

If you would like special security arranged specifically for your Booth, please contact Expo Management for details and prices.

EXHIBITOR NAME BADGES: For your protection, no one will be allowed on the Exhibit Floor or in the Networking Luncheon room without the proper Name Badge. Exhibitor Badges can be picked up during Set-Up hours at the easily recognized Exhibitor Registration Counter, located in the Taj Mahal Grand Ballroom's entranceway. *Name Badges will not be mailed to you in advance.*

If you have not listed the names of people requiring name badges, who will be working your Exhibit Booth, please *FAX their names using the attached NAME BADGE FORM. to: (941) 927-5407 by no later than Monday, January 23, 2012.* Additional last minute badges or changes will be made onsite during the Exhibit setup.

PRE-REGISTERED ATTENDEE LISTINGS AVAILABLE:

If you would like to receive a listing of pre-registered attendees in advance of the Expo (to set up personal appointments during the event, conduct mailings, etc.) please call Expo Management at 1-800-323-1927 or email your request to: webmaster@acfundraisingexpo.com

COMPLETE REGISTRATION LISTINGS AVAILABLE FOR DOWNLOAD:

When you pick up your name badge at the door, you will receive a password needed to download the entire registered attendee listing, which will be online.

Again a reminder...

- **Electrical Service & Hook up is NOT part of your Exhibit rental package.**

- **Internet Service:** *Wireless Internet service is available at the Taj Mahal as follows:*

WIRELESS SERVICE – In Ballroom @ \$125. per computer per day, through Wayport

GUESTROOM INTERNET SERVICE – **HARD WIRED** @ \$12.95 per 24 hours.

(Internet Service Questions: Call (609) 449-5324)

- **Need any additional furniture at the Expo?** AEX Convention Services will have a Service Desk set up directly on the Exhibit floor to expedite set-up, dismantling & shipping out of your materials.

Advanced orders have preferred rental prices.

To place orders, call AEX Convention Services at (609) 272-1600.

For your convenience, at dismantling, if you do not wish to ship back any merchandise, you can donate it to charities which will be on hand at the Expo's closing. Further information will be announced at the Expo.

ANY FURTHER QUESTIONS? Call Expo Management at **1-800-323-1927** or Email: webmaster@acfundraisingexpo.com

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INVITE YOUR CLIENTS & PROSPECTS TO ATTEND:

ENCOURAGE THEM TO REGISTER ONLINE at:

www.acfundraisingexpo.com

FREE ADMISSION – THE EXPO IS OPEN TO INDUSTRY PROFESSIONALS ONLY!

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Trump Taj Mahal

1000 Boardwalk at Virginia Avenue

Atlantic City, New Jersey 08401

(609) 449-1000 or (800) 825-8786

www.trumptaj.com

DIRECTIONS to the 16th Annual ATLANTIC CITY FUNDRAISING EXPO – Trump Taj Mahal Grand Ballroom - February 7 & 8, 2012

(Exhibit Set Up: Mon. Feb. 6th from 12 Noon – 8:00 pm)

Only 15 minutes from Atlantic City's International Airport, an hour from Philadelphia International Airport. Minutes away from Amtrak.

From New York

Take New Jersey Turnpike, Exit 11 to the Garden State Parkway. Take Exit 40 to White Horse Pike East (Route 30). Follow signs for Virginia Avenue.

From Philadelphia (Phila Intl. Airport)

Take the Walt Whitman Bridge, the North South Freeway (Route 42) - to the foot of the Atlantic City Expressway. Follow signs for Trump Taj Mahal/Virginia Avenue.

From Baltimore/Washington, DC

Take I-95 to the Walt Whitman Bridge, the North South Freeway (Route 42) to the foot of the Atlantic City Expressway. Follow signs for Trump Taj Mahal/Virginia Avenue.



REVISIONS TO FULL BOOTH FURNITURE PACKAGE:

Each rented 8' x 10' Exhibit Booth Package will be set up by AEX Convention Services with the following Booth Furniture – unless AEX is informed by January 23rd of your revision.

Please indicate your needs in the space provided:

- 1 4 ft. table (skirted with white vinyl top) _____
- 1 6 ft. table (skirted with white vinyl top) _____
- 2 8 ft. tables (skirted with white vinyl top) _____
- 1 4 ft. riser (with white vinyl cover) _____
- 3 6 ft. risers (with white vinyl cover) _____
- 1 plastic side chair _____
- 1 wastebasket _____

Additional furniture can be rented from AEX Convention Services (see their Exhibit Service Manual). Deadline to receive AEX Discounted Rental Rates is January 23, 2012.

**PLEASE FAX BACK THIS FORM TO
AEX CONVENTION SERVICES
(FAX: 609-272-1680)**

COMPANY NAME:

BOOTH #:

Contact Name:



EXHIBITOR NAME BADGE REQUEST FORM

Please use this form only if there are changes or additions to the people staffing Your Exhibit booth(s) that you listed on your Exhibit Space Agreement form.

FAX THIS FORM TO: (941) 927-5407

or MAIL to Expo Management:

16th Annual ATLANTIC CITY FUND RAISING EXPO 2012
P.O. Box 20068, Sarasota, FL 34276-3068

Deadline for receiving all name badge requests is January 23, 2012.
All names for badges received after this date will be processed on-site at the Exhibitor Registration Counter – Trump Taj Mahal Grand Ballroom during the Expo.

Name Badge Pick Up: Name Badges are to be picked up at the *Exhibitor Registration Counter* which will be located inside the entranceway- Entrance Hall B of the Trump Taj Mahal's Grand Ballroom during Exhibitor set-up and show hours.

Name Badges will not be mailed out to Exhibitors in advance.

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Memo to: Atlantic City Fund Raising Expo Management
FAX: 941-927-5407

From: _____ (Company Name)

Booth(s) #: _____ **Requested by:** _____

Please print Name Badges for the following people who will be at our Exhibit Booth during the 16th Annual Atlantic City Fund Raising Expo:

1. _____
2. _____
3. _____
4. _____

