



Landscape New Jersey 2019

42nd Annual Trade Show and Conference

Wednesday, February 27, 2019 * 8:00 am – 3:30 pm
Meadowlands Exposition Center, 355 Plaza Drive, Secaucus, NJ 07094



NJLCA Members			
Booth Options	# of Booths	Through 12/31/18	After 12/31/18
<input type="checkbox"/> 10' X 10' Inline	<input type="checkbox"/>	\$650	\$750
<input type="checkbox"/> 10' X 10' Endcap	<input type="checkbox"/>	\$775	\$875
<input type="checkbox"/> 20' X 20' Island	<input type="checkbox"/>	\$3,350	\$3,550
<input type="checkbox"/> 20' X 30' Island	<input type="checkbox"/>	\$4,650	\$4,925
<input type="checkbox"/> 30' X 50' Island	<input type="checkbox"/>	\$10,875	\$11,500
<input type="checkbox"/> 8' X 8' Lobby Display*	<input type="checkbox"/>	\$625	\$725
<input type="checkbox"/> Outdoor Display**	<input type="checkbox"/>	\$525	\$600
BOOTH CHOICE: _____		TOTAL: _____	
* 7 Lobby Displays available		** 5 Outdoor Displays available	

Non-Members			
Booth Options	# of Booths	Through 12/31/18	After 12/31/18
<input type="checkbox"/> 10' X 10' Inline	<input type="checkbox"/>	\$750	\$850
<input type="checkbox"/> 10' X 10' Endcap	<input type="checkbox"/>	\$875	\$975
<input type="checkbox"/> 20' X 20' Island	<input type="checkbox"/>	\$3,750	\$3,950
<input type="checkbox"/> 20' X 30' Island	<input type="checkbox"/>	\$5,250	\$5,550
<input type="checkbox"/> 30' X 50' Island	<input type="checkbox"/>	\$12,250	\$12,875
<input type="checkbox"/> 8' X 8' Lobby Display*	<input type="checkbox"/>	\$725	\$825
<input type="checkbox"/> Outdoor Display**	<input type="checkbox"/>	\$625	\$700
BOOTH CHOICE: _____		TOTAL: _____	
* 7 Lobby Displays available		** 5 Outdoor Displays available	

CONTACT INFORMATION

Exhibiting Company: _____ Booth Contact: _____
 Mailing Address: _____ Phone: _____
 City, State, Zip: _____ Fax: _____
 Email: _____

BUYERS GUIDE LISTING (Check here if information is the same as above)

Exhibiting Company: _____ Contact: _____
 Mailing Address: _____ Phone: _____
 City, State, Zip: _____ Fax: _____
 Email: _____ Website: _____

PAYMENT INFORMATION

Return completed contract and Certificate of Insurance by fax to 973-440-1534 or by email to LandscapeNJ@Raspberrycom.com.

Payment type: _____ Credit Card: _____ 50% Deposit: _____
 If paying by check: _____ Name on CC: _____
 Make checks payable to: NJLCA Credit Card #: _____
 Mail all checks with a copy of contract to: _____ Exp Date (Mo/Yr): _____ CCV Code: _____
 Raspberry Communications _____
 8 Hemlock Road, Andover, NJ 07821 Signature: _____

IMPORTANT Please read and initial the requirements below. Payment and COI must be received before booth reservation is complete.

Booth Payment. Fifty percent (50%) of the total booth fee is due upon submission of this contract. Booth space(s) will not be reserved without the full 50% deposit. Initial here to indicate acceptance: _____

Liability and Indemnification. Every Exhibitor is required to secure comprehensive general liability insurance in an amount not less than 2 million dollars (US) to include protective and contractual liability coverage for bodily injury and property damage, and worker's compensation/occupational disease coverage in full compliance with federal and state laws. The Exhibitor must furnish a Certificate of Insurance (COI) naming the NJLCA, 465 Mola Boulevard, Elmwood Park, NJ 07407 as additionally insured. The Exhibitor acknowledges that it deems appropriate to comply with its obligations for its own protection while in the Exposition Center or in transit. Initial here to indicate acceptance: _____

Booth Break Down. Exhibitors must adhere to all rules concerning set-up and breakdown of displays. Booth dismantling is NOT permitted until the official closing of show at 3:30 pm. on February 27, 2019. No early breakdowns will be permitted. Initial here to indicate acceptance: _____

LANDSCAPE NEW JERSEY 2019

Rules and Regulations

- 1. Rules and Regulations** are to be construed as part of all Landscape New Jersey (LNJ) 2019 Exhibitor Contracts. The LNJ 2019 Planning Committee members ("the Committee") reserves the right to interpret them, as well as to make final decisions on all points the Rules and Regulations do not cover.
- 2. Application and Payment for Exhibit Space.** Exhibitors can reserve the same booth space as contracted in 2018 by submitting a contract and a 50% deposit by September 3, 2018. On September 5, 2018, all booth space will be released and assigned on a first-come, first-served basis. Final payment (50%) will be due on January 15, 2019. Please note, if you are paying by credit card, each installment will be automatically billed to the credit card on file. A receipt will be sent to the email address listed on the contract. Failure to meet payment dates may result in release of booth space.
- 3. Subletting of Space.** The Exhibitor shall not assign, sublet or apportion the whole, or any part of, space assigned or have representative, equipment, or materials from firms other than its own in the exhibit space **without written consent** of the Committee.
- 4. Exhibit Space Layout.** Every effort will be made by the Committee to assign the best booth space location available. Where multiple exhibitors request the same space, the date/time the official contract is received will determine booth allocation. A 50% deposit must be received within 5 working days of contract receipt to guarantee booth location.
- 5. Security.** The Committee will provide overall security guard service during set-up and show period, but neither the Committee, Meadowlands Exposition Center, nor Management Contractor will guarantee Exhibitors against loss and will not be responsible for loss of any material for any cause. Each Exhibitor must make provisions for safeguarding of goods, materials, equipment and display at all times, and Exhibitors are urged to carry insurance at their expense.
- 6. Liability and Indemnification.** The Exhibitor is required to secure comprehensive general liability insurance in an amount not less than two million dollars (U.S.) to include protective and contractual liability coverage for bodily injury and property damage, and worker's compensation/occupational disease coverage in full compliance with federal and state laws. The Exhibitor will furnish a Certificate of Insurance naming the New Jersey Landscape Contractors Association as additionally insured. The Exhibitor acknowledges that it deems appropriate to comply with its obligations for its own protection while in the Exposition Center or in transit. Exhibitors who do not have existing policies that meet these requirements can purchase 2-day Exhibitor insurance through any providers including: <https://insurance4exhibitors.com/>; <https://www.exhibitorinsurance.com/>; <https://www.exhibitorinsurenw.com/>. NJLCA does not endorse any of the above providers. You can also find alternate providers by searching "Exhibitor Insurance."
- 7. Exhibition Rules.** Exhibitors must adhere to all rules set by the Committee concerning set-up and breakdown of displays. All booths must be set up on Tuesday, February 26, 2019, unless prior approval is obtained. All freight arrangements, exhibit furniture, and all other requirements must be contracted with Meadowlands Exposition Center. **Booth dismantling is NOT permitted until the official closing of show on February 27, 2019 at 3:30 p.m. No early breakdowns will be permitted.** Exhibitors must wait until the aisle carpeting is rolled up before any forklifts or equipment can be moved. Disregarding this may cause forfeiture of exhibiting in LNJ 2020.
- 8. Exhibits.** In the interest of ALL participating Exhibitors, the Committee reserves the right to insist on properly constructed and operated displays which do not exceed a height of 20 feet. Nonconforming displays may be dismantled or modified, at cost to the Exhibitor, at the sole judgment and discretion of the Committee. Exhibitors must obey the Exposition rules for displays, including NO SMOKING. Nothing shall be posted on, glued, taped, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture.
- 9. Solicitation.** Exhibitors must conduct all business activities within the confines of their contracted booth space. No solicitation can be conducted in public areas (i.e., aisle, lobby, café/lounge, parking lots, loading dock, or any other property owned/operated by the Exposition Center. This includes, but is not limited to, Exhibitor staff (including temporary personnel) verbally or through the use of signage encouraging attendees to visit their booth by distribution of printed material, food/beverage/candy or promotional items. Any Exhibitor engaged in such activities will be subject to a penalty at the discretion of the Committee. Also, Exhibitors may not conduct employment activities such as advertising vacant positions, distributing employment applications or otherwise recruiting show attendees or other Exhibitor staff for employment opportunities.
- 10. Catering on Show Floor.** Distribution of food or beverages on the show floor is prohibited without prior approval from the Landscape New Jersey Planning Committee. All requests must be submitted in writing to LandscapeNJ@RaspberryCom.com or faxed to 973-440-1534. If approved, applicable fees will apply.
- 11. Display of Machinery.** All display equipment must stay within your assigned booth space. Automobiles, trucks, tractors, machinery, lawn equipment and all other equipment utilizing flammable fuels, which are on display inside the Exposition Center, shall have no more than 1/4 tank or (2) gallons of fuel, whichever is less. All fuel tanks shall be locked, taped or effectively sealed, and battery cables shall be disconnected and taped. Ignition keys for vehicles on display shall be kept by a responsible person at the display location. Fueling and defueling must be done outside the Exposition Center. ALL vehicles will be checked before entering the Exposition Center. No open flames are permitted.
- 12. Cancellation Policy.** Once a booth has been reserved, the following cancellation policy will be in effect. All cancellations must be submitted in writing to LandscapeNJ@RaspberryCom.com or faxed to 973-440-1534. Refunds will be based on the following schedule: 100% refund on or before October 1, 2018 less \$100 administrative fee; 50% refund between October 2 and December 31, 2018 less \$100 administrative fee; no refunds will be considered after January 1, 2019. A \$100 administrative fee will be charged for all cancellations. NJLCA is not responsible for fees charged by SMG.
- 13. Communications.** All communications with reference to exhibits should be addressed in writing to: Landscape New Jersey 2019, c/o Raspberry Communications, 8 Hemlock Road, Andover, NJ 07821. Email: LandscapeNJ@RaspberryCom.com or fax 973-440-1534.