



## DEADLINES & INFORMATION TO KNOW

### February 3, 2023

- Courtyard Marriott block expires on February 3 – visit: [tinyurl.com/364hhs9](https://tinyurl.com/364hhs9)

### February 14, 2023

- **WATER** -Request for water – see form online - <https://www.njexpocenter.com/event-planners/services/>
- **EARLY SET-UP** request due by: Friday, February 10 – contact Gail Schell at [gschell@allshowservices.com](mailto:gschell@allshowservices.com)
- **INSURANCE** - Make sure you have the proper insurance on file with Show Management
- **ADVANCED RATE ORDERS FOR ELECTRIC/WiFi** - The **Convention Center** offers significant discounts when ordering electrical, wifi, etc. in advance. Contact Exhibitor Services at 732-417-1400 x 1201 or email [services@njexpocenter.com](mailto:services@njexpocenter.com). <https://marketplace.njexpocenter.com/>
- **ADVANCED RATE ORDERS FOR TABLES/CHAIR/CARPET**, etc. are due by February 10. Contact **General Exhibition** at [info@generalexposition.com](mailto:info@generalexposition.com) or 610-495-8866.
  - Order online: <https://www.generalexposition.com/online-servicekit.php>
  - Code to pull up Home Show pricing is: NJHOMEGARDEN

### February 23-24, 2023

- Advanced shipments arrive to facility – anything outside of these dates will be refused unless other arrangements have been made with General Exposition Services.

SHIP TO: New Jersey Convention Center

**YOUR COMPANY NAME, BOOTH NUMBER and NJ HOME & GARDEN SHOW**

97 Sunfield Avenue

Edison, NJ 08837

### February 24, 2023

- Pick-up Exhibitors Badges **starting at 1 pm** (Inside Entry Doors)

### February 24-26, 2023 - SHOW DAYS

### Immediately following the Show

- Be sure to register for **booth space by April 4, 2023** for the 2024 Home & Garden Show **to get the lowest rate.**



**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 10'x10' 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 please make sure you have notified Show Management. You will 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 at any time.
- 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.