



Exhibitor Checklist

MOVE-IN: Tuesday, February 24, 2026: 8:00 am – 4:00 pm

SHOW DATE: Wednesday, February 25, 2026: 8:00 am – 3:30 pm

MOVE-OUT: Wednesday, February 25, 2026: 3:45 pm – 9:00 pm

☒	DATE	ITEM	COMMENTS
	September 30, 2025	Last day to secure the same booth location as the <i>Landscape New Jersey 2025</i> show.	50% deposit required. All booth space to be released on October 1, 2025, and assigned on a first-come, first-served basis.
	December 31, 2025	Full booth payment due.	Balance (100%) of booth payment due.
	December 31, 2025	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, 2025	COI due.	Please see page 2, item 6, of your contract for COI requirements.
	February 9, 2026	Exhibitor Move-in Schedule emailed to all Exhibitors	Please check your email for Exhibitor Move-in Schedule. Also visit https://njlandscapeshow.com/ and choose Exhibitor Info menu.
	February 11, 2026	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 12, 2026	Last day to request Exhibitor Badges to be mailed.	Upon request, Exhibitor may have their badges mailed to the address on file.
	February 13, 2026	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!

☑	DATE	ITEM	COMMENTS
	February 16, 2026	Last day to make hotel reservations at NJLCA discounted rate.	Harmony Suites 455 Plaza Drive, Secaucus NJ 07094 www.harmonysuites.com Promo code: Landscape1 Rate: \$149 per night plus tax & fees (17.625%)
	February 18, 2026	Last day to change or cancel SMG Exhibitor Services orders.	Changes/cancelations after this time will incur a 50% pick-up charge.
	February 20, 2026	SMG Exhibition Services order forms—with full payment, including 6.625% sales tax—must be submitted to receive Early Bird Pricing.	SMG forms include: • Service Contractor order • Labor order • Electrical service • Carpet rental (booth) order • Furniture/accessories rental order • Sign order (custom)
	February 20, 2026	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: • Audio/Visual service • Floral rental • Fire extinguisher rental • Plumbing service • Telephone/Internet service
	February 20, 2026	Donations for the Silent Auction must be received at NJLCA office.	To review Sponsorship Form, visit https://njlandscapeshow.com/ and choose Exhibitor Info menu. Shipping/delivery address: 465 Mola Blvd., Suite 2 Elmwood Park, NJ 07407
	February 20, 2026	Last day to request Exhibitor Badges to be picked up on site.	Online Exhibitor Badge website closes. Additions/changes must be made on site.

☒	DATE	ITEM	COMMENTS
	February 23, 2026	Shipments can begin arriving at the Show Site between 8:00am – 4:30pm No advance shipments available.	Ship to” SMG Exposition Center 355 Plaza Drive Secaucus, NJ 07094 ATTN: LNJ 2026 / Booth #
	February 24, 2026	Exhibitors move in between 8:00 am – 4:00 pm.	To ensure an orderly move-in, please adhere to your assigned move-in time. To view move-in schedule visit https://njlandscapeshow.com/ and choose Exhibitor Info menu.
	February 25, 2026	<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 25, 2026	Exhibitor Move-out between 3:45 pm – 9:00 pm. Be kind to your fellow exhibitors! Early breakdown is not permitted.	<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?email: shows@njlca.org or

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

