



Exhibitor A-Z Information

Jacob K. Javits Convention Center, New York, NY • Hall 3B • October 25-27, 2018

Animals

No animals, except Seeing Eye dogs, are permitted in the Javits unless it is a previously approved exhibit, activity or performance legitimately requiring the use of animals. Further, requestor must comply with the following: New York State Agriculture and Market Law, Section 351 (a prohibition of animal fighting), have all relevant permits required by the New York City Health Department and be approved by the Jacob K. Javits Convention Center, and animals must be on a leash, within a pen or under similar control at all times. The owner takes full responsibility of his/her animal.

Approved Vendors

Only those companies listed within the service manual are approved by Show Management to provide exhibitors with products and service for the show.

Balloons

Helium balloons are **NOT** allowed on the show floor at any time and should not be used in the design of the exhibit space or be distributed at the Expo.

Booth Abandonment

Exhibitors that leave excessive literature and/or display materials in their booth at the end of the published move-out times will be classified as "material abandonment." Any charges incurred on behalf of Show Management to remove abandoned materials will be directly billed to the exhibitor. Please refer to the Javits cleaning pages within the [Javits' Exhibitor Portal](#) for rates. Exhibitors should communicate this information to all EAC (Exhibitor Appointed Contractor) personnel.

Booth Carpet

Show Management will provide standard carpet for the event which will be held in Hall 3B.

Booth Catering Service

Centerplate is the exclusive catering contractor at the Jacob K. Javits Convention Center. Outside food or beverage (including logo bottled water) is not permitted. A corkage fee will be charged for any food or beverage not purchased through Centerplate. In-booth catering is allowed through Centerplate; however, all beverages must be non-alcoholic unless a request to serve alcohol is pre-approved in writing by Show Management. [Click here](#) to access their online form.

Booth Construction

NYVR is a "Cubic Content" Show. Booths may be constructed as detailed in the Booth Construction & Display Guidelines located in the Show Rules & Regulations section of the online service manual.

Business Center

For everyday office needs, visit the on-site full-service FedEx Office and Print Center located at the Javits Convention Center on Level 3 next to Hudson News, adjacent to the 37th Street entrance. [Click here](#) to access their information.

Ceiling Height Restrictions

All booths must comply with the booth regulations described in the service manual for approved height regulations. The maximum ceiling height in the Javits in Hall 3B is 33'.

Children

Children under the age of 18 are not allowed on the show floor during move-in or move-out.

Clean Floor Policy

All crates and skids must be tagged and removed from the exhibit floor no later than 4:30 pm on Wednesday, October 24, 2018. This will allow sufficient time to complete the overall cleaning of the Exhibit Hall as well as provide exhibitors the space to complete their booth set up by keeping aisles clear.



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Crates without empty stickers will be tagged by Freeman and removed – whether full or empty. Exhibitors may request product to be returned to their booth at the exhibitor's expense. Depending on where the crates are located, it may not be possible to access the crates prior to move-out.

Concessions

Cash concessions will be available through food outlets in the Jacob K. Javits Convention Center during the show.

Copyrights

Exhibitors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain any and all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

Directions to Jacob K. Javits Center

For driving directions visit www.javitscenter.com.

Driver Check-In

All delivering carriers must check in at the Freeman Driver Check-In area at 39th and 12th Avenue at the Jacob K. Javits Convention Center prior to show-site delivery. All shipments must be accompanied by a certified lightweight & heavy weight ticket. For questions, contact Freeman Customer Service at (201) 299-7575.

Electrical Service

Javits is the exclusive provider for [electrical services and labor](#). Show Management **does not** include electrical services or labor as part of your booth space rental fee. Electrical service will be activated 30 minutes prior to show opening and deactivated 30 minutes after show closing each day. Javit's electricians install and remove all electrical wiring, load centers, disconnects and distribution panels. Electricians install and dismantle all electrical, operate certain sound, light and video systems. Exhibitors may install their own equipment provided the following requirements are met: the booth is no larger than 10' x 10', the work is done by the exhibiting company's own employee(s), no tools or ladders are used, the service order is for 500 watts or less and no more than 4 lights are being installed. Electrician's regular work hours are 7:30 am to 3:00 pm. When labor charges are applied, straight time prices are charged for these hours, Monday through Friday, except weekday holidays. For all other move-in hours overtime rates will apply. All move-out hours will be charged at the applicable rate listed in the online service manual.

Exhibitor Appointed Contractor (EAC)

If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the exhibitor must complete the [online Exhibitor Appointed Contractor form](#). Completion of this form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC. For more information on the regulations pertaining to EAC's, please refer to the Show Rules & Regulations section of the online service manual.

Exhibitor Badge Registration

All exhibitors who are employees of the exhibiting company will be required to wear an exhibitor badge at all times within the exhibit area, including move-in and move-out. Badges will be issued only to those individuals staffing your booth. Please do not register your EAC (Exhibitor Appointed Contractor) as a staff member. EAC's will be issued daily wristbands for move-in and move-out only at the Security Desk. [Click here](#) to access our Exhibitor Portal and request your exhibitor badges. Badges will not be mailed and may be picked along with your badge holder onsite. Questions concerning exhibitor badges can be directed to Registration Customer Service at 877-699-5410 or photoplus@experient-inc.com.

Exhibitor Unloading

Freeman will handle and control the unloading and loading of all vehicles at the Convention Center's loading docks.

Facility Information

Exhibits will be located in Exhibit Hall 3B of the Jacob K. Javits Convention Center. The address is:

Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001
Telephone: (212) 216-2000
services@javitscenter.com
www.javitscenter.com



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- Exhibitors will set up in Halls 3B on the 3rd level.
- Freeman will be in control of the loading dock areas. NO parking and/or unloading is permitted in the loading and unloading areas.
- The floor of the exhibit hall is carpeted with a floor load capacity of 350 pounds per square foot.
- The exhibit hall is illuminated with metal halide 400-watt bulbs.
- Electrical service will only be provided 30 minutes prior to show opening and 30 minutes after closing during open show days. Show Management **DOES NOT** provide 24-hour electrical service. To order utilities (electrical, telecommunication, etc.), complete the appropriate forms located under the Official Show Service Providers section of the Exhibitor Service Manual.
- Maximum ceiling height in Hall 3B is 33'. Please see the Booth Construction & Display Guidelines under the Show Rules and Regulations section of the Exhibitor Service Manual for more information regarding booth height rules and regulations.

First Aid

A first aid station, staffed by licensed medical professionals, will be available on show days and move-in/out.

Freight Free Aisles

The floor of the Exhibit Hall will be marked to indicate all "Freight Free Aisles". If your booth borders one of these aisles, please keep your crates and materials out of these aisles so that they remain clear for the free movement of freight.

Freight Holds

NYVR and Freeman reserve the right to hold freight for ANY outstanding balance owed including; booth payment, electrical, freight, storage fees, etc. Freight will be released when the outstanding balance is paid.

General Service Contractor

Freeman is the General Service Contractor for NYVR. Freeman provides furniture rental, material handling, labor, signage, shipping etc. All orders for labor and teamster services are to be made through Freeman, including the number of personnel required and the hour at which they are to report. Orders can be made online or using the order forms in the Freeman Information & Order Forms section of the online service manual.

Hanging Signs

Only exhibitors in island, split island, and peninsula booths that are 400 square feet or larger may have a hanging sign over their booth. Maximum height for hanging is 24' from the floor to the top of the sign. For more information on the regulations pertaining to hanging signs, please refer to the Show Rules & Regulations section of the online service manual.

Hotel Arrangements

OnPeak is the official housing agency of both NYVR and PhotoPlus. It is the best way to book hotel rooms for the Expo. Hotel arrangements can be made through the Housing & Travel section of the [PhotoPlus website](#).

Insurance

Show Management requires each exhibiting company and exhibitor appointed contractors to carry general liability insurance, automotive liability insurance and workmen's compensation coverage. [Click here](#) to electronically upload your insurance information. Refer to the "Insurance Requirements Policy" in the Show Rules & Regulations section of the manual for more specifics on insurance requirements.

Lead Retrieval

SWAP lead tracking devices may be rented from Experient using the form provided in the Official Service Provider Order Forms section of the online service manual. Or, you may email michelle.willever@experient-inc.com for more information.

Marshaling Yard

All delivering carriers must check in at the Freeman Driver Check-In area at 39th and 12th Avenue at the Jacob K. Javits Convention Center prior to show-site delivery. All shipments must be accompanied by a certified lightweight & heavy weight ticket. All vehicles entering the Jacob K. Javits Convention Center are subject to review and search.



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Noise Levels

No live music or DJ performances will be permitted in the Exhibit Hall without permission. Background music may only play from portable stereos/CD players and must be kept to a level that does not interfere with the selling efforts of other exhibitors. Speakers are required to be turned inward to the booth. Show Management retains the right to control booth noise and eliminate it if detrimental to other exhibitors. After three warnings or complaints of disruptive sound, Show Management may disconnect and/or remove the source of the sound violation for the remainder of the show.

Occupancy

Exhibit displays must be set by 5:00pm on Wednesday, October 24. Should any space (for which a signed contract has been received and rental payment made) remain unoccupied after this time, Show Management reserves the right to rent or otherwise use such space and shall not be obligated to refund the space rental fee.

Exhibitor's displays must not be dismantled or packed in preparation for removal prior to 4:00pm on Saturday, October 27. Every exhibit must be fully staffed and operational during published Expo Open hours.

Dismantling of displays begins at 4:00pm on Saturday, October 27, and continues until Noon on Sunday, October 28.

By Noon on Sunday October 28, all exhibitor displays, or materials left in the exhibitor's space without instructions will be packed, shipped or discarded at the discretion of Show Management at the exhibitor's expense.

Paging/Announcements

There is no paging system in Exhibit Hall.

Parking

There is no parking at the Jacob K. Javits Convention Center. However, there are a variety of lots open nearby, ranging from 24-hour, 7-days a week, to more limited service. For more information, visit Javits website www.javitscenter.com.

Personal-Owned-Vehicles (POV) Area - On the Inner Roadway along 11th Avenue

Access will be granted to exhibitors only during a specified time frame and on a first-come, first-serve basis; are allocated 15 minutes, and the time limit will be strictly enforced. Only vehicles with TWO (2) licensed drivers will be granted entry; and must be attended at all times by a licensed driver; Loading and unloading is limited to vehicles no larger than an Econoline van.

Photography & Filming

Exhibitors may only photograph/film their own exhibit at the Expo. In order to take a photograph or film another booth, you must receive permission from booth personnel in the booth prior to taking pictures or filming. Show Management and the Official Show Photographer are exempt from this rule. Members of the Press must first receive permission from the exhibitor to photograph or film the exhibitor's booth. Violation of the policy may result in confiscation and removal of camera images and expulsion from the show.

Security

Show Management provides adequate perimeter security on-site. However, it is the exhibitor's responsibility to ensure the security of their exhibit and products at all times. To order in-booth security services for your exhibit, use the Security Order Form found in the Official Service Provider Order Forms section of the online service manual.

Selling Policy

Order taking ONLY is the recommended policy during show hours for all three-show days. It is the sole responsibility of the exhibitor that sells off the show floor to report the appropriate amount of sales tax due. You must file the appropriate registration/tax forms with the New York Department of Taxation and Finance Office. For more information, forms, or publications, call the New York Business Tax Information Center at (518) 485-6800.

Shipping

Booth materials may be shipped in advance to the Freeman Advance Warehouse or shipped directly to the Jacob K. Javits Convention Center. The specific shipping information, instructions, receiving dates, targeted move-in schedule and printable shipping labels are located in the Shipping Information of the online exhibitor manual. If you have questions, contact Freeman at (201) 299-7575.



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Show Colors

Backwall: Black
Siderail: Black
Aisle Carpet: Plum

Smoking Policy

In accordance with New York City law, smoking is prohibited in all enclosed facilities and covered areas on Jacob K. Javits Convention Center property, including but not limited to exhibit halls, conference and meeting rooms, loading docks, offices, restrooms, common areas and eating areas.

Standard Booth Equipment

All booths will be supplied with the following equipment.

Linear, Corner and Perimeter booths

- 8' high pipe and drape back wall.
- 3' high pipe and drape side rails.
- 7" x 44" booth identification sign with company name and booth number.

Peninsula and End-Cap booths

- 8' high pipe and drape back wall

Island booths do not come with back drape. If it is desired, it may be ordered from Freeman. All other equipment and services are the responsibility of the exhibitor. Show Management will provide standard booth carpeting for linear booths only.

Please refer to the Booth Construction & Display Guidelines in the Show Rules & Regulations within this manual.

** Booth carpet, booth furnishings, electrical, booth cleaning, shipping, drayage, lighting, signs, sign hanging, labor, telephone, internet, floral, audio visual, security, etc. is not included in the booth space rental fee.*

Utilities

The Jacob K. Javits Convention Center is the exclusive provider for electrical, telecommunications, internet, gas, plumbing and compress air services. Order forms for these services are located on the [Javits' Exhibitor Portal](#).

Wheelchairs

A limited number of wheel chairs are available at no fee. The Jacob K. Javits Convention Center can also assist patrons wishing to rent motorized wheelchairs. Call the Command Center at (212) 216-2196 before you arrive for information on reserving or renting a wheelchair.

WiFi Service

The Javits Center has been fitted with a high-density wireless Internet access system. This service includes FREE wireless Internet access up to 256K of bandwidth. The free WiFi service has been optimized for light business uses such as simple web browsing and e-mail. Video streaming and other high bandwidth needs will be better served by other Internet services available at the Javits Center. Paid internet access options with higher bandwidth are available for single or multi-day use. This high density wireless service can be accessed by any wireless capable device from any location throughout the facility.

For any wireless support issues, please call [212.216.4357](tel:212.216.4357) or send an email to support@javitscenter.com.