

EXHIBITOR DOs & DON'Ts

- Driving a vehicle into the building for Move-In / Move-Out is done on a first-come, first-served basis for loading / unloading ONLY, during the hours previously stated. You will need to check in with Show Staff before entering the building with your vehicle.
- **Exhibitors must provide their own carts and/or dollies – none are available for use.**
- No tents are allowed without written permission of Show Management. (See page 9)
- No cutting of stone or brick inside the building. All cutting must be done outside and the area must be cleaned and left in its original condition.
- No damage to the facility including driving any nails, hooks, tacks or screws into floors, walls furniture, etc. Any damage recorded will be at the expense of the exhibitor.
- No smoking or vaping in the exhibit hall at any time.
- No affixing of any materials to the facility including materials such as paste, tape or other adhesive including duct tape, double-sided tape, or masking tape, etc.
 - Approved carpet tape ONLY – Gaffers tape is the best.
- No flammable materials may be used unless treated with a flame retardant including but not limited to bunting, tissue paper, crepe paper, etc.
- One company per booth – No sharing space.
- New Jersey Sales Tax (6.625%) must be collected and paid by Exhibitors for “cash and carry” sales. Please refer to page 4 for more information.
- Helium tanks and helium balloons are strictly prohibited.
- Use only the specified entrance and exit. Opening of other interior doors creates a security breach which endangers you and your merchandise.
- Your booth cannot block the sight lines of neighboring Exhibitors. Refer to the Booth Guidelines located within this Exhibitor Kit. Endcap booth spaces cannot build a solid wall blocking neighboring booths. (page 7)
- Exhibitors must be contained within the allocated booth space and cannot extend into aisles. Merchandise, displays and/or service animals must stay inside your booth space.
- **DO NOT PACK-UP YOUR BOOTH EARLY.** No unsold merchandise will be permitted to be removed from the hall prior to 5 PM on Sunday. Exhibitors moving out early will not be welcome at future shows.

ELECTRICITY DOs & DON'Ts

DO

- USE UL Listed Surge Protectors only. A surge protector is necessary and is required to be the proper equipment plugged into the building's electric outlet. Please have your equipment labeled.
- ANY Extension Cords used – Must be 14 gauge or higher, UL Listed and have (3) three prongs.
- We recommend purchasing a surge protector with a cord 10' or longer, so it can reach further into your booth.

DON'T

- DO NOT use loose or frayed cords or any equipment that is out dated
- DO NOT use Residential Cords or cords with outlets on two opposite sides or that have only two prongs
- DO NOT tie extension cords together
- DO NOT piggyback or create a daisy chain of power strips, surge protectors, and extension cords.
- DO NOT plug in a power strip to a power strip or an extension cord to an extension cord. Only one extension cord may be plugged into a power strip, not multiple. Do not let surge protectors hang, instead install them on a flat surface (floor or back of display). Make sure cords are firmly attached.
- DO NOT use any adapters