



EXHIBITING DETAILS

SHOW LOCATION & SHIPPING - SHIPPING DIRECT TO THE CONVENTION CENTER:

Any exhibitor materials arriving on February 23-24 will be accepted by Show Management. Freight sent earlier must be coordinated through General Exposition Services – details below. We are not responsible for loss of materials since we simply accept shipments and deliver boxes to your booth. In 22 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

97 Sunfield Avenue

Edison, NJ 08837

732-417-1400

www.njexpoctr.com

ADVANCED SHIPPING:

Exhibitors wishing to ship materials in advance should work directly with General Exhibition Services at info@generalexposition.com or 610-495-8866. There will be material handling fees.

SECURITY:

The Show will provide Security Guards Friday and Saturday nights after the show closes. 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 at 1 PM and during all show hours. Badges are to be picked up in immediately upon entering the Expo Hall 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.

BOOTH INCLUDES:

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



EXHIBITING DETAILS Continued.....

FORKLIFT SERVICES:

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

Move-In:

Wednesday, February 22 – 8 PM to 11 PM

Thursday, February 23 – 9 AM to 6 PM

Move-out

Sunday, February 26 - 5 PM to 10 PM

Monday, February 27 – 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. The convention center charges for hanging banners and signs. Contact Gail Schell – gschell@allshowservices.com for more details.

WATER: Deadline for advanced rates is February 14, 2023.

If your display will require water, please visit the facility's web site to order – Water Order -

<https://www.njexpoctr.com/event-planners/services/>

ELECTRICITY: Last day to order at the discounted rate is Friday, February 14, 2023.

Please refer to the order forms from the New Jersey Convention Center for your electrical needs.

<https://marketplace.njexpoctr.com/>

ELECTRICAL, WIFI, TABLES, CHAIRS, ETC. – Deadline is February 14, 2023

- The New Jersey Convention and Expo Center offers significant discounts when ordering electrical, wifi, etc. in advance. <https://marketplace.njexpoctr.com/>
- Questions about electric or Wi-Fi, call 732-417-1400 x 1201 or email services@njexpoctr.com.
- General Exposition offers significant discounts when ordering tables, chairs, etc. in advance.
- To order go to: <https://www.generalexposition.com/online-servicekit.php> (Code: NJHOMEGARDEN)

BOOK YOUR HOTEL ROOM AT COURTYARD MARRIOTT EDISON: Deadline to book is February 3

Courtyard Marriott - 732-738-1991

\$90/night. Book rooms here: tinyurl.com/364hnsk9

LIMITED EARLY SET-UP:

Exhibitors with 20x20 booths and larger can arrange for early set-up on Wednesday from 8 PM to 11 PM. Contact Gail Schell at gschell@allshowservices.com by Friday, February 10 to schedule. You MUST have prior approval to move-in early.

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.**



EXHIBITING DETAILS Continued.....

FOOD VENDORS:

FOOD & BEVERAGE (Human Food) – SALES & SAMPLING GUIDELINES

- Companies selling or sampling consumables allowed on a case-by-case basis. Companies selling consumables (anything that can be consumed while at the show – popcorn, pickles, jerky, candies, chocolate, pastries, cookies, pretzels, coffee, smoothies/slushies) must be approved by Annie Daidone with Featured Catering. She can be reached at adaidone@featuredcatering.com or 201-815-0827. **Deadline is February 14, 2023.**
- Note: Food and beverage items that are consumed onsite are subject to a 35% commission on total sales to Featured Catering. Beverages such as bottled water and soda are not permitted to be sold.
- All food vendors including those sampling anything are required to have an Edison Health Department temporary food permit. Cost is \$75. <https://edisonnj.rja.revize.com/forms/44> **Deadline is February 21** – Application must be completed and fees must be paid.

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 (11140 Rockville Pike, Suite 100-340, Rockville, MD 20852. Feb. 24-26, 2023) 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 Total Event: <https://tinyurl.com/46738p7k>

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

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.** <https://nj.gov/labor/handbook/formdocs/FormIntroNJREG.html>
- 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 Steve Varites at Steve.Varites@treas.nj.gov or 609-203-3259.
- The New Jersey Division of Taxation often canvasses shows. Please be prepared to avoid on-site challenges.

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**.

ADDITIONAL SHOW DETAILS HERE:

- <https://www.newjerseyhomeshow.com/exhibitor-info/>
- Please check your signed contract to review all agreed to Rules & Regulations.