



The New Jersey Convention & Exposition Center
Edison, New Jersey

February 15-18, 2024

Exhibitor Kit



GENERAL INFORMATION

Dear New Jersey Boat Sale & Expo Exhibitor:

On behalf of the MTA/NJ, we would like to welcome you to the New Jersey Boat Sale & Expo and thank you for participating. The New Jersey Boat Sale & Expo is organized by the Marine Trades Association of New Jersey (MTA/NJ) and focuses on affordability and convenience both for the consumer and exhibitors. This is a dealer driven show which is operated and managed by our Boat Show Committee and MTA/NJ staff with one goal of delivering a high-quality event that is affordable and delivers results. Thank you for being a part of this great show.

Enclosed you will find your exhibitor kit which includes the following important forms:

- New Boat Line Information
- Request for Exhibitor Credentials
- Payment Authorization
- General Liability Insurance – Registration Form
- Furniture & Accessories Order
- Carpet Order
- Custom Cut & Plush Carpet Order
- Labor Order
- Material Handling Order
- Electrical Service Order
- Sign/Banner Hanging
- Booth Cleaning Order
- Internet/Telephone Service Form

LOCATION

The New Jersey Convention & Exposition Center

Address: 97 Sunfield Avenue
Edison, NJ 08837

Website: NJExpoCenter.com

SHOW DATES & HOURS

Thursday	February 15, 2024	11:00 am – 7:00 pm
Friday	February 16, 2024	11:00 am – 7:00 pm
Saturday	February 17, 2024	10:00 am – 7:00 pm
Sunday	February 18, 2024	10:00 am – 5:00 pm

CARPET COLOR/REQUIREMENTS

The booth area is **NOT** carpeted and the aisles will be carpeted in Tuxedo. **Bulk space exhibitors must carpet their spaces.**

AREA LODGING INFORMATION

Hilton Garden Inn

50 Raritan Center Parkway
Edison, NJ 08837

(732) 225-0900, ask for Central Reservations
Block of Rooms Group Rate Code: BOATSH

Visit: <http://www.edisonraritancenter.hgi.com>; Direct Link to Room Block [Here](#)

Deadline: February 1, 2024



EXHIBITOR CREDENTIALS

The "Request for Exhibitor Credentials" Form must be signed and completed in order to receive your credentials for the show. This form must be mailed or faxed to the MTA/NJ by **Wednesday, January 31, 2024. NO Exhibit can be moved in without this form.**

ELECTRIAL SERIVCES

For electrical services the completed order form and payment must be mailed or faxed directly to the New Jersey Convention & Exposition Center **10 days prior** to the start of the show on **February 15, 2024** to be eligible for advanced pricing.

FURNITURE & CARPET RENTALS

For furniture or carpet rentals the completed order form and payment must be submitted to General Exposition no later than **January 21, 2024** in order to receive discounted rate.

INFORMATION & ASSISTANCE

For any assistance or information **prior to the show**, please contact the MTA/NJ office at 732-292-1051.

OFFICIAL CONTRACTORS

New Jersey Convention and Exposition Center

Tricia Coyle
Exhibitor Services Manager
Phone: -732-417-1400 x1204
Fax: 732-417-1414
tcoyle@njexpoctr.com

General Exposition

Joe Boyle
VP of Sales & Services
Phone: 610-495-8866
Fax: 610-495-8870
jboyle@generalexposition.com



MOVE-IN AND MOVE-OUT

Specific times for all exhibitors will be sent out prior to the show

Exhibitors must be set up and operational by 10:00 AM Thursday, February 15, 2024.

Exhibitor Move-In:	Monday	February 12, 2024	8:00am – 5:00pm
	Tuesday	February 13, 2024	8:00am – 5:00pm
	Wednesday	February 14, 2024	8:00am – 5:00pm
	Thursday	February 15, 2024	8:00am – 10:00am
Exhibitor Move-Out:	Sunday	February 18, 2024	5:00pm – <i>To Be Determined</i>
	Monday	February 19, 2024	8:00am – 11:00am

IMPORTANT NOTE: All Boats MUST be out of the Convention Center by 11:00 AM on Monday, February 19, 2024

Specific times for all exhibitors will be sent out prior to the show



IMPORTANT REMINDERS

GENERAL REGULATIONS

No Flammable liquids or materials of any nature, including decorative materials, use of which is prohibited by federal, state or municipal laws or regulations, may be used in any exhibit. There will be absolutely no propane permitted in the building.

The dispensing, distribution, or use of alcoholic beverages or food (i.e. popcorn), or both by Exhibitors in any part of the event is prohibited without the express prior written approval of MTA/NJ.

COMPLIANCE WITH LAWS

Exhibitor is responsible for obtaining all local, county and state licenses and business licenses, which may be needed in order to sell or display merchandise or services. Exhibitors selling items at the show may be required to present MTA/NJ with a copy of their retail license.

SALE OF MERCHANDISE

The Exhibitor agrees to be solely responsible for registering for, collecting and reporting appropriate sales tax.

STAFFING OF EXHIBITS

Exhibits must be staffed during all event hours. Exhibit removal prior to the final day's close of the event is strictly forbidden. Exhibitors that do not comply with these regulations will not be offered renewal of their space in the following year's event.

INSURANCE

Each exhibitor must obtain sufficient insurance coverage to cover exhibit materials against damage and loss, and public liability insurance against injury to the person or property of others in amounts satisfactory to MTA/NJ.

Exhibitor shall give MTA/NJ a certificate of insurance issued by the insurer. MTA/NJ shall be designated and named as an additional insured under that Insurance Policy and on the certificate of insurance. The exhibitor understands that neither the MTA/NJ nor the New Jersey Convention & Exposition Center at Raritan Center in Edison maintain insurance covering the Exhibitor's property and it is the sole responsibility of the exhibitor to obtain such insurance.

If the premises, or any portion thereof, are damaged by the act, omission, or negligence of exhibitor, its employees, representatives, agents or servants, exhibitor shall pay to MTA/NJ upon demand such sum as shall be necessary to restore said event premises to their former condition.

Insurance must be submitted to the MTA/NJ by Wednesday, January 31, 2024.



SUBMITTING YOUR FORMS ONLINE

Visit the **For Exhibitors** page on JerseyBoatExpo.com or [Click Here](#) to find the **Exhibitor Forms Upload** section on our website.

Once you're there, click on the buttons to launch the different forms and type in your boat information and names for credentials. You can also upload a copy of your insurance certificate.

A screenshot of the "EXHIBITOR FORMS UPLOAD" page on the JerseyBoatExpo.com website. The page has a blue navigation bar with links for Home, Exhibitors, Things to do, Location, Media, Contact, and For Exhibitors. Below the navigation bar is a large image of a boat show with the text "EXHIBITOR FORMS UPLOAD" overlaid. The main content area contains a welcome message, a note about required items, and a link to download forms. It also features two sections of buttons: "FOR BULK EXHIBITORS" with buttons for "NEW BOAT LIST*", "CREDENTIALS*", and "INSURANCE*"; and "FOR BOOTH EXHIBITORS" with buttons for "CREDENTIALS*" and "INSURANCE*".

Home Exhibitors Things to do Location Media Contact For Exhibitors

EXHIBITOR FORMS UPLOAD

Welcome to the Exhibitor Forms upload. Items with an Asterisk* are required.

If you would rather fax this information, download the forms in the Exhibitor Kit [here](#).

Please note: This page is to submit only the information required by the MTA/NJ. Electrical and WiFi orders are placed through the NJ Convention & Expo Center. Carpet and Furnishing orders are placed through the decorating company, Barton Expo. See the Exhibitor Kit for more details and contact information.

FOR BULK EXHIBITORS:

NEW BOAT LIST* CREDENTIALS* INSURANCE*

FOR BOOTH EXHIBITORS:

CREDENTIALS* INSURANCE*

If you prefer, you can still fax the forms to us at 732-292-1041 or email them to info@jerseyboatexpo.com.



NEW BOAT LINE INFORMATION

DEADLINE DATE: Wednesday, January 31, 2024

COMPANY NAME: _____
SUBMITTED BY: _____

Please list below all requested information for each boat you intend to display at the show.

Manufacturer	Model Name	Year	Length



REQUEST FOR EXHIBITOR CREDENTIALS

Please Type or Print Clearly

DEADLINE DATE: Wednesday, January 31, 2024

Company: _____ Submitted By: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

EMPLOYEE INFORMATION: Please print first and last name clearly. One name per line, No initials please.

1. _____

2. _____

3. _____

4. _____

***5.** _____

6. _____

7. _____

8. _____

9. _____

***10.** _____

This form must be signed and completed in order to receive your credentials for the show. This form must be mailed or faxed to the MTA/NJ by **Wednesday, January 31, 2024**. *NO Exhibit can be moved in without this form.*

***CREDENTIAL ALLOCATION**

Booth Exhibitors: 5 Credentials
Bulk Exhibitors: 10 Credentials

Fax or email completed form IMMEDIATELY to:

Marine Trades Association of New Jersey

Email: info@jerseyboatexpo.com

Fax: 732-292-1041

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS



Dear **New Jersey Boat Sale & Expo** Exhibitor:

Welcome to the online exhibitor service kit for the upcoming **New Jersey Boat Sale & Expo** being held at the **New Jersey Convention and Exposition Center on February 15-18, 2024**.

This letter contains instructions on how to access the Online Exhibitor Kit. You may print it out for easier step by step viewing.

Online Exhibit Kit Instructions:

To access our ONLINE kit for the **New Jersey Boat Sale & Expo** you have 2 options.

DIRECT LINK

[General Exposition Services Online Service Kit](#) (click to follow link)

MANUAL ENTRY

Please click the following link or copy and paste the link into your browser's window - www.generalexposition.com

Next, click on the Online Services button located in the upper right hand corner of the Web page. This will take you to the log in page.

AT THE LOG IN PAGE – Check the agreement box and enter the passcode: **NJBOAT24**

Once you enter you will be given 2 options, View and Print Forms or View and Complete Forms Online.

VIEW AND PRINT OPTION:

This option provides a complete list of all the forms that can be printed out individually. This option only allows you either to e-mail or fax your form(s) to General Exposition Services with payment.

To print a form without opening, simply place your mouse over one of the forms, right click, and choose "print to target". Otherwise, you can click to open then print.

VIEW AND COMPLETE FORMS ONLINE:

This option allows you to fill out the forms and make payment directly online. This option requires a credit card to be submitted prior to entering the forms. We recommend that you print a copy of the order form, for your records, before clicking submit

We look forward to being of service to you. If you have any questions, please give us a call at 610-495-8866, mention the upcoming **New Jersey Boat Sale & Expo**, and one of our Customer Service Reps will be happy to assist you.



New Jersey Convention & Exposition Center

SERVICE ORDER FORM



To Order Log-On to: Marketplace.njexpoctr.com

Electric

wattage requirements are typically located on the power source or on a label on the bottom or back of the equipment

Booth Outlet	Prepaid Rate	Onsite Rate
Basic Power (One outlet (any size) consists of a single receptacle)		
1 - 500 Watts	\$ 112.00	\$ 139.00
501 - 1000 Watts	\$ 154.00	\$ 192.00
1001 - 1500 Watts	\$ 182.00	\$ 215.00
1501 - 2000 Watts	\$ 196.00	\$ 234.00
20 Amp Dedicated	\$ 305.00	\$ 362.00

208 Volt - 1 Phase - 1 hr. of Labor included		
20 Amp	\$ 388.00	\$ 475.00
30 Amp	\$ 544.00	\$ 662.00

208 Volt - 3 Phase - 1 hr. of Labor included		
30 Amp	\$ 605.00	\$ 735.00

Extras/Lighting		
Surge Protector	\$ 8.00	\$ 12.00
2-300w Flood Lights (Electric included)	\$ 190.00	\$ 235.00
4-300w W/Track (Electric included)	\$ 399.00	\$ 485.00

The costs are based upon ALTERNATING CURRENT ONLY, 115 volts, 60 cycles.
No refunds or credits will be given after the start of the show

Amount of time needed	Prepaid Rate	Onsite Rate
4 Hours for one device	\$ 8.00	\$ 9.00
24 Hours for one device	\$ 20.00	\$ 25.00
48 Hours for one device	\$ 40.00	\$ 45.00
Entire Show for one device	\$ 55.00	\$ 60.00

Banner Hang

A Booth representative must be present for installation
if the booth is larger than 10X20

Banner Hang Type/Size	Prepaid Rate	Onsite Rate
Standard Sign/Banner (Labor included)		
0-120 SQ FT	\$ 165.00	\$ 218.00
121 SQ FT - 240 SQ FT	\$ 295.00	\$ 345.00
241 SQ FT - 360 SQ FT	\$ 424.00	\$ 476.00
GREATER THAN 361 SQ FT	Call For Quote	

Center Point Hang (Labor included)		
0'-12' Round or Square	\$ 295.00	\$ 345.00
12'-24' Round or Square	\$ 372.00	\$ 425.00

Booth Cleaning (Per day rate)		
--------------------------------------	--	--

Booth Size	Prepaid Rate	Onsite Rate
10X10	\$ 25.00	\$ 65.00
10X20	\$ 45.00	\$ 55.00
20X20	\$ 65.00	\$ 75.00

If only (1) day is chosen, cleaning will be done the night after Move in

DEADLINE FOR PREPAID RATE: 5 DAYS PRIOR TO THE FIRST EVENT DAY

Tax not included in prices (6.625%) No refunds or credits will be given after the start of the show

For more information go to www.NJexpoctr.com