



Exhibitor Checklist Landscape New Jersey 2019



42nd Annual Trade Show and Conference

Meadowlands Exposition Center, 355 Plaza Drive, Secaucus, NJ 07094

Move-In: Tuesday, February 26, 2019 * 8:00 am - 4:00 pm

Show: Wednesday, February 27, 2019 * 8:00 am – 3:30 pm

Move-Out: Wednesday, February 27, 2019 * 3:45 pm – 9:00 pm

?	DATE	ITEM	COMMENTS
	July 29, 2018	Last day to secure 2018 pricing.	50% deposit and contract required.
	August 31, 2018	Last day to secure same booth location as 2018 show.	50% deposit and contract required. All booth space to be released September 7, 2018, and assigned on a first-come, first-served basis.
	December 31, 2018	Last day to receive NJLCA Early Bird Exhibitor Pricing (Member and Non- member).	<i>Reminder:</i> Contract, 50% deposit and certificate of insurance (COI) must be received by this date to guarantee placement.
	December 31, 2018	COI due.	Please see page 2, item 6, of your contract for COI requirements.
	February 6, 2019	Last day to make hotel reservations at NJLCA discounted rate. <i>Please note</i> that booking sites such as Expedia may have reduced rates if you book early.	Embassy Suites by Hilton 455 Plaza Drive, Secaucus, NJ 07094 P: (855) 874-8183 Day rate: \$175 plus tax (17.875% as of 6-18)
	February 13, 2019	Last day to submit advertisement for NJLCA Exhibitor Buyer's Guide.	To review Buyer's Guide and Sponsorship Forms visit www.landscapenjshow.com .
	February 13, 2019	Last day to request Exhibitor Badges to be mailed.	Upon request, Exhibitors may have their Badges mailed to the address on file.
	February 15, 2019	Exhibitor Badges mailed.	For those Exhibitors who requested it, Badges will be mailed to the address on file.
	February 15, 2019	Exhibitor Move-in Schedule emailed to all Exhibitors and posted on www.landscapenjshow.com	Please check your email for the Exhibitor Move-in Schedule or visit www.landscapenjshow.com .
	February 19, 2019	Last day to take advantage of NJLCA sponsorship opportunities!	To review <i>Buyer's Guide</i> and Sponsorship Form visit www.landscapenjshow.com
	February 19, 2019	Last day to submit 'Show Specials' to be included on flyer. This sponsorship is free!	Exhibitors wishing to extend special offers to attendees can be included on the <i>Show Special Flyer</i> distributed in the show bag.

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	February 20, 2019	SMG order forms—with full payment, including 6.875% sales tax—must be submitted to receive Early-bird Pricing.	SMG forms include: <ul style="list-style-type: none"> ▪ Service Contractor order ▪ Labor order ▪ Carpet rental (booth) order ▪ Furniture/accessories rental order ▪ Sign orders (custom) ▪ Compressed air order <i>Sorry, Booth Special Order Package is no longer available.</i>
	February 20, 2019	Last day to change or cancel SMG Exhibition Services orders.	Change/cancelations after this time will incur a 50% pick-up charge.
	February 20, 2019	We recommend that other supply vendor forms be returned to ensure timely processing.	<i>Reminder:</i> 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"> ▪ Floral rental ▪ Fire extinguisher rental ▪ Electrical service ▪ Plumbing service ▪ Audio/Visual services ▪ Telephone/Internet service
	February 20, 2019	Advance freight shipments must be received at warehouse: SMG Expo @ Liberty CFS NV, Inc. 700 Dell Road Carlstadt, NJ 07072 Receiving hours: M-F 9 am – 3 pm	The Meadowlands Expo Center cannot receive shipments prior to February 26, 2019. Shipments made prior to that time must be sent to the warehouse for storage. Please see Exhibitor Packet for details.
	February 25, 2019	Last day to submit request for Exhibitor Badges that will be picked up on site.	Online exhibitor badge website closes. Additions/changes must be made on site.
	February 26, 2019	Exhibitor move-in between 8:00 am and 4:00 pm.	<i>Reminder:</i> Review SMG Exhibitor Kit for rules and regulations. A Move-in Schedule will be emailed to all exhibitors on February 15 and posted on www.landscapenjshow.com
	February 27, 2019	NJLCA Trade Show hours: 8:00 am to 3:30 pm.	Exhibitors will have access to the show floor at 7:00 am.
	February 27, 2019	Exhibitor Move-out between 3:45 pm and 9:00 pm Be kind to your fellow exhibitors! Early dismantle not permitted.	<i>Reminder:</i> Drivers must check in at the service desk no later than 6:00 pm.