



Welcome to the online set-up manual for the ICFF®!

This set-up manual provides the instructions you will need to display efficiently and effectively at the ICFF.

The easiest way to approach the manual is to study the check list and follow it paying close attention to the various deadline dates for ordering the services that you will need to exhibit. You should have everyone responsible for your exhibit, including any independent display house, read it thoroughly to be familiar with its provisions.

We highly recommend that you order all of the necessary services you will need as early as possible. By ordering in advance/by the deadline dates you can save as much as 20% off the onsite costs.

Please note that all electrical service and labor is ordered directly through the Javits Center at [www.javitscenter.com](http://www.javitscenter.com). Please email a detailed pdf of your electrical layout in a PDF format to Bruce Gold at [bgold@javitscenter.com](mailto:bgold@javitscenter.com).

Please contact us with any questions before or during the Fair for clarification and assistance. Also, if you have not received your customer service number, please contact us at any of the emails listed below.

Wishing you a fantastic and successful market!

Keith Colavito  
Operations Manager  
[kcolavito@glmmarkets.com](mailto:kcolavito@glmmarkets.com)

Alex Cabat  
Sales Director  
[acabat@icff.com](mailto:acabat@icff.com)

Natasha Davis  
Marketing Representative  
[ndavis@glmmarkets.com](mailto:ndavis@glmmarkets.com)