LABOR ORDER FORM: Use this form to order labor to set-up and dismantle your exhibit, indicating the number of laborers, and estimated time required. ***The Meadowlands Exposition Center is a union hall. Please read the enclosed Union Regulations sheet for specific details concerning labor regulations. Exhibitors who intend to use an outside I & D House may only provide a supervisor at the Meadowlands Exposition Center, and must submit the "Notification of Intent to Use Exhibitor Hired Contractor" form, along with the proper Certificate of Insurance, 30 days prior to the move-in date.***

MATERIAL HANDLING INFORMATION/RATE FORM: The Meadowlands Exposition Center cannot receive advanced shipments. Direct shipments to the Exposition Center **will be refused if sent prior to the exhibitor move-in date.**

GROUND OR AIR SERVICE: ***UPS*** is our chosen carrier. A representative will be on-site to answer questions, and to arrange ground shipments.

Please note that rental prices include: Use of materials for the entire duration of the show, delivery to your booth, and pick up at the close of the event. All materials are to remain the sole property of SMG Exposition Services.

If drivers have not checked in at the Service desk by 6:00pm, freight will be forced onto common carrier.

Please feel free to contact our office staff at (201) 330-8227 if you have any questions.

Show Name: **FRANCHISE EXPO NY/NJ**
Show Dates: **SATURDAY & SUNDAY, JANUARY 24-25, 2026**
Show Location: **MEADOWLANDS EXPOSITION CENTER**
Deadline Date to Receive Discounted Rates: **JANUARY 16, 2026**
Full payment, including sales tax, must be received by the deadline date. ***Orders received after the deadline date will be assessed at the Onsite Price. Orders received without payment will not be processed.***
Note: Changes or cancellations of orders 5 days prior to the show move-in, or later, will be assessed a 50% pick-up charge.

ALL CONTRACTED LABOR FALLS UNDER THE JURISDICTION OF SMG EXPOSITION SERVICES. EXHIBITORS MAY SET UP AND DISMANTLE THEIR OWN DISPLAYS, IF WORK CAN BE COMPLETED WITHIN (1) HOUR WITHOUT THE USE OF POWER TOOLS BY A FULL TIME EMPLOYEE OF THE EXHIBITING COMPANY.

EXHIBITORS MAY HANDLE THEIR OWN MATERIALS SUBJECT TO THE FOLLOWING:

IF MATERIALS CAN BE HAND CARRIED AND/OR WITH THE USE OF A (2) WHEEL HAND CART IN (4) TRIPS OR LESS THROUGH DESIGNATED DOOR.