



January 12 - 14, 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](mailto:tod@sportshows.com), (603) 276-4111 x1

Sara Hege - Show Operations: [sara@sportshows.com](mailto:sara@sportshows.com), (603) 276-4111 x2

Kristen Monroe – Customer Relations Manager: [kristen@sportshows.com](mailto:kristen@sportshows.com), (603) 276-4111 x3

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## 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](http://www.njexpocenter.com)

### SHOW DATES & HOURS

#### Move-in

Wednesday, January 10: 12:00 p.m. – 6:00 p.m.

Thursday, January 11: 9:00 a.m. - 6:00 p.m. (No vehicles on show floor after 4 pm)

Friday, January 12: 9:00 a.m. – 12:00 p.m. (No Drive In Permitted)

#### Show

Friday, January 12: 12:00 p.m. – 8:00 p.m.

Saturday, January 13: \*10:00 a.m. – 7:00 p.m.

Sunday, January 14: \*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, January 14: 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* January 5, 2024
- Exhibitor Credentials January 8, 2024

**[ ] New Jersey Convention & Expo Center Order Forms**

- Wireless Internet Service (for 1IP/1 Device) On-Site
- Discount Hard-Wired Internet Service January 8, 2024
- Banner and Sign Hanging January 5, 2024
- Cleaning Order Form January 5, 2024
- Electric Service Order Form January 5, 2024
- Telephone Service Order Form January 8, 2024
- Water & Drainage Service Order Form January 5, 2024

**[ ] General Exposition Services Events Services Order Forms**

**Discount Order Deadline: December 28, 2023**

- Furniture Rental Order Form December 28, 2023
- Carpet Rental Order Form (Plush) Dec 21, 2023 (Standard) December 28, 2023
- Labor and Rigging Services Order Form December 28, 2023
- Hardwall Rental Order Form December 28, 2023
- Advanced Shipment to Warehouse - Must be received by January 9, 2024
- Discount Advanced Shipment - Must be received by December 28, 2023

**[ ] Hotel Bookings** December 22, 2023

## OFFICIAL SERVICE CONTRACTORS

### New Jersey Convention & Expo Center

97 Sunfield Ave

Edison, NJ 08837

Ph: 732-417-1400

Website: [www.njexpoctr.com](http://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](http://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: **WORLD FISH**

**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.**