



March 18-20, 2022
NJ Convention & Exposition Center
Edison, New Jersey

Welcome to the on-line Exhibitor Information Manual. Please take time to review the details enclosed to ensure a successful show. Take note of the show deadlines and discounts to save time and money! Use the Exhibitor Checklist to keep track of tasks and deadlines.

We are looking forward to working with you to make the 2022 show a success!

If you have any questions, please contact:

Tod Alberto: tod@sportshows.com, (603) 276-4111 x1

Sara Hege: sara@sportshows.com, (603) 276-4111 x2

Show Information

LOCATION

New Jersey Convention & Expo Center

97 Sunfield Ave, Edison, NJ 08837

Ph: 732-417-1400

Fax: 732-417-1414

Website: www.njexpocenter.com

SHOW DATES & HOURS

Move-in

Wednesday, March 16:

12:00 p.m. – 6:00 p.m.

Thursday, March 17:

9:00 a.m. - 6:00 p.m.

Friday, March 18:

9:00 a.m. – 12:00 p.m. (No Drive In Permitted)

Show

Friday, March 18:

*12:00 p.m. – 8:00 p.m.

* Exhibitor Access is 1.5 hours opening; all exhibitors must

prior to show Saturday, March 19:

*10:00 a.m. – 6:00 p.m.

vacate the Sunday, March 20:

*10:00 a.m. – 5:00 p.m.

building at the close of daily

show hours.

Move-out

Sunday, March 20:

5:00 p.m. – 10:00 p.m.

Exhibitor Checklist

To Have A Successful Show...

[] **Sportshows Documents**

Exhibitor's Certificate of Insurance – <i>as soon as possible, by</i>	March 4, 2022
Exhibitor Credentials	March 11, 2022

[] **New Jersey Convention & Expo Center Order Forms**

Wireless Internet Service (for 1IP/1 Device)	On-Site
Discount Hard-Wired Internet Service	March 12, 2022
Banner and Sign Hanging	March 12, 2022
Cleaning Order Form	March 12, 2022
Electric Service Order Form	March 2, 2022
Telephone Service Order Form	March 2, 2022
Water & Drainage Service Order Form	March 12 ,2022

[] **General Exposition Services Events Services Order Forms**

Furniture Rental Order Form	March 7, 2022
Carpet Rental Order Form	(Plush) February 28, 2022 (Standard) March 7, 2022
Labor and Rigging Services Order Form	March 7, 2022
Hardwall Rental Order Form	February 28, 2022
Advanced Shipment to Warehouse - Must be received by	March 16, 2022
Discount Advanced Shipment - Must be received by	March 7, 2022

OFFICIAL SERVICE CONTRACTORS

New Jersey Convention & Expo Center

97 Sunfield Ave

Edison, NJ 08837

Ph: 732-417-1400

Website: www.njexpocenter.com

- ◆ Wireless and Wired Internet Service
- ◆ Banner and Sign Hanging
- ◆ Cleaning
- ◆ Telephone Service
- ◆ Electric Service
- ◆ Water and Drainage Service
- ◆ Audio Visual Equipment Rental

Print and mail forms - Back of this kit

Order online: [Order Convention Services Online](#)

General Exposition Services

205 Windsor Road Limerick

Business Center Pottstown, PA

19464

Ph: 610-495-8866

Fx: 610-495-8870

www.generalexposition.com

- ◆ Display Booth Furniture (Tables, Chairs, etc.)
- ◆ Exhibit Installation & Dismantling
- ◆ Carpet Rental, Installation
- ◆ In-Booth Forklift Service
- ◆ Material Handling, Freight Services

Ordering information at [General Exposition Services Online Kit](#)