

Landscape New Jersey 2023

Rules and Regulations

1. **Rules and Regulations** are to be construed as part of all Landscape New Jersey (LNJ) 2023 Exhibitor Contracts. The LNJ 2023 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 2022 by submitting a contract and a 50% deposit by July 30, 2022. On August 5, 2022, all booth space will be released and assigned on a first-come, first-served basis. Final payment (50%) will be due on December 31, 2022. 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: www.insurance4exhibitors.com; www.exhibitorinsurance.com; www.eventinsurancenow.com. NJLCA does not endorse any of the above providers. You can 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 28, 2023, 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 March 1, 2023 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 2024.
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 shows@njlca.org or faxed to 973-440-1534. If approved, 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 shows@njlca.org or faxed to 973-440-1534. Refunds will be based on the following schedule: 100% refund on or before October 1, 2022 less \$100 administrative fee; 50% refund between October 2 and December 31, 2022 less \$100 administrative fee; no refunds will be considered after January 1, 2023. 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 2023, c/o Raspberry Communications, 8 Hemlock Road, Andover, NJ 07821. Email: shows@njlca.org or fax 973-440-1534.