



HOME & TM GARDEN SHOW

February 21-23, 2020

**New Jersey Home & Garden Show
At the New Jersey Convention & Exposition Center
RARITAN CENTER
Edison, NJ**

EXHIBITOR SERVICE KIT

All Show Services
11140 Rockville Pike, Suite 100-340
Rockville, MD 20852
301-564-4050

info@allshowservices.com
www.NewJerseyHomeShow.com



Dear Exhibitor:

Welcome to the 2020 New Jersey Home & Garden Show in Edison set for February 21-23!

This documentation includes your official Exhibitor Service Kit with all the information to insure a successful show. Be sure to make yourself aware of all the deadlines, show rules and regulations. All of the pertinent information is included in the kit including advanced order discounts regarding your show needs.

Within this packet, you will find the following:

Move-in, Show Hours, Move-out
Water Order Form
Deadlines & Information to Know

Exhibiting Details / Discount Tickets
Exhibitor Badges
Tips for a Great Show

Scheduled Move-In Times:

Due to the large number and size of exhibits, we have a targeted move-in.

- Wednesday 11 AM to 6 PM Vehicles allowed in on a first-come, first-served basis (30-minute limit imposed)
- Thursday 9 AM to 6 PM Vehicles allowed in on a first-come, first-served basis (30-minute limit imposed)
- Friday 8 AM to 11 AM Restricted drive-in – main aisle only (NO CROSS AISLES)

Shipping of Items:

Schedule anything you ship to the New Jersey Convention Center to arrive: February 18-20. We will sign for your shipments and deliver them to your booth. Shipments arriving earlier than February 18 can be arranged through Barton Expositions at 848-200-6876.

Address all materials arriving February 18-20 to:

Your Company Name and Booth # - New Jersey Home & Garden Show
New Jersey Convention Center
97 Sunfield Ave, Edison, NJ 08837

Complimentary Forklift Service:

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

Move-In:

Wednesday, February 19th – 11 AM – 6 PM
Thursday, February 20th – 9 AM – 6 PM

Move-out

Sunday, February 23 - 5 PM to 10 PM
Monday, February 24 – 8 AM to 11 AM

Marketing is a key ingredient for a successful event. We have a comprehensive marketing campaign. As an exhibitor, take advantage of purchasing discount tickets through us and invite your customers and friends to purchase discount (50% off) tickets to the show through our website. Pass along savings to your customers and tell them about using the discount code: THANKS.

We appreciate your business and look forward to seeing you in Edison. Please call me with any questions you may have.

Sincerely,

Bob O'Loughlin

Bob O'Loughlin, Sales Manager
Bob@allshowservices.com
301-564-4050 x 104



HOME & GARDEN SHOWTM

MOVE-IN, SHOW HOURS, MOVE-OUT

SET-UP	Wednesday, February 19	11 AM – 6 PM	<ul style="list-style-type: none"> Trucks and vehicles with trailers are permitted to drive into the exhibit hall on a first-come, first-served basis. A thirty (30) minute limit will be imposed. Unload materials, remove vehicle, set-up booth. Forklift services (complimentary) are available on a first-come, first-served basis. Limited Early Set-Up: Exhibitors with exceptionally large and time-consuming displays can request early set-up on Wednesday from 9-11 AM. Contact Gail Schell by Friday, February 7th at gshell@allshowservices.com to arrange.
	Thursday, February 20	9 AM – 6 PM	<ul style="list-style-type: none"> Trucks and vehicles with trailers are permitted to drive into the exhibit hall on a first-come, first-served basis. A thirty (30) minute limit will be imposed. Unload materials, remove vehicle, set-up booth. Forklift services (complimentary) are available on a first-come, first-served basis.
	Friday, February 21	8 AM – 11 AM	<ul style="list-style-type: none"> Drive-in access only down main aisle between drive-in doors. A thirty (30) minute limit will be imposed. Unload materials, remove vehicle, set-up booth. No vehicles allowed down cross aisles.
EXHIBIT HOURS	Friday	3 PM – 8 PM	Booth must be complete by 2 PM.
	Saturday	10 AM – 7 PM	Exhibitor access at 9 AM.
	Sunday	10 AM – 5 PM	Exhibitor access at 9 AM.
MOVE-OUT	Sunday, February 23	5 PM – 10 PM	<ul style="list-style-type: none"> No Early Breakdown – Booth Must Be Open Until 5 PM. Vehicles Permitted in the Hall at 6 PM. Trucks and vehicles with trailers are permitted to drive into the exhibit hall on a first-come, first-served basis. Forklift services (complimentary) are available on a first-come, first-served basis.
	Monday, February 24	8 AM – 11 AM	<ul style="list-style-type: none"> Trucks and vehicles with trailers are permitted to drive into the exhibit hall on a first-come, first-served basis. A forklift is available (complimentary) on a first-come, first-served basis. ALL EXHIBITS MUST BE OUT BY 11AM.



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.njexpoctr.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. [Click here to complete your permit.](#)

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](#).
- Email your certificate of insurance for liability and workman's compensation to info@allshowservices.com.

AUTOMOBILES IN BOOTHS:

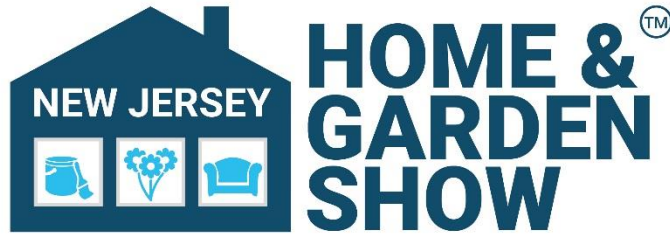
Companies having a vehicle in their booth as a part of the display must make sure there is ¼ tank of gas or less, disconnect the battery and turn in a key to the Show Office. The Edison Fire Marshall checks all vehicles prior to show opening. Vehicles must be placed in exhibitors' booth no later than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



EXHIBITOR DISCOUNT TICKETS

Each Exhibitor will be sent 20 FREE tickets

As an exhibitor in the show, your company will be sent 20 free tickets the week of January 21. Additional tickets can be purchased for \$5 each by exhibitors for special clients, prospects, family and friends.

Exhibitors that sign-up after January 21 should email Eric Udler at eudler@allshowservices.com to request tickets. No tickets will be mailed after January 21. They can be picked up at the show.

We want to order _____ (*insert number here*) discounted tickets to the Home & Garden Show.

Each ticket is \$5 and the total cost is: \$_____.
There are no refunds on unused tickets purchased.

Company Name _____

Contact Name _____

Address _____

City, State, Zip _____

Phone _____ Email _____

Credit Card Type (Visa, Mastercard) _____

Credit Card # _____

Expiration Date _____ CVV# _____

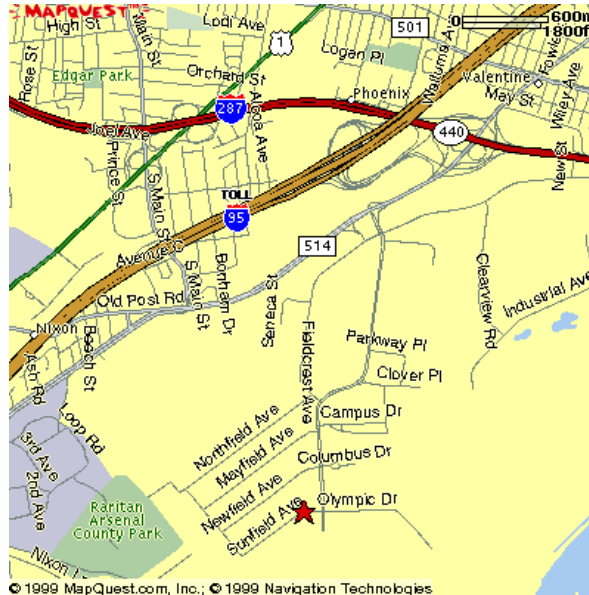
I understand that these tickets are non-refundable and there are no refunds on unused tickets purchased.

Authorized Signature: _____ Date: _____

Email completed form to kpeterston@allshowservices.com or fax to 866-786-8025.



Map and Directions to the NJ Convention Center



NJ Convention and Expo Center
97 Sunfield Avenue * Edison, NJ 08837 * 732-417-1400

NJ Turnpike:

Take New Jersey Turnpike to exit #10 right after tolls for Route. 514 West go to first Jug Handle for Raritan Center follow signs for Expo Hall.

From Garden State Parkway:

Driving Northbound, use Exit #127 and follow signs to I-287 and watch for Route 514 WEST exit, get on Route 514 West and watch for jug handle entrance to Raritan Center on your right.

From Garden State Parkway:

Driving Southbound, use Exit # 129 and follow signs for I-287 and watch for Route 514 West exit. Get on Route 514 West and watch for jug handle entrance to Raritan Center on your right. Follow signs to Expo Center located at END of Raritan Center Parkway.

From Route 1:

Heading north from New Brunswick/Princeton/Trenton watch for Route 440/NJ Turnpike Exit about 5 miles north of the Raritan River. Get on Route 440 and keep right and get off immediately after the NJ Turnpike Exit onto Route 514 West. (2nd exit). Follow signs into Raritan Center.



WATER REQUEST FORM

Water is available, at no charge, to any exhibitor needing it (spas, landscaping, etc.).

Please complete this form and e-mail to Gail Schell at gschell@allshowservices.com no later than Friday, February 7, 2020.

Company Name _____

Your Name _____ Booth # _____

I require water for: _____.

Note: Exhibitors requesting water must be set-up no later than 2 PM on Thursday afternoon.

Emergency contacts for water problems (**REQUIRED**):

Name _____ Mobile # _____

Name _____ Mobile # _____



EXHIBITOR BADGES

- Badges are limited to a maximum of six (6) per 100 square feet of exhibit space.
- The maximum number of badges to be distributed to any one company is twenty (20).
- Badges may be picked-up when you arrive at the show on Friday morning.
- They are not mailed in advance.
- Badges are not personalized with individual names or company names.
- 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 at the Exhibitor Entrance so that your company does not run out of your allotment.

IMPORTANT:

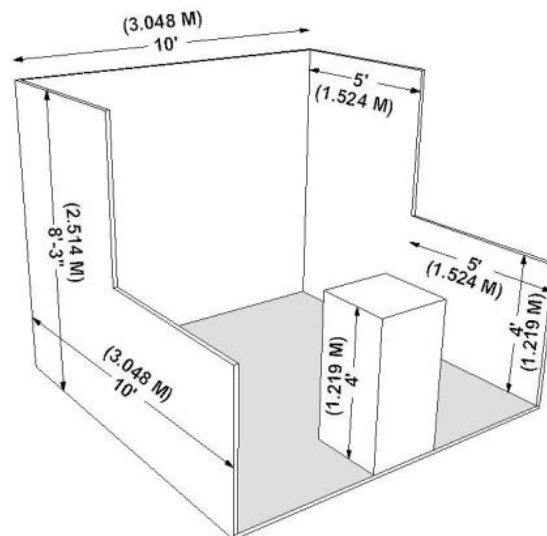
- Minors (Under 18 Years of Age) may not receive exhibitor badges
- Exhibitors are required to wear badges during all show hours.
- Exhibitors will not be permitted into the exhibit hall without a badge.
- No exceptions to these requirements.



NEW JERSEY HOME & GARDEN SHOW

Booth Guidelines

- All drape is black.
- Linear booths (10x10, 10x20, etc.) will have an eight (8) foot draped back wall. On each side, a 32" draped side rail will extend from the back of the booth to the front of the booth.
- Pipe and drape is not provided for 20x20 or larger island booths. It is provided for 20x20 and larger peninsula booths and will be 8' high and 10" across centered in the middle – sides backing up to 10x10 booths will drop to 3' for the remaining 5'. Build your backdrop appropriately.
- Exhibitors are allowed to build their booth to the maximum height of 8 feet. This includes back walls and sidewalls. If the height of your display exceeds 8 feet, please notify Gail Schell at gschell@allshowservices.com for approval.
- Solicitation/Sales Literature: No sales solicitation or distribution of literature outside of your booth space.
- **DISPLAYS:** Displays placed along the side drapes that are over 4 feet high should not extend into the booth more than 4 feet from the back. This will insure not obstructing the view of the neighboring booths.



- **DEMONSTRATIONS:** When sampling, demonstrating and/or entertaining attendees, booths must be arranged so that attendees coming into your exhibit do not block aisles or overlap into neighboring exhibits. If you expect many attendees to congregate in one area at one time, you must leave space within your own exhibit area to absorb the majority of the crowd.
- **AISLES:** The aisles are the property of all exhibitors; therefore, each exhibitor has the responsibility to assure proper flow of traffic through the entire exposition. When large crowds gather to watch a demonstration or entertainment and interfere with the flow of traffic down aisles, or create excessive crowds in neighboring booths, this is an infringement on the other exhibitors' rights. Aisles must not be obstructed at any time.
- **SOUND:** Police your own booth so the noise level from any demonstrations or sound system is kept to a minimum and does not interfere with others. Remember the use of sound systems or equipment producing sound is an exception to the rule, not a right. Show Management reserves the right to determine at what point sound constitutes interference with other exhibits and must be discontinued.
- **GADGETS AND GIMMICKS:** The use of photographers, musicians, entertainers, loud speakers, sound system equipment and noise making devices are restricted to within the booth. Balloons, horns and odors are not allowed. Show Management reserves the right to determine when such items become objectionable.



DEADLINES & INFORMATION TO KNOW

December 20, 2019

- Booth Balance Due – no move-in without booth paid in full. Payment in full is required if registering after this date.

February 7, 2020

- Request for water – see form in this Exhibitor Kit
- Early set up request due by: Friday, February 7 – contact Gail Schell, gschell@allshowservices.com
- Make sure you have the proper insurance

February 8, 2020

- Hotel block expires – visit: [Hilton Garden Inn Edison/Raritan Center](#)

February 14, 2020

- Advanced rate orders due by February 14 for electrical, internet, etc. Contact Nicole Mikic, 732-417-1400 x 1201 or email Nicole@njexpoctr.com
- Advanced rate orders for furniture, carpet, etc. are due by February 14. Contact: Barton Expositions at 848-200-6876 or email: ExhibitorServices@Bartonexpo.com

February 18-20, 2020

- Advanced shipments arrive to facility – anything outside of these dates will be refused.
SHIP TO: New Jersey Convention Center
YOUR COMPANY NAME, BOOTH NUMBER and NJ HOME & GARDEN SHOW
97 Sunfield Avenue
Edison, NJ 08837

February 21, 2020

- Pick-up Exhibitors Badges

February 21-23, 2020 – SHOW DAYS

Immediately following the Show

- New Jersey Sales Tax (6.625%) must be collected and paid by Exhibitors for “cash and carry” sales
- Be sure to register for the 2021 Home & Garden Show



**INFORMATION TO KNOW continued....
WE HATE RULES BUT HAVE TO HAVE THEM**

- Move-In / Move-Out is done on a first-come, first-served basis for loading / unloading ONLY. You will need to check in with Show Staff before entering the building with your vehicle.
- Exhibitors must provide their own carts and/or dollies – none are available for use.
- No tents larger than 10x10 will be permitted on the floor per the Fire Marshal.
- No damage to the facility including driving any nails, hooks, tacks or screws into floors, walls furniture, etc.
- No smoking
- No affixing of any materials to the facility including materials such as paste, tape or other adhesive including duct tape, double-sided tape, or masking tape, etc.
- No flammable materials may be used unless treated with a flame retardant including but not limited to bunting, tissue paper, crepe paper, etc.
- One company per booth – No sharing space.
- New Jersey Sales Tax (6.625%) must be collected and paid by Exhibitors for “cash and carry” sales.
- Helium tanks and helium balloons are strictly prohibited.
- Use only the specified entrance and exit. Opening of other interior doors creates a security breach which endangers you and your merchandise.
- Your booth cannot block the sight lines of neighboring Exhibitors. Refer to the Booth Guidelines located within this Exhibitor Kit. Endcap booth spaces cannot build a solid wall blocking neighboring booths.
- Exhibitors must be contained within the allocated booth space and cannot extend into aisles. Merchandise, displays and/or animals must stay inside your booth space.
- DO NOT pack-up your booth early. No unsold merchandise will be permitted to be removed from the hall prior to 5 PM on Sunday. Exhibitors moving out early will not be welcome at future shows.



Tips for a Great Show!

1. Send free tickets via e-mail to your customers, prospects, friends and family. You get 20 free tickets and can buy additional for just \$5 each!
2. Promote your presence at the show in advance. Offer "SHOW ONLY" prices.
3. Remember that you are going to be spending long hours on your feet so wear comfortable shoes.
4. Order electrical and carpet, tables, etc. by February 14. You will save money. Check when you arrive to make sure that you have everything that you requested, and bring copies of your order forms with you.
5. Set up early.
6. Be in your booth early. Doors will open promptly at 10 AM on Saturday and Sunday.
7. Never leave your exhibit unattended. There will *always* be someone at your booth wanting to buy the moment you walk away.
8. Make your booth inviting. Don't barricade yourself inside.
9. Do not allow your staff to be on their phones, read books or magazines (and don't do it yourself) in your booth. Customers hate to disturb someone happily engrossed in reading.
10. People are more likely to visit you in your booth if you are standing up and looking attentive. Smile and invite them into your booth. Customers don't want to interrupt you if you are all sitting around engrossed in a conversation.
11. Look happy -- even if you're not.
12. Offer service, advice and a friendly face -- people always return to places they feel welcome.
13. Have a drawing for a special item -- an excellent and easy way to develop a mailing list.
14. Come to the show prepared.
 - Bring your own hand truck or cart.
 - A vacuum for cleaning your carpet at night.
 - An extension cord. Your power source is not always where you need it.
 - An electrical power strip.
 - Sheets for covering your merchandise at night.