



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 are permitted per the Fire Marshal. Material must be fire-retardant with a certificate sewn in by the manufacturer. If you have a tent and are using any electricity, you need to have a fire extinguisher.
- 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.