

SHOW DECORATOR:

- **Deadline is February 9, 2024**
- **General Exposition** is the official Show Decorator. They offer significant discounts when ordering tables, chairs, carpet, etc. in advance. Deadline for advanced rates is February 9, 2024.
- To order go to: <https://www.generalexposition.com/online-servicekit.php> (Exhibit Code: NJHOME)

ELECTRIC & WIFI:

- **Deadline is February 14, 2024**
- All Electric must be ordered through the facility. The New Jersey Convention and Expo Center offers significant discounts when ordering electrical, wifi, etc. in advance. <https://marketplace.njexpocenter.com/>
- Questions about electric or Wi-Fi, call 732-417-1400 x 1201 or email services@njexpocenter.com.

WATER:

- **Deadline for advanced rates is February 14, 2023**
- If your display will require water, please visit the facility's web site to order – Water Order - <https://www.njexpocenter.com/event-planners/services/>

SIGNS & BANNERS:

- Signage must have the appearance of being professionally produced. **Signage height is limited to 8' for inline booths. Booths 20'x20' or larger or perimeter booths do not have a height limit but may not block neighboring exhibits' sightlines. Island displays do not have a height limitation. NOTE: Feather flags are considered signage and above rules apply.** Any signage/displays found in violation will be removed and stored by Show Management. Exhibitor must pick up items no later than show move-out hours or items will be forfeited. Only island displays with four sides open may request permission to hang a banner or sign over their island space. If the location of the requested banner does not block aisle drops or other show signage and has the necessary ceiling support, permission may be granted by Show Management.

AUTOMOBILES IN BOOTHS:

- Companies having a vehicle in their booth must have prior approval from Show Management. All vehicles that are a part of the display must make sure there is ¼ tank of gas or less, disconnect the battery and turn in a key to the Show Office. The Edison Fire Marshall checks all vehicles prior to show opening. Vehicles must be placed in exhibitors' booth no later than **Thursday at 6 PM**.

TENTS

- **ANY TENT OR COVERED STRUCTURE MUST BE PRE-APPROVED BY SHOW MANAGEMENT. If you plan to submit a request to have a tent the following rules are to be followed.** No tents larger than 10'x10' are permitted per the Fire Marshal. Material must be fire-retardant with a certificate sewn in by the manufacturer. If you have a tent and are using electricity please make sure you have notified Show Management. You will need to have a fire extinguisher. Please contact Rick Dobson, Exhibit Sales Manager – Rick@allshowservices.com or 301-564-4050 x104.