

GENERAL INFORMATION



SHOW DATES/HOURS & COLORS:

February 28 - March 2, 2025

- Friday 3pm – 8pm
- Saturday 10am – 7pm
- Sunday 10am – 5pm

SHOW LOCATION & SHIPPING - LABEL AS FOLLOWS:

New Jersey Convention Center

Add: YOUR COMPANY NAME, BOOTH NUMBER and NJ HOME & GARDEN SHOW

97 Sunfield Avenue

Edison, NJ 08837

732-417-1400

www.njexpocenter.com

SHIPPING DIRECT TO THE CONVENTION CENTER: Any exhibitor materials arriving on February 26th or 27th will be accepted by Show Management. Freight sent earlier must be coordinated through General Exposition Services – details below. We are not responsible for loss of materials since we simply accept shipments and deliver boxes to your booth. Check your insurance to make sure you are covered in case of theft. Please be sure to add your company name, booth number and number of boxes to the labels of any boxes you are shipping to the New Jersey Convention & Exposition Center.

ADVANCED SHIPPING:

Exhibitors wishing to ship materials in advance should work directly with General Exhibition Services at info@generalexposition.com or 610-495-8866. There will be material handling fees.

FORKLIFT SERVICES:

Complimentary forklift service is available on a first-come, first-served basis for exhibitors.

Move-In:

Thursday, February 27 – 8 AM to 4 PM

Friday, February 28 – 8 AM - NOON

Move-Out

Sunday, March 2 - 5 PM to 9 PM

NEW JERSEY DIVISION OF TAXATION REQUIREMENTS:

- The New Jersey sales tax rate is 6.625% and must be collected on all retail transactions. All exhibitors selling products must submit a NJ Tax Form NJ-REG to collect sales tax. **You must complete the NJ-REG at least 15 days before you begin business in New Jersey.** <https://nj.gov/labor/handbook/formdocs/FormIntroNJREG.html>
- You can register your business online in New Jersey here: <https://www.njportal.com/DOR/BusinessRegistration/>
- Frequently asked questions and answers can be found here: <http://www.state.nj.us/treasury/taxation/vendorpromoter.shtml>
- If you need help completing the Business Registration Application ([Form NJ-REG](#)) or have any registration questions: Call the Division of Revenue and Enterprise Services' Business Registration Services Office at 609-292-9292 (Option #1). Its hours are 8:30 a.m. to 4:30 p.m., Monday through Friday (excluding State holidays).
- The New Jersey Division of Taxation often canvasses shows. Please be prepared to avoid on-site challenges.



GENERAL INFORMATION - continued

INSURANCE:

All exhibitors must have a commercial general liability policy of not less than \$1,000,000.00 naming the New Jersey Home & Garden Show (NJHGS) as an additional insured (11140 Rockville Pike, Suite 100-340, Rockville, MD 20852. (Feb. 28 – March 2, 2025). Exhibitor agrees to carry adequate personal and property damage liability and workers' compensation insurance. Certificates of insurance must be furnished by Exhibitor if requested by NJHGS and must be available on-site during the event. Failure by NJHGS to request proof of insurance shall not relieve Exhibitor from carrying proper coverage. Exhibitor understands that NJHGS does not maintain insurance covering Exhibitor's property or person and it is the sole responsibility of Exhibitor to obtain such insurance.

If you do not already have insurance, you can purchase it for \$65 plus tax from Total Event: [Go to TOTAL EVENT INSURANCE – Exhibitor APPLICATION](#)

- Email your certificate of insurance for liability and workman's compensation to info@allshowservices.com.

LIABILITY:

The Exhibitor is responsible for the booth area assigned and agrees to pay for any damage caused to the floor, walls, doors, etc. during the time they have contracted for the space (move-in and move-out included).

SECURITY:

The Show will provide Security Guards Wednesday, Thursday, Friday and Saturday nights after the show closes. However, attention is particularly called to the necessity for insurance covering all risks (liability, fire, theft, damage, etc.) on your exhibit from place of shipment to the exhibition facility and return, including the period during which materials remain in the exhibition facility.

HOTEL:

- Book your Hotel Room at the COURTYARD EDISON WOODBRIDGE
- **Deadline to book is January 25, 2025**
- 3105 Woodbridge Avenue, Edison, NJ
- Phone - 732-738-1991
- \$94/night. Book rooms here: [COURTYARD EDISON WOODBRIDGE](#)