



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, (603) 276-4111 x1

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

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

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

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.njexpocenter.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

- ◆ 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.

-BOOTH EQUIPMENT

The following are included in the price of your booth space:

- 8' high drape backwall (blue and white)
- 32" high drape siderails (blue and white)
- 6" x 24" identification sign listing your company name & booth number

-CERTIFICATE OF INSURANCE

As an exhibitor, you are required to carry commercial general liability insurance including products and completed operations, contractor's personal injury and blanket contractual liability insurance at limits of at least \$1,000,000 per occurrence and \$2,000,000 aggregate. These coverages must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder. Coverage should begin from your first move-in day (January 10, 2024) and last through your last move-out day (January 14, 2024) and name SportShows LLC, World Fishing & Outdoor Expo, and The New Jersey Convention and Expo Center as additional insureds. Email your certificate to Sara Hege sara@sportshows.com; 603-276-4111; ext 2. Sportshows, 2810 N Church St Ste 98602, Wilmington, DE 19802

-EXHIBIT REGULATIONS

Please see Allocation Procedures & Display Guidelines located at the back of this manual.

-EXHIBITOR CREDENTIALS

Badges will be picked up at the show. Badge allotment is determined by the company's total square footage of contracted exhibit space. You will receive an emailed link to register your staff for badges.

For questions, please contact Sara Hege - sara@sportshows.com, 603-276-4111 x2

A \$10 reprint fee will be assessed for lost badges

Reminder—Enhanced Security Protocol

Anyone using an exhibitor badge to enter the show site will be required to present government-issued identification (ID) along with their badge. This will enhance show security and:

- Ensure only authorized personnel have access to the show outside of show hours
- Protect exhibitor's products and displays
- Husbands, wives, children, friends, and clients are not eligible to use exhibitor badges to gain admission to the show. Any violation of this regulation will mean automatic forfeiture of exhibit space.

Our credential allotment policy is:

- 199 Sq. Ft. or less = 6 Credentials
- 200 – 399 Sq. Ft. = 10 Credentials
- 400 – 2000 Sq. Ft. = 15 Credentials
- 2001 – 3500 Sq. Ft. = 20 Credentials
- 3501 – 5000 Sq. Ft. = 25 Credentials

-FLOORPLAN

Please refer to the [Floorplan](#) before you arrive for move-in to find your booth location. See site map of expo center property for parking and entrance locations (back of manual).

-HOTELS AND ACCOMMODATIONS

The following hotels are listed only as a convenience and should not be considered recommendations by show management. When making your reservation, be sure to identify yourself as an exhibitor at the World Fishing & Outdoor Expo and confirm the rate.

Sheraton Edison Hotel

125 Raritan Center Parkway Edison I New Jersey, 08837 ph: 732-225-8300

Rates: From \$129 per night plus tax.

[Click Here to Book](#)

Reservations must be made by Thursday December 21

Hilton Garden Inn Edison/Raritan Center

50 Raritan Center Parkway, Edison, New Jersey 08837 p: 732.225.0900

Rates: \$129 per night plus tax

[Click Here to Book](#)

Reservations must be made by Friday, December 22

-LOCATION OF EXPOSITION

[New Jersey Convention & Expo Center](#)

97 Sunfield Ave, Edison, NJ 08837

Ph: 732-417-1400

-MANAGEMENT

Tod Alberto - Show Manager: tod@sportshows.com, (603) 276-4111 x1

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

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-MOVE-IN

All exhibit space charges must be paid in full and a signed contract submitted to SPORTSHOWS LLC before exhibitors will be allowed to set up an exhibit or obtain exhibitor badges.

General Move-In

<u>Wednesday, January 10</u>	<u>Thursday, January 11</u>	<u>Friday, January 12 – carry in only</u>
12:00PM–6:00PM	9:00AM–6:00PM	9:00AM–12:00PM (Noon)

*******PLEASE NOTE...No vehicles will be allowed on the show floor after Thursday January 11 at 4:00 - none on the show floor Friday January 12. *******

******* Please refer to the [Online Floorplan](#) before arriving *******

All exhibit materials must be moved into the building during the hours indicated above. Actual inside set-up of your display must be completed by show opening – Friday, January 12 at 12:00 noon. Show management reserves the right to refuse vehicular access onto the exhibit floor due to weather conditions and/or the size of the vehicle, etc.

No vehicles will be allowed on the exhibit floor after 4:00PM, Thursday, January 11.

Vehicular Entrances

Please refer to the floorplan and/or the Garden State Exhibit Center Site Plan (at back of manual) for location of the loading doors.

-MOVE-OUT

Early teardown is prohibited. Exhibitor displays may not be removed or dismantled under any circumstances until the doors close to the public at 5:00PM, Sunday, January 15. Any exhibitor who removes an exhibit prior to closing may forfeit exhibit space in future shows. Also, it is important for security purposes that exhibitors continue to wear their identification badges during move-out.

The freight door will be opened for move-out as soon as possible after the show closes and vehicles will be permitted access to the show floor as traffic permits. The drayage company (General Exposition Services) will set out packing crates/boxes as quickly as possible.

Move-Out Days/Hours

Sunday, January 17 5:00 PM – 10:00 PM

All exhibit materials must be removed from the NJ Convention & Expo Center by 10:00 am, Monday, January 15 or they will be placed into forced freight.

-MUSIC, COPYRIGHTED: PLAYING OF

Playing of music by exhibitors during the show will not be permitted unless the exhibitor is in compliance with all copyright and/or other laws applicable to the playing of such music. Exhibitors are solely liable for any music played regardless of whether such music is contained on a video/audio tape, compact disc or electronically transmitted by radio or television or by any other means.

-PARKING

Please refer to the New Jersey Convention & Expo Center Site Plan (at back of manual) for the location of exhibitor parking areas.

-SALES TAX

All exhibitors selling merchandise at the show are responsible for registering with the State of New Jersey to collect sales tax. New Jersey law requires that all vendors register with the State of New Jersey at least 15 days before starting business and that they collect sales tax on all sales of taxable goods and services. The current sales tax rate is 6.625% (effective January 1, 2018).

Find the registration application (NJ-REG) and information online at NJ Department of Treasury.

Additional information is available on-line at www.state.nj.us/treasury/taxation/ and www.state.nj.us/treasury/revenue, or call 609-292-9292.

-SHIPMENTS TO THE NJ CONVENTION & EXPO CENTER

Refer to [General Exposition Services](#)

-SHOW DAYS AND HOURS

January 12 (Friday) 12:00PM* – 8:00 PM

January 13 (Saturday) 10:00AM* – 7:00 PM

January 14 (Sunday) 10:00AM* – 5:00 PM

*Exhibitors may enter the Exhibit Center 1.5 hours prior to show opening on Saturday and Sunday and must vacate the building at show closing each day.