



March 15-17, 2024

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 2024 show a success!

If you have any questions, please contact:

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

Sara Hege - Show Operations: 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 13: 12:00 p.m. – 6:00 p.m.

Thursday, March 14: 9:00 a.m. - 6:00 p.m. (No vehicles on show floor after 4 pm)

Friday, March 15: 9:00 a.m. – 12:00 p.m. (No Drive In Permitted)

Show

Friday, March 15: 12:00 p.m. – 8:00 p.m.

Saturday, March 16: *10:00 a.m. – 6:00 p.m.

Sunday, March 17: *10:00 a.m. – 5:00 p.m.

* Exhibitor Access is 1.5 hours prior to show opening; all exhibitors must vacate the building within 30 minutes of show close daily

Move-out

Sunday, March 17: 5:00 p.m. – 10:00 p.m.

Exhibitor Checklist

To Have A Successful Show...

[] **Sportshows Documents**

Exhibitor's Certificate of Insurance – *as soon as possible, by* March 4, 2024

Exhibitor Credentials March 8, 2024

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

Wireless Internet Service (for 1IP/1 Device) On-Site

Discount Hard-Wired Internet Service February 26, 2024

Banner and Sign Hanging March 8, 2024

Cleaning Order Form March 8, 2024

Electric Service Order Form March 8, 2024

Telephone Service Order Form February 26, 2024

Water & Drainage Service Order Form March 8, 2024

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

Discount Order Deadline: March 1, 2024

Furniture Rental Order Form March 1, 2024

Carpet Rental Order Form (Plush) Feb 23, 2024 (Standard) March 1, 2024

Labor and Rigging Services Order Form March 1, 2024

Hardwall Rental Order Form February 23, 2024

Advanced Shipment to Warehouse - Must be received by March 12, 2024

Discount Advanced Shipment - Must be received by March 1, 2024

[] Hotel Bookings February 27, 2024

OFFICIAL SERVICE CONTRACTORS

New Jersey Convention & Expo Center

97 Sunfield Ave

Edison, NJ 08837

Ph: 732-417-1400

Website: www.njexpoctr.com

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

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

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

Order online at [General Exposition Services](#) - AT THE LOG IN PAGE – Check the agreement box and enter the password: **NJSALTFISH**

PLEASE NOTE: Show management is not responsible for the return of any rented audio-visual equipment. This is the responsibility of the exhibitor who contracted for the rental equipment.

-BOOTH EQUIPMENT

The following are included in the price of your booth space:

- 8' high drape backwall (blue and white)
- 32" high drape siderails (blue and white)
- 6" x 24" identification sign listing your company name & booth number

-CERTIFICATE OF INSURANCE

As an exhibitor, you are required to carry commercial general liability insurance including products and completed operations, contractor's personal injury and blanket contractual liability insurance at limits of at least \$1,000,000 per occurrence and \$2,000,000 aggregate. These coverages must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder. Coverage should begin from your first move-in day (March 13, 2024) and last through your last move-out day (March 17, 2024) and name SportShows LLC, Saltwater Fishing Expo, and The New Jersey Convention and Expo Center as additional insureds. Email your certificate to Sara Hege sara@sportshows.com; 603-276-4111; ext 2. Sportshows, 2810 N Church St Ste 98602, Wilmington, DE 19802

-EXHIBIT REGULATIONS

Please see Allocation Procedures & Display Guidelines located at the back of this manual.

-EXHIBITOR CREDENTIALS

Badges will be picked up at the show. Badge allotment is determined by the company's total square footage of contracted exhibit space. You can register your staff for badges [here](#), your access code has been emailed to the primary contact on your account.

For questions, please contact Sara Hege - sara@sportshows.com, 603-276-4111 x2

A \$10 reprint fee will be assessed for lost badges

Reminder—Enhanced Security Protocol

Anyone using an exhibitor badge to enter the show site will be required to present government-issued identification (ID) along with their badge. This will enhance show security and:

- Ensure only authorized personnel have access to the show outside of show hours
- Protect exhibitor's products and displays
- Husbands, wives, children, friends and clients are not eligible to use exhibitor badges to gain admission to the show. Any violation of this regulation will mean automatic forfeiture of exhibit space.

Our credential allotment policy is:

- 199 Sq. Ft. or less = 6 Credentials
- 200 – 399 Sq. Ft. = 10 Credentials
- 400 – 2000 Sq. Ft. = 15 Credentials
- 2001 – 3500 Sq. Ft. = 20 Credentials
- 3501 – 5000 Sq. Ft. = 25 Credentials

-FLOORPLAN

Please refer to the [Floorplan](#) before you arrive for move-in to find your booth location. See site map of expo center property for parking and entrance locations (back of manual).

-HOTELS AND ACCOMMODATIONS

The following hotels are listed only as a convenience and should not be considered recommendations by show management. When making your reservation, be sure to identify yourself as an exhibitor at the Saltwater Fishing Expo and confirm the rate.

Sheraton Edison Hotel

125 Raritan Center Parkway Edison I New Jersey, 08837 ph: 732-225-8300

Rates: From \$129 per night plus tax.

[Click Here to Book](#)

Reservations must be made by Monday, February 19

Hilton Garden Inn Edison/Raritan Center

50 Raritan Center Parkway, Edison, New Jersey 08837 p: 732.225.0900

Rates: \$135 per night plus tax

[Click Here to Book](#)

Reservations must be made by Wednesday, February 28

-LOCATION OF EXPOSITION

[New Jersey Convention & Expo Center](#)

97 Sunfield Ave, Edison, NJ 08837

Ph: 732-417-1400

-MANAGEMENT

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

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

-MOVE-IN

All exhibit space charges must be paid in full and a signed contract submitted to SPORTSHOWS LLC before exhibitors will be allowed to set up an exhibit or obtain exhibitor badges.

General Move-In	<u>Wednesday, March 13</u> 12:00PM–6:00PM	<u>Thursday, March 14</u> 9:00AM-6:00PM	<u>Friday, March 15 – carry in only</u> 9:00AM-12:00PM (Noon)
-----------------	--	--	--

*******PLEASE NOTE...No vehicles will be allowed on the show floor after Thursday March 14 at 4:00 - none on the show floor Friday March 15. *******

******* Please refer to the [Online Floorplan](#) before arriving *******

All exhibit materials must be moved into the building during the hours indicated above. Actual inside set-up of your display must be completed by show opening – Friday, March 15 at 12:00 noon. Show management reserves the right to refuse vehicular access onto the exhibit floor due to weather conditions and/or the size of the vehicle, etc.

No vehicles will be allowed on the exhibit floor after 4:00PM, Thursday, March 14.

Vehicular Entrances

Please refer to the floorplan and/or the Garden State Exhibit Center Site Plan (at back of manual) for location of the loading doors.

-MOVE-OUT

Early teardown is prohibited. Exhibitor displays may not be removed or dismantled under any circumstances until the doors close to the public at 5:00PM, Sunday, March 17. Any exhibitor who removes an exhibit prior to closing may forfeit exhibit space in future shows. Also, it is important for security purposes that exhibitors continue to wear their identification badges during move-out.

The freight door will be opened for move-out as soon as possible after the show closes and vehicles will be permitted access to the show floor as traffic permits. The drayage company (General Exposition Services) will set out packing crates/boxes as quickly as possible.

Move-Out Days/Hours

Sunday, March 17 5:00 PM – 10:00 PM

All exhibit materials must be removed from the NJ Convention & Expo Center by 10:00 am, Monday, March 18 or they will be placed into forced freight.

-MUSIC, COPYRIGHTED: PLAYING OF

Playing of music by exhibitors during the show will not be permitted unless the exhibitor is in compliance with all copyright and/or other laws applicable to the playing of such music. Exhibitors are solely liable for any music played regardless of whether such music is contained on a video/audio tape, compact disc or electronically transmitted by radio or television or by any other means.

-PARKING

Please refer to the New Jersey Convention & Expo Center Site Plan (at back of manual) for the location of exhibitor parking areas.

-SALES TAX

All exhibitors selling merchandise at the show are responsible for registering with the State of New Jersey to collect sales tax. New Jersey law requires that all vendors register with the State of New Jersey at least 15 days before starting business and that they collect sales tax on all sales of taxable goods and services. The current sales tax rate is 6.625% (effective January 1, 2018).

Find the registration application (NJ-REG) and information online at NJ Department of Treasury.

Additional information is available on-line at www.state.nj.us/treasury/taxation/ and www.state.nj.us/treasury/revenue, or call 609-292-9292.

-SHIPMENTS TO THE NJ CONVENTION & EXPO CENTER

Refer to [General Exposition Services](#)

-SHOW DAYS AND HOURS

March 15 (Friday) 12:00PM* – 8:00 PM

March 16 (Saturday) 10:00AM* – 6:00 PM

March 17 (Sunday) 10:00AM* – 5:00 PM

*Exhibitors may enter the Exhibit Center 1.5 hours prior to show opening on Saturday and Sunday and must vacate the building at show closing each day.