



## Exhibitor Checklist

**MOVE-IN:** Tuesday, February 27, 2024: 8:00 am – 4:00 pm

**SHOW DATE:** Wednesday, February 28, 2024: 8:00 am – 3:30 pm

**MOVE-OUT:** Wednesday, February 28, 2024: 3:45 pm – 9:00 pm

☑	DATE	ITEM	COMMENTS
	October 31, 2023	Last day to secure the same booth location as the 2023 show.	50% deposit is required. All booth space to be released on November 1, 2023, and assigned on a first-come, first-served basis.
	December 31, 2023	Full booth payment due.	Balance (100%) of booth payment due.
	December 31, 2023	Last day to receive NJLCA Early Bird Exhibitor Pricing (Member and Non-member).	Reminder: Contract, 100% of booth fee and certificate on insurance (COI) must be received by this date to guarantee placement.
	December 31, 2023	COI due.	Please see page 2, item 6, of your contract for COI requirements.
	January 30, 2024	Last day to submit Intent to Use Non-official Contractor form.	Exhibitors who intend to use an outside contractor for booth set-up/break-down can only supply a supervisor, per union rules.  Those wishing to use an outside contractor must submit an Intent to Use Non-official Contractor form and COI.  Please see MECO Exhibitor Packet for more details.
	February 13, 2024	Last day to make hotel reservations at NJLCA discounted rate.	<b>Harmony Suites</b> 455 Plaza Drive, Secaucus NJ 07094 <a href="http://www.harmonysuites.com">www.harmonysuites.com</a> Promo code: Landscape1  Rate: \$139 per night plus tax & fees (17.625%)

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	February 16, 2024	Last day to submit advertisement for NJLCA <i>Exhibitor Buyer's Guide</i> .	To review <i>Exhibitor Buyer's Guide</i> and Sponsorship Forms, visit <a href="https://njlandscapeshow.com/">https://njlandscapeshow.com/</a> and choose "Exhibitor Prospectus" from the <b>Exhibitor Info</b> menu.
	February 16, 2024	Last day to request Exhibitor Badges to be mailed.	Upon request, Exhibitor may have their badges mailed to the address on file.
	February 16, 2024	Exhibitor Move-in Schedule emailed to all Exhibitors and posted on <a href="https://njlandscapeshow.com/">https://njlandscapeshow.com/</a>	Please check your email for Exhibitor Move-in Schedule.
	February 19, 2024	Exhibitor Badges mailed.	For those Exhibitors who requested it, badges will be mailed to the address on file.
	February 20, 2024	Last day to submit "Show Specials" to be included on Specials Flyer. This sponsorship is free!	Exhibitors wishing to extend special offers to show attendees can be included on the Specials Flyer distributed in the show bag.
	February 20, 2024	SMG Exhibition Services order forms—with full payment, including 6.625% sales tax—must be submitted to receive Early Bird Pricing.	SMG forms include: <ul style="list-style-type: none"> <li>• Service Contractor order</li> <li>• Labor order</li> <li>• Carpet rental (booth) order</li> <li>• Furniture/accessories rental order</li> <li>• Sign order (custom)</li> <li>• Compressed air order</li> </ul>
	February 20, 2024	Last day to change or cancel SMG Exhibitor Services orders.	Changes/cancelations after this time will incur a 50% pick-up charge.
	February 20, 2024	We recommend that other supply vendor forms be returned to ensure timely processing.	Reminder: Vendors supplying the services below are not part of SMG; therefore, please return order forms to individual vendors listed on forms.  Non-SMG vendors include: <ul style="list-style-type: none"> <li>• Audio/Visual service</li> <li>• Electrical service</li> <li>• Floral rental</li> <li>• Fire extinguisher rental</li> <li>• Plumbing service</li> <li>• Telephone/Internet service</li> </ul>

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	February 21, 2024	Donations for the Silent Auction must be received at the NJLCA office.	To review the Silent Auction Form visit <a href="https://njlandscapeshow.com/">https://njlandscapeshow.com/</a> . Shipping/delivery address: 465 Mola Blvd., Suite 2 Elmwood Park, NJ 07407
	February 26, 2024	Last day to request Exhibitor Badges to be picked up on site.	Online Exhibitor Badge website closes. Additions/changes must be made on-site.
	February 27, 2024	Exhibitors move in between 8:00 am – 4:00 pm.	To ensure an orderly move-in, please adhere to your assigned move-in time. Please see move-in schedule posted at <a href="https://njlandscapeshow.com/">https://njlandscapeshow.com/</a> .
	February 28, 2024	<i>Landscape New Jersey</i> show hours: 8:00 am – 3:30 pm	Exhibitors will have access to the show floor at 7:00 am.
	February 28, 2024	Exhibitor Move-out between 3:45 pm – 9:00 pm. Be kind to your fellow exhibitors! <b>Early breakdown is not permitted.</b>	<i>Reminder:</i> Driver must check in at the service desk no later than 6:00 pm. No machinery can be driven before aisle carpet has been removed.

**Questions?** Contact Judy (201-321-5111) or Jill (484-894-1111)

