



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.