

**Exhibitor Checklist  
Landscape New Jersey 2023**



**Landscape New Jersey  
45<sup>th</sup> Annual Trade Show and Conference**

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

**Move-In:** Tuesday, February 28, 2023 \* 8:00 am - 4:00 pm

**Show:** Wednesday, March 1, 2023 \* 8:00 am – 3:30 pm

**Move-Out:** Wednesday, March 1, 2023 \* 3:45 pm – 9:00 pm

✓	DATE	ITEM	COMMENTS
	October 31, 2022	Last day to secure same booth location as 2022 show.	50% deposit required.  All booth space to be released on November 1, 2023, and assigned on a first-come, first-served basis.
	December 31, 2022	Full booth payment due.	Balance (100%) of booth payment due.
	December 31, 2022	Last day to receive NJLCA Early Bird Exhibitor Pricing (Member and Non- member).	<i>Reminder:</i> Contract, 100% of booth fee and certificate of insurance (COI) must be received by this date to guarantee placement.
	December 31, 2022	COI due.	Please see page 2, item 6, of your contract for COI requirements.
	January 30, 2023	Last day to submit Intent to Use Non-official Contractor form.	Exhibitors who intend to use an outside contractor for booth set up/break down can only supply a supervisor, per union rules.  Those wishing to use an outside contractor must submit an Intent to Use Non-official Contractor form and COI.  Please see Exhibitor Packet for more details.
	February 14, 2023	Last day to make hotel reservations at NJLCA discounted rate.	<b>Hyatt Place Secaucus   Meadowlands</b> 575 Park Plaza Drive, Secaucus, NJ 07094 P: 888-492-8847, <b>reservation code G-LSNS</b> Reservation Link: <a href="https://www.hyatt.com/en-US/hotel/new-jersey/hyatt-place-secaucus-meadowlands/ewrzs?corp_id=G-LSNS">https://www.hyatt.com/en-US/hotel/new-jersey/hyatt-place-secaucus-meadowlands/ewrzs?corp_id=G-LSNS</a> <b>Group rate expires February 14, 2023</b> Group rate: \$139 per night plus tax/fees (17.625%)  By phone, ask for <i>Landscape New Jersey</i> room block or <b>reservation code G-LSNS</b>

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✓	DATE	ITEM	COMMENTS
	February 16, 2023	Advance freight shipments can begin arriving at warehouse: SMG Expo @ Liberty CFS NV, Inc. 2701 16th Street, Bldg. BNorth Bergen, NJ 07047  Receiving hours: 9am-3pm Monday to Friday	The Meadowlands Expo Center cannot receive shipments prior to February 28, 2023. Shipments made prior to that time must be sent to the warehouse for storage. Please see Exhibitor Packet for details.
	February 17, 2023	Last day to submit advertisement for NJLCA Exhibitor <i>Buyer's Guide</i> .	To review <i>Buyer's Guide</i> and Sponsorship Forms visit <a href="http://www.landscapenjshow.com">www.landscapenjshow.com</a> .
	February 17, 2023	Last day to request Exhibitor Badges to be mailed.	Upon request, Exhibitors may have their badges mailed to the address on file.
	February 20, 2023	Exhibitor Badges mailed.	For those Exhibitors who requested it, badges will be mailed to the address on file.
	February 20, 2023	Exhibitor Move-in Schedule emailed to all Exhibitors and posted on <a href="http://www.landscapenjshow.com">www.landscapenjshow.com</a>	Please check your email for the Exhibitor Move-in Schedule.
	February 20, 2023	Last day to submit 'Show Specials' to be included on flyer.	Exhibitors wishing to extend special offers to attendees can be included on the show's Specials Flyer distributed in the show bag. This sponsorship is free!
	February 22, 2023	SMG Exhibition Services order forms—with full payment, including 6.625% sales tax—must be submitted to receive Early Bird Pricing.	SMG forms include: <ul style="list-style-type: none"> <li>▪ Service Contractor order</li> <li>▪ Labor order</li> <li>▪ Carpet rental (booth) order</li> <li>▪ Furniture/accessories rental order</li> <li>▪ Sign orders (custom)</li> <li>▪ Compressed air order</li> </ul>
	February 22, 2023	Last day to change or cancel SMG Exhibition Services orders.	Changes/cancellations after this time will incur a 50% pick-up charge.

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	February 22, 2023	We recommend that other supply vendor forms be returned to ensure timely processing.	<p><i>Reminder:</i> Vendors supplying the services below are not part of SMG; therefore, please return order forms to individual vendors listed on forms.</p> <p>Non-SMG vendors include:</p> <ul style="list-style-type: none"> <li>▪ Floral rental</li> <li>▪ Fire extinguisher rental</li> <li>▪ Electrical service</li> <li>▪ Plumbing service</li> <li>▪ Audio/Visual services</li> <li>▪ Telephone/Internet service</li> </ul>
	February 24, 2023	<p>Advance freight shipments must be received at warehouse to avoid surcharges: SMG Expo @ Liberty CFS NV, Inc. 2701 16th Street, Bldg. B North Bergen, NJ 07047</p> <p>Receiving hours: 9am-3pm Monday to Friday</p>	The Meadowlands Expo Center cannot receive shipments prior to February 28, 2023. Shipments made prior to that time must be sent to the warehouse for storage. Please see Exhibitor Packet for details.
	February 24, 2023	Last day to take advantage of NJLCA sponsorship opportunities! This excludes <i>Buyers Guide</i> .	To review <i>Buyer's Guide</i> and Sponsorship Form visit <a href="http://www.landscapenjshow.com">www.landscapenjshow.com</a>
	February 26, 2023	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 28, 2023	Exhibitors move in between 8:00 am and 4:00 pm	<p><i>Reminder:</i> Review SMG Exhibitor Kit for rules and regulations.</p> <p>A Move-in Schedule will be emailed to all exhibitors on February 20.</p>
	March 1, 2023	NJLCA Trade Show hours: <b>8:00 am to 3:30 pm</b>	Exhibitors will have access to the show floor at 7:00 am.
	March 1, 2023	<p>Exhibitor Move-out between 3:45 pm and 9:00 pm</p> <p>Be kind to your fellow exhibitors! Early dismantle not permitted.</p>	<p><i>Reminder:</i> Drivers must check in at the service desk no later than 6:00 pm.</p> <p>No machinery can be driven before aisle carpets have been removed.</p>

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

or by Email: [shows@njlca.org](mailto:shows@njlca.org)