



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 submit advertisement for NJLCA <i>Exhibitor Buyer's Guide</i> .	To review <i>Advertising and Sponsor Guide</i> , visit https://njlandscapeshow.com/ and choose Exhibitor Info menu.
	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 14, 2025	Exhibitor Badges mailed.	For those Exhibitors who requested it, badges will be mailed to the address on file.

☑	DATE	ITEM	COMMENTS
	February 17, 2025	Last day to make hotel reservations at NJLCA discounted rate.	<p>Harmony Suites 455 Plaza Drive, Secaucus NJ 07094 www.harmonysuites.com Promo code: Landscape1 Rate: \$149 per night plus tax & fees (17.625%)</p>
	February 19, 2025	Last day to submit "Show Specials" to be included on the Specials Flyer.	<p>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!</p>
	February 21, 2025	SMG Exhibition Services order forms—with full payment, including 6.625% sales tax—must be submitted to receive Early Bird Pricing.	<p>SMG forms include:</p> <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.	<p>Changes/cancelations after this time will incur a 50% pick-up charge.</p>
	February 21, 2025	We recommend that other supply vendor forms be returned to ensure timely processing.	<p>Reminder: Vendors supplying the services below are not part of SMG; therefore, please return order forms to individual vendors listed on forms.</p> <p>Non-SMG vendors include:</p> <ul style="list-style-type: none"> • Audio/Visual service • Floral rental • Fire extinguisher rental • Plumbing service • Telephone/Internet service

☑	DATE	ITEM	COMMENTS
	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	<p><i>Landscape New Jersey 2025</i> show hours: 8:00 am – 3:30 pm</p>	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?

email: shows@njlca.org or

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