



Exhibitor Checklist

MOVE-IN: Tuesday, February 25, 2025: 8:00 am – 4:00 pm

SHOW DATE: Wednesday, February 26, 2025: 8:00 am – 3:30 pm

MOVE-OUT: Wednesday, February 26, 2025: 3:45 pm – 9:00 pm

| ☑ | DATE | ITEM | COMMENTS |
|---|--------------------|--|---|
| | September 20, 2024 | Last day to secure the same booth location as the <i>Landscape New Jersey 2024</i> show. | 50% deposit required. All booth space to be released on September 23, 2024, and assigned on a first-come, first-served basis. |
| | December 31, 2024 | Full booth payment due. | Balance (100%) of booth payment due. |
| | December 31, 2024 | Last day to receive NJLCA Early Bird Exhibitor Pricing (Member and Non-member). | Reminder: Contract, 100% of booth fee and certificate of insurance (COI) must be received by this date to guarantee placement. |
| | December 31, 2024 | COI due. | Please see page 2, item 6, of your contract for COI requirements. |
| | February 12, 2025 | Last day to request Exhibitor Badges to be mailed. | Upon request, Exhibitor may have their badges mailed to the address on file. |
| | February 14, 2025 | Last day to make hotel reservations at NJLCA discounted rate. | Harmony Suites 455 Plaza Drive, Secaucus NJ 07094 www.harmonysuites.com Promo code: TBD Rate: \$TBD per night plus tax & fees (17.625%) |
| | February 14, 2025 | 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 https://njlandscapeshow.com/ and choose "Exhibitor Prospectus" from the Exhibitor Info menu. |

| ☑ | DATE | ITEM | COMMENTS |
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| | February 14, 2025 | Exhibitor Move-in Schedule emailed to all Exhibitors and posted on https://njlandscapeshow.com/ | Please check your email for Exhibitor Move-in Schedule. |
| | February 17, 2025 | Exhibitor Badges mailed. | For those Exhibitors who requested it, badges will be mailed to the address on file. |
| | February 19, 2025 | Last day to submit "Show Specials" to be included on the Specials Flyer. | Exhibitors wishing to extend special offers to show attendees can be included on the Specials Flyer distributed in the show bag. This sponsorship is free! |
| | February 21, 2025 | 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"> • Service Contractor order • Labor order • Electrical service • Carpet rental (booth) order • Furniture/accessories rental order • Sign order (custom) • Compressed air order |
| | February 21, 2025 | Last day to change or cancel SMG Exhibitor Services orders. | Changes/cancelations after this time will incur a 50% pick-up charge. |
| | February 21, 2025 | 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"> • Audio/Visual service • Floral rental • Fire extinguisher rental • Plumbing service • Telephone/Internet service |

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| | February 21, 2025 | Last day to submit Intent to Use Non-official Contractor form. | <p>Exhibitors who intend to use an outside contractor for booth setup/breakdown can only supply a supervisor, per union rules.</p> <p>Those wishing to use an outside contractor must submit an Intent to Use Non-official Contractor form and COI.</p> <p>Please see MECO Exhibitor Packet for more details.</p> |
| | February 21, 2025 | Donations for the Silent Auction must be received at NJLCA office. | <p>To review Sponsorship Form visit https://njlandscapeshow.com/.</p> <p>Shipping/delivery address: 465 Mola Blvd., Suite 2 Elmwood Park, NJ 07407</p> |
| | February 24, 2025 | 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 25, 2025 | Exhibitors move in between 8:00 am – 4:00 pm. | <p>To ensure an orderly move-in, please adhere to your assigned move-in time. Please see move-in schedule posted at https://njlandscapeshow.com/.</p> |
| | February 26, 2025 | <i>Landscape New Jersey 2025</i> show hours: 8:00 am – 3:30 pm | Exhibitors will have access to the show floor at 7:00 am. |
| | February 26, 2025 | <p>Exhibitor Move-out between 3:45 pm – 9:00 pm.</p> <p>Be kind to your fellow exhibitors!</p> <p>Early breakdown is not permitted.</p> | <p><i>Reminder:</i> Driver must check in at the service desk no later than 6:00 pm.</p> <p>No machinery can be driven before aisle carpet has been removed.</p> |

Questions? Contact Judy (201-321-5111) or Jill (484-894-1111) or email: shows@njlca.org