



EXHIBITING DETAILS

SHOW LOCATION & SHIPPING

SHIPPING DIRECT TO THE CONVENTION CENTER:

Any exhibitor materials should be shipped to the facility (at the address above) and should arrive February 18-20 will be accepted by Show Management. We are not responsible for loss of materials since we simply accept shipments and deliver boxes to your booth. In 19 years of producing shows, we have never had any problems. Check your insurance to make sure you are covered in case of theft. Please be sure to add your company name, booth number and number of boxes to the labels of any boxes you are shipping to the center.

New Jersey Convention Center

Add: YOUR COMPANY NAME, BOOTH NUMBER and NJ HOME & GARDEN SHOW if shipping materials

97 Sunfield Avenue

Edison, NJ 08837

732-417-1400

www.njexpocenter.com

ADVANCE SHIPPING:

Exhibitors wishing to ship materials in advance should work directly with Barton Exposition. There will be material handling fees. Contact: Barton Expositions - 848-200-6876 or Email: ExhibitorServices@Bartonexpo.com

SECURITY:

The Show will provide Security Guards from Friday to Sunday. However, attention is particularly called to the necessity for insurance covering all risks (liability, fire, theft, damage, etc.) on your exhibit from place of shipment to the exhibition facility and return, including the period during which materials remain in the exhibition facility.

LIABILITY:

The Exhibitor is responsible for the booth area assigned and agrees to pay for any damage caused to the floor, walls, doors, etc. during the time they have contracted for the space (move-in and move-out included).

EXHIBITOR BADGES:

All exhibitors are required to wear badges starting Friday morning during move-in and during all show hours. Badges are to be picked up immediately upon entering the Expo Hall and will be available starting Friday morning at the Exhibitor Registration Area located in the main entrance lobby. Each exhibit is entitled to six (6) badges per 100 square feet of exhibit space. The maximum number of badges to be distributed to any one company is 20. Once your company badge allotment has been distributed, there will be a fee of \$5 per additional badge. If a badge is lost, forgotten, misplaced, or left in your booth, your staff will be required to purchase a badge for \$5 to enter the show. You are encouraged to drop off your badge each night so that your company does not run out of your allotment.



EXHIBITING DETAILS Continued.....

BOOTH EQUIPMENT INCLUDES:

Standard 10x10 booths are defined with drapes over pipe frames; 8-foot high back wall with 3-foot high side walls. All 10x10 booths have a 7"x44" booth identification sign. Drape color is black.

FORKLIFT SERVICES:

Complimentary forklift service is available on a first-come, first-served basis for exhibitors.

Move-In:

Wednesday, February 19th – 11 AM to 6 PM

Thursday, February 20th – 9 AM to 6 PM

Move-out

Sunday, February 23rd - 5 PM to 10 PM

Monday, February 24th – 8 AM to 11 AM

SIGNS & BANNERS:

Only one-sided signs and banners may be put above and within the confines of any peninsula booth that is a 20x20 or larger. Island booths can hang double-sided signs. Signs/banners may be suspended above any outer wall booths. Please note that written authorization is required. There are additional costs to hang any banners and signs. Contact Gail Schell at gschell@allshowservices.com for more details.

WATER: Notify us by Friday, February 7, 2020 if you need water.

If your display will require water, see the enclosed water order form.

ELECTRICITY: Last day to order at the discounted rate is Friday, February 14, 2020

Please refer to the order forms from the New Jersey Convention Center for your electrical needs. [Order online.](#)

DEADLINE FOR DISCOUNT SERVICES – ELECTRICAL, WIFI, TABLES, CHAIRS, ETC.

February 14, 2020

- The New Jersey Convention and Expo Center offers significant discounts when ordering electrical, wifi, etc. in advance. For questions about this, please contact Exhibitor Services Manager by phone 732-417-1400 x 1201 or email services@njexpocenter.com. You can also [Order Online.](#)
- Barton Exposition offers significant discounts when ordering tables, chairs, etc. in advance. Feel free to contact Barton at 848-200-6876 (or email: ExhibitorServices@Bartonexpo.com) if you have any questions.

OTHER RULES AND REGULATIONS:

Please refer to the Exhibit Space Agreement for detailed show Rules and Regulations that you have agreed to.

LIMITED EARLY SET-UP:

Exhibitors with exceptionally large and time-consuming displays can arrange for early set-up on Wednesday from 9-11 AM. Contact Gail Schell at gschell@allshowservices.com by Friday, February 7 to schedule. You MUST have prior approval to move-in early.

DISCOUNTED ADMISSION FOR YOUR CUSTOMERS:

Promote the show to your customers and they can save \$5 by purchasing tickets online at www.newjerseyhomeshow.com using promo code THANKS.



EXHIBITING DETAILS Continued.....

FOOD VENDORS:

Companies selling or preparing food in their booth are required to have an Edison Health Department permit.

<http://tinyurl.com/z2nene9>

BOOK YOUR HOTEL ROOM AT THE HILTON GARDEN INN EDISON/RARITAN CENTER:

[Hilton Garden Inn Edison/Raritan Center](#)

732-692-1506

Group Name: New Jersey Home & Garden Show

Group Code: NJHOME

Check-in: 19-FEB-2020 Check-out: 24-FEB-2020

Room block is valid until February 8, 2020 or until the group block is sold out, whichever comes first.

INSURANCE:

All exhibitors must have a commercial general liability policy of not less than \$1,000,000.00 naming the New Jersey Home & Garden Show (NJHGS) as an additional insured. Exhibitor agrees to carry adequate personal and property damage liability and workers' compensation insurance. Certificates of insurance must be furnished by Exhibitor if requested by NJHGS and must be available on-site during the event. Failure by NJHGS to request proof of insurance shall not relieve Exhibitor from carrying proper coverage. Exhibitor understands that NJHGS does not maintain insurance covering Exhibitor's property or person and it is the sole responsibility of Exhibitor to obtain such insurance.

- If you do not already have insurance, you can purchase it for \$65 plus tax from Shoff Darby by clicking here: <https://preview.tinyurl.com/w82dyeg>
- Email your certificate of insurance for liability and workman's compensation to info@allshowservices.com

AUTOMOBILES IN BOOTHS:

Companies having a vehicle in their booth as a part of the display must make sure there is ¼ tank of gas or less, disconnect the battery and turn in a key to the Show Office. The Edison Fire Marshall checks all vehicles prior to show opening. Vehicles must be placed in exhibitors' booth no later than Thursday at 6 PM.

NEW JERSEY DIVISION OF TAXATION REQUIREMENTS

- New Jersey sales tax rate is 6.625% and must be collected on all retail transactions. All exhibitors selling products must submit NJ Tax Form NJ-REG to collect sales tax. You must complete the NJ-REG at least 15 days before you begin business in New Jersey. <http://www.state.nj.us/treasury/revenue/forms/njreg.pdf>
- You can register your business online in New Jersey here: <https://www.njportal.com/DOR/BusinessRegistration/>
- Frequently asked questions and answers can be found here: <http://www.state.nj.us/treasury/taxation/vendorpromoter.shtml>
- Companies that have questions regarding New Jersey Division of Taxation registration and taxes should contact taxrevops@treas.nj.gov or contact Luis Mayen at luis.mayen@treas.nj.gov or 609-306-2115.
- The New Jersey Division of Taxation often canvasses shows. Please be prepared to avoid on-site challenges.

ADDITIONAL SHOW DETAILS HERE:

- <https://www.newjerseyhomeshow.com/exhibitor-info>