

ICFF® CONTACTS / INFORMATION

ICFF TEAM TELEPHONE NUMBERS

Listed below are the specific departments and their Direct Dial phone numbers. While most of the questions you may have about your participation at the ICFF should be directed to the Operations Department, the departments and functions listed below are the exceptions, and you should call them directly with any inquiries at the phone number listed.

INQUIRING ABOUT:

DEPARTMENT / DIRECT DIAL NUMBERS:

On-Line Directory listing	Karla Frisenda kfrisenda@glmmarkets.com	(914) 421-3290
Display Construction & Shipping Inquiries	Operations	(914) 421-3261
Exhibitor Badges	customerrelations@glmmarkets.com	(800) 272-7469 or (212) 204-1060
Payment of Booth Space	The ICFF Team	(914) 421-3239
Public Relations & Marketing	Tobin and Tucker icff@tobinandtucker.com	(212) 879-5776

FAIR CONTRACTOR INFORMATION

AUDIO VISUAL MetroMultiMedia 115 Moonachie Avenue Moonachie, NJ 07074 (201) 994-1300 FAX (201) 994-1350 email: tomd@metro-expo.com	CLEANING Jacob K. Javits Convention Center 655 W. 34 th Street New York, NY 10001-1188 (212) 216-2090 FAX (212) 216-4169 www.javitscenter.com	DISPLAY CASE RENTALS American Fixture & Display/Levin & Associates 15-04 130th Street College Point, NY 11356 (718) 463-2176 FAX (718) 463-4302 www.americanfixture.com
ELECTRICAL Jacob K. Javits Convention Center 655 W. 34 th Street New York, NY 10001-1188 (212) 216-2090 FAX (212) 216-4169 www.javitscenter.com	FLORAL Big Apple Florist 228 E. 45 th Street New York, NY 10017 (800) 554-0001 FAX (212) 687-5939 www.bigappleflorist.com	FOOD SERVICE Centerplate 655 West 34th Street New York, NY 10001-1188 (212) 216-2400 FAX (212) 216-2495 www.javitscenter.com
FREIGHT GES – Global Experience Specialists 7050 Lindell Road Las Vegas, NV 89118 (800) 475-2098 FAX (866) 329-1437 Int'l orders (702) 515-5970 www.ges.com	FURNISHINGS GES – Global Experience Specialist 7050 Lindell Road Las Vegas, NV 89118 (800) 475-2098 FAX (866) 329-1437 Int'l orders (702) 515-5970 www.ges.com	HOTEL/AIR TRAVEL Travel Planners 381 Park Avenue South New York, NY 10016 (800) 221-3531 or in NY (212) 532-1660 FAX (212) 779-6128 www.myglmtravel.com email: res@tphousing.com
INT'L FREIGHT FORWARDER Phoenix Int'l Business Logistics 1201 Corbin Street Elizabeth, NJ 07201 (908) 355-8900 FAX (908) 355-8883 email: smulkeen@phoenixlogistics.com	INSURANCE John Buttine Inc. Insurance 33 East 33 rd Street, Suite 506 New York, NY 10016 (212) 697-1010 FAX (212) 986-2822 e-mail: kar@buttine.com	LABOR (Carpenters, Teamsters) GES – Global Experience Specialists 7050 Lindell Road Las Vegas, NV 89118 (800) 475-2098 FAX (866) 329-1437 Int'l orders (702) 515-5970 www.ges.com
LEAD RETRIEVAL Convention Data Services ® 107 Waterhouse Rd. Bourne, MA 02532 PH: 800.746-9734 FX: 508-759-4238 Email: XPressLeadPro@cdsreg.com web: www.ConventionDataServices.com	PHOTOGRAPHER The Photo Group 17123 Bodega Lane, PO Box 309 Bodega, CA 94922 (800) 752-6913 (707) 876-3222 FAX (707) 876-3027 www.thephotogroup.com	SECURITY McRoberts Protective Agency 87 Nassau Street New York, NY 10038 (212) 425-2500 FAX (212) 425-2509 email: villiarola@mcroberts1876.com

<p>TELECOMMUNICATIONS Jacob K. Javits Convention Center 655 W. 34th Street New York, NY 10001-1188 (212) 216-2090 FAX (212) 216-4169 www.javitscenter.com</p>	<p>TEMPORARY HELP Forrest Solutions 10 East 40th Street, 9th Floor (between 5th/Madison) New York, NY 10016 (212) 204-1015 www.forrestsolutions.com email: dfurst@forrestsolutions.com</p>	<p>VISITOR INFORMATION NYC & Company 810 Seventh Avenue, Third Floor New York, NY 10019 (212) 484-1241 FAX (212) 246-6310 email: cwwhitfield@nycvisit.com</p>
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SET UP HOURS

CHILDREN UNDER 18 YEARS OF AGE WILL ABSOLUTELY BE PROHIBITED DURING THE SET-UP AND DISMANTLING OF THE FAIR. THERE WILL BE NO EXCEPTIONS TO THIS RULE.

Exhibitors may set up beginning on Wednesday, May 14 after the receipt of their freight. Please refer to the Targeted Floor Plan for your delivery time.

Set up hours are:	Wednesday	May 14	8:00 am - 5:00 pm
	Thursday	May 15	8:00 am - 5:00 pm
	Friday	May 16	8:00 am - 5:00 pm

All exhibitors must vacate the premises by 5:00 pm on Friday in order to facilitate the cleaning of the aisles and the laying of the aisle carpet.

FAIR HOURS


All exhibits must be open and ready for business by the official open hour each day and remain fully staffed until closing time. The ICFF hours are:

Saturday	May 17	10:00 am-5:00 pm	Trade only
Sunday	May 18	10:00 am-5:00 pm	Trade only
Monday	May 19	10:00 am-6:00 pm	Trade only
Tuesday	May 20	10:00 am-4:00 pm	Trade and Public

Exhibitors will be admitted starting at 8:00 am each day and may stay until one-half hour after the Fair closes each evening. Any exhibitor wishing to conduct a meeting should contact the ICFF Team about the use of one of the meeting rooms available at the JKJCC.

LOCATION

The Jacob K. Javits Convention Center of New York ("JKJCC") is located at 655 W. 34th Street, New York, NY 10001, between 34th and 39th Streets and 11th and 12th Avenues. The **ICFF®** will be held in Halls 1A-1D from May 17-20, 2014. **SURTEX®**, a trade show for surface design, will occupy Hall 3A from May 18-20, 2014. The **signature mix™ marketplace** will occupy Halls 3B-3E from May 18-21, 2014.

 Please call (800) 272-7469; (212) 204-1060 if you require special accessibility or arrangements during the ICFF.

ON SITE MANAGEMENT OFFICE

We will maintain a fully staffed office at the JKJCC in Room 1A02 located directly adjacent to the entrance to Exhibit Hall 1A.

ON SITE EXHIBITOR CONTACT

Please be sure to fill out our **SHOW SITE CONTACT FORM** to allow us to contact your representative in New York in the event of an emergency. This information will be kept confidential.

BOOTH INSURANCE

IMPORTANT! Occasionally, things can go wrong at a trade show. Items can be lost or damaged and it can be difficult or impossible to assign blame. Insurance for exhibits and products is the responsibility of exhibitors. Protect yourself from the unexpected by having insurance coverage in place that covers you during your time at our event. Exhibitors should consult their insurance broker to obtain an endorsement to their insurance policies to cover display materials and merchandise during transit to/from and at the Show site. Neither Show Management, the JKJCC, the contractors nor any of their officers, agents or employees assume any responsibility for the theft of, loss of or damage to exhibitor property. Exhibitor and its contractor(s) must maintain Commercial General Liability Insurance. Policy limits should be \$1,000,000 Each Occurrence, \$2,000,000 General Aggregate, \$2,000,000 Product Liability and \$1,000,000 Personal & Advertising Injury. Exhibitor and its Contractor(s) shall also maintain Workers Compensation Insurance for employees participating in the Fair. Exhibitors seeking liability insurance should refer to the **EXHIBITOR LIABILITY INSURANCE APPLICATION & ENROLLMENT FORM**.

MUSIC IN BOOTHS

The performance or use of live or mechanically-produced music that is of such type as to come under the jurisdiction of any of the performing rights organizations, such as the American Society of Composers, Authors and Publishers, (collectively "Organizations") is strictly prohibited, unless you can provide us written evidence either (a) that any required licensing fees have been previously paid to the appropriate Organizations to cover the period of the Fair; (b) that you have express permission from the copyright owner to perform the music at the Fair; or (c) that you, in fact, are the owner of the copyright. This may be accomplished by providing us with a copy of an agreement with the appropriate Organizations with respect to such licensing fees, a copy of an agreement with the copyright owner granting you permission to perform such music, or written representation that you are the copyright owner of the music to be used. You should note that express permission from the copyright owner relating to reproduction and/or distribution rights, does not include performance rights; hence the copyright authorization that you provide us must specifically reference performance rights. Moreover, U.S. copyright law contains no exemption allowing you to perform music at a tradeshow for purposes of promoting sales of that music. In any case, you must provide us the requested evidence prior to the Fair by completing the **MUSIC REQUEST FORM** and returning it to GLM by April 11, 2014.

LEAD RETRIEVAL

Convention Data Services is the official and exclusive lead retrieval supplier with equipment that can read the badge barcode. Their X•Press Lead Retrieval products allow exhibitors to electronically capture attendee contact information and demographic profiles, and enter custom notes and qualifiers into the lead record. Files are then available for the exhibitor to download and begin follow up. X•Press Leads equipment includes the XPress Connect software app and the XPress Connect Plus wireless handheld scanning device (optional printer available). Both solutions scan the QR Code on the attendee's badge. For further information and rental costs, visit the Online Order site, <https://www.xpressleadpro.com/fe/index.php?sc=icff054> , or refer to the **X-PRESS LEAD RETRIEVAL FORM**. You can also contact sales at 800-746-9734.

Important 2014 Badge Barcode Change: Please note, badges will contain a QR Code. If you own a scanner that scans a 2D Barcode, it will not be compatible at this event. Please work directly with Amy Thrasher, Senior Exhibitor Services Account Manager, to discuss your lead retrieval options via phone 508-743-0186 or email athrasher@cdsreg.com

FLORAL SERVICE

Big Apple Florist, Inc. will be the official supplier of floral decorations. Exhibitors wishing to order floral service should place their order directly by using the **BIG APPLE FLORIST ORDER FORM**.

AUDIO VISUAL SERVICE

MetroMultiMedia will be the official supplier of audio visual equipment. Exhibitors wishing to rent such equipment should use the **METROMULTIMEDIA ORDER FORM**.

PHOTOGRAPHER

The Photo Group is the official Fair photographer. If you require their services, refer to **THE PHOTO GROUP ORDER FORM** for rates and information.

TEMPORARY STAFF

Forrest Solutions Staffing (FSS) provides complete coverage for all your tradeshow needs. Forrest Solutions can provide staff in the following areas: help unpack and arrange and pack-up exhibitor product (Note: Staff will not engage in display set-up and dismantle duties reserved for Javits Center Carpenters, Teamsters, Electricians, and Plumbers), product demos, booth greeters, sales assistants and information specialists. FSS is an Equal Opportunity employer and all requests for staff must be made 2 weeks prior to the show. International clients must pre-pay via wire transfer 3 days before any show. Any request after the 2 week deadline cannot be guaranteed. Call David Furst at (212) 204-1015 or email him at dfurst@thinkfsg.com.

SECURITY

Show Management will have perimeter guard service at the JKJCC throughout the move-in period, open hours, and move-out period of the Fair. **Exhibitors are reminded, however, that this event is an open booth show and that they are solely responsible for the security of their exhibits and merchandise.** While Show Management will exercise reasonable care in safeguarding exhibitor's property, neither Show Management, the contractors, nor any of their officers, agents or employees, assume any responsibility for such property. Exhibitors should take every precaution to protect exhibit materials. Here are a few suggestions:

- Ship in locked trunks or crates.
- If cartons are used, be sure they are taped or banded, and do not mark them with the name or type of articles inside.
- Ship with a reputable trucker or forwarder.
- Furnish the shipping company with an accurate and complete bill of lading.
- Do not leave the exhibit unattended during the set-up, Fair days and dismantling periods.
- Cover the display at the end of each move-in and open day of the Fair. If merchandise is particularly valuable, consider private security.
- **Do not, under any circumstances, include merchandise in containers to be stored with empties.**
- At the close of the Fair, pack as quickly as possible, and do not leave the exhibit space unattended.
- **Be sure to pack and secure all of your products before you leave on Tuesday, May 20, 2014.**

Exhibitors removing merchandise from the show floor **MUST** wear their exhibitor badge. To assure maximum security for exhibits, after-hours work or entertainment will not be permitted in the exhibit booths. All attendees and exhibitors must leave the building within one-half hour after the Fair closes. If exhibitors feel their merchandise requires special protection, they may hire a private guard through the **MCROBERTS PROTECTIVE AGENCY FORM**. An overnight storage room will be available at the JKJCC-**open 24 hours a day during move-in, Fair days and move-out – this can be used to store handbags, laptops and brief cases, too!** The location of the room will be printed in the Information Bulletin, or you may ask the Show Management floor manager or security supervisor in your section for the exact location.

BOOTH DESCRIPTION / BUILDING GUIDELINES*

All booths (excluding island booths and booths in aisles 100-500), unless notified will be provided with the Global Experience Specialists ("GES") Premier Wall System. These wall modules/panels with honey comb construction and aluminum edge protection are covered with a white painted MDF Skin to provide a solid core and streamlined look. Adjustable feet allow for easy cable/electric distribution.

***IMPORTANT!**

Exhibitors in aisles 100-500 will receive written notification of the components that come with their booth package.

Also included in your booth package are:

- Drayage – delivery of freight from the dock to the booth and the removal of freight to the dock at the conclusion of the Fair (**except UPS and FedEx**).
- All set-up/installation electrical labor will be charged at the straight time rate.
- Vacuuming of booth (prior to opening morning of the Fair)

Premier Wall System Specifications

DIMENSIONS

	<u>Metric</u>	<u>Standard (approx.)</u>
Height	3 meters	9' 10"
Height of panel with feet extended	3060.7mm	10' ½"
Width – 1m wall	1 meter	3' 3 ¼"
Width – 1/2m wall	½ meter	1' 6"
Thickness	60 millimeters	2 ¼"
Height of feet off floor	63.5 millimeters	2 ½"
Inside dimensions	2.94 meters wide	9.65 ft wide
	2.99 meters deep	9.88 ft deep
Visible Aluminum Edge	2 millimeters	3/32"
Aluminum Framework*		
Left & right side of each panel	38.10 millimeters	1.5"
Top & bottom of each panel	76.20 millimeters	3"
Corner blocks – 4	127 millimeters	5' square corner blocks

*** these areas are not available; for a diagram please refer to the GES Premium Wall System Description/page specifications**

WEIGHT CAPACITY

Nails/Drywall Screws/Picture Hooks	38.1mm minimum or 50.8mm maximum	1 ½" minimum or 2" maximum
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DAMAGED PANELS

Refurbishing fee**	\$169.50 per panel/per side**
Replacement fee***	\$1,130.25 per one meter panel/per side*** \$1,017.00 per half meter panel/per side***

** Refurbishing fees are assessed for:

- Painted walls.
- Holes that are larger than ¼" in diameter.
- Affixed items creating holes larger than ¼" in diameter i.e. plasma mounts, furnishings & graphics.
- Any graphics, wall coverings, wallpaper or adhesives not removed (except those provided by GES).
- Any hardware not removed (of any size).

*** Replacement fees are assessed for:

- Damage compromising the integrity of the panel i.e. too many holes in one panel, any whole with a diameter larger than ¼", any damage to the aluminum framework.

Refurbishing and or replacement fees incurred at the ICFF will automatically be added to your GES exhibitor invoice.

WALL SURFACE

LET'S GET CREATIVE! Supply GES with your graphics and they can print them right on your walls! [See Form Z4](#) for more details.

You may also paint the walls inside your booth (refurbishing fees apply). Or, you may hire GES to paint for you (acrylic base latex only/materials supplied by exhibitor) – \$169.50 per panel for refurbishing, plus kit rate for Journeyman labor to paint the panels.

Please take special note that inline booths do not have a dividing wall that entirely separates you from your neighbors; the dividing wall depth extends 1m from the back wall in all cases except in instances when an exhibit space borders a peninsula booth. Each exhibitor will receive an individual booth layout via email.

BOOTH PACKAGE CARPET

Each booth is provided with booth carpet (please select your carpet color from one of six color options **BOOTH PACKAGE FLOORING OPTIONS ORDER FORM**) and carpet padding. If you do not choose a carpet color by the prescribed deadline of April 11, 2014, it will be assumed that you will be providing your own flooring or utilizing the cement floor (no carpet or carpet padding will be installed). The Javits Center has recently installed permanent carpet (gray tones with red accents in geometric patterns) in Hall 1D (aisles 100 to 500). Exhibitors in Hall 1D who do not select a carpet color will receive the charcoal colored carpet.

HEIGHT LIMITATIONS FOR DISPLAYS AND HANGING SIGNS

Exhibitors may not place either fixtures, signs or merchandise above the 10' height of back or side walls. Exhibitors may extend the back and side walls and fascias of their own exhibits to 12' in height, including booth signs, provided (i) the exhibit is a constructed display; (ii) all sides of the additional height are finished; (iii) there is no sign or other form of corporate identification above the 10' height of the back of any wall in common with another exhibitor; **(iv) detailed plans are submitted to Show Management at least 90 days in advance of the opening of the Fair; and (v) Show Management grants approval.** Any unfinished sides of displays must be finished in white and be of neat appearance, all at the exhibitor's expense.

Exhibitors who wish to have an enclosed ceiling or even partial coverage of their booth must submit a detailed request 90 days in advance to the Operations Department.

Please Note: Booths located in Aisles 2000-2500 have limited ceiling hanging points. For clarification contact the ICFE Operations Manager Keith Colavito at (914) 421-3261.

CUSTOM SIGNAGE

Custom signs are provided by GES. Refer to [GRAPHICS & SIGNAGE ORDER FORM](#) for details.

FURNITURE RENTAL / CARPET RENTAL

Additional furnishings and accessories are available from GES. Refer to the [FURNITURE & ACCESSORIES ORDER FORM](#). If you are interested in ordering a carpet color other than one of the six color choices available as part of your booth package, please contact Travis Ransom at GES (transom@ges.com / 201-538-3907) for options and pricing. Please remember to select the "DO NOT INSTALL CARPET IN MY BOOTH" option on the **BOOTH PACKAGE FLOORING OPTIONS FORM**.

ELECTRICAL LABOR

Electrical Work

The Javits Center provides skilled journeymen electricians. **Javits electricians install and dismantle all lighting and electrical with one exception; an exhibitor with 100 sq. ft. booth, having ordered one 500 watt outlet, may hang and dismantle exhibitor-owned light fixtures (excluding track lights) without tools or the use of a ladder.** Exhibitors with six light fixtures or less in a 100 sq. ft. booth, having ordered power and requiring labor and/or utilizing track lighting should expect to pay a \$50.00 fee for installation and dismantling labor. Exhibitors with more than six light fixtures in a 100 sq. ft. booth, having ordered power and requiring labor and/or utilizing track lighting will be assessed a minimum fee of \$140.00 (this number will increase as the number of fixtures utilized increases/depending on the complexity of the display) for installation and dismantling labor.

Additionally, they install and remove all electrical signs, wiring, load centers, disconnects and distribution panels, all communication and video cable between and outside exhibits and under carpets, and all sound systems. Javits electricians will also operate certain sound, light and video systems. If you wish, you may plug in your own equipment to your rental outlet if you have ordered 110 volt service of 1500 watts or less. You may also test and tune your own equipment and run communications wire between devices like modems, CPUs or printers within your booth.

NOTE: Exhibitors may not plug into existing service/service ordered by another exhibiting company. This dangerous practice is a fire hazard and will be monitored closely.

Planning Your Electrical Service

Here are some facts and tips to help you save energy when planning your electrical service:

- All Javits electrical service connections are single connections (a multibox/plug-in strip is an extension cord only and requires electrical wattage).
- As mandated by the electrical code, lighting fixtures may only be powered by service classifications of “up” to 500 watts”, “501 to 1000 watts” and “1001 to 1500 watts”. Service classifications “1501 to 2000 watts” and 2001 to 2500 watts” are for equipment hook up only and may not be used for lighting circuits.
- If you have several devices and pieces of equipment spread throughout your booth, you may need to order a separate service for each.
- All electrical equipment must be Underwriter Laboratories (UL) approved.
- Electrical code violations are unsafe, time consuming and costly to correct. So, please feel free to call Javits Show Electric Division at (212) 216-2656 if you have any questions about the New York City codes. A couple of typical violations are:
 - Use of multiple attachment plugs, called “cube taps”
 - Use of plugs and connectors which are commonly used in Europe and Asia
 - It is a fire hazard to connect more than one multi box or plug-in strip to a single electrical connection
- Be aware of labor charges you may incur. Charges are usually assessed for:
 - All 208, 460 volt and overhead work
 - Securing and removing service for booths with three or more separate 110 volt services
 - Installing and dismantling exhibitor-owned lights (An exhibitor with 100 sq. ft. booth and one 500 watt order may hang and dismantle their own light fixtures – excluding track lights- without tools or the use of a ladder.)
 - Installing and removing communications cable between booths or under carpet
 - Installing, operating and removing sound and light equipment
- Labor is charged in half-hour increments. **All electrical set-up/installation service will be charged at a straight time rate.** If the electrical service for your exhibit is complex and you are concerned about labor charges, call the Javits Show Electric Division at (212) 216-2656 for a labor estimate.

To place your order, simply call toll-free (877) 452-8487 or complete the **ELECTRICAL REQUEST FORM**. To ensure proper installation of your electrical requirements, e-mail a detailed plan in a PDF format to Bruce Gold at bgold@javitscenter.com. Please be sure to bring additional copies of your order and your floor plans with you to the Fair. The electrical form may be accessed at www.javitscenter.com. You can order directly on-line or if you prefer fax the form to Javits at (212) 216-4169. Order forms must be returned to the JKJCC via fax or postmarked by **May 2, 2014** to receive the Advance Rate.

Electrical Service and Fixture Options

The Javits Center can provide 110 volt service in 500 watt increments up to 1500 watts for lighting. Please refer to the electrical form at www.javitscenter.com for information on additional power options, quad boxes and plug-in strips, and the array of lighting fixture rental options available.

LABOR

ORDER IN ADVANCE AND SAVE ON THE HOURLY CARPENTER RATE

Qualified labor personnel are required to perform various services at the JKJCC. Helpers brought into the Javits Center by exhibitors for the sole purpose of unpacking, setting, styling or packing should not engage in display set-up and dismantle duties reserved for Javits Center carpenters, teamsters, electricians and plumbers. The following guidelines will help you in preparing your exhibit to conform to jurisdictions. Adherence to these regulations can result in substantial savings.

Exhibit Building

Exhibit building labor is done by JKJCC Apprentice and Journeyman Carpenters. They are responsible for uncrating and crating exhibits, building and dismantling all exhibits and booths, laying carpets and other floor covering, hanging non-electric signs, banners and drapes, and distributing contractor owned or leased furniture and other standardized equipment. The following exceptions apply:

- Exhibitors may install and dismantle their exhibits, and lay carpet/floor covering as long as:
 - Booth size is 100 square feet (10'x10') or less.
 - The work described above can be reasonably accomplished in 1/2 hour or less.
 - No tools can be used in assembly, installation or dismantling.
 - Individuals performing the work must be employees of the exhibiting company and must carry identification to verify this fact.

- Exhibitors may unpack, pack and arrange their merchandise in their exhibit.

When unsafe set-up or dismantle conditions exist, JKJCC may elect to suspend the exceptions listed above and Javits exhibit building labor will complete the work at the exhibitors expense.

Freight Moving

Freight moving labor is handled by JKJCC Teamsters. They are responsible for loading and unloading, moving and delivering exhibitor freight to and from the exhibitor's booth. However, certain items may be brought into the JKJCC through the designated hand carry area. If your vehicle fits one of the descriptions listed below you may carry certain items into the JKJCC. Suitable vehicles for the self-service hand carry unloading procedure are:

- Automobiles
- Econoline Vans
- Mini Vans
- Sport Utility Vehicles

Box or cube trucks, vans and trailers hitched to the above vehicles are prohibited in the self-service hand carry unloading areas. All of the space in the Inner Roadway (the shuttle bus loading/loading out space) will be available for exhibitor self-service hand carry operations during the move-in and move-out period. **Someone must stay with the vehicle at all times. No exceptions!**

All single occupancy vehicles will be turned away by security personnel – no exceptions. There must be someone representing the exhibitor with the vehicle at all times/vehicles left unattended will be towed at exhibitor expense. All items brought in through the approved hand carry areas must fit into the following categories.

- An exhibitor may hand carry items or use nothing larger than a two-wheeled baggage cart (rubber or plastic wheels only) to move items.
- Exhibitors must use the doors and routes designated by Show Management.
- The persons moving items must have identification showing that they are employees of the exhibiting company.

Please refer to the Shipping Information portion of this manual for additional and important details.

EXHIBITOR APPOINTED CONTRACTORS (EAC)

Exhibitor Appointed Contractors (I&D Houses) having Javits Center authorization to do so may order booth building labor directly from the Javits Center Contract Labor Administration Office. Those who do not have Javits authorization may order booth building labor through GES or through an EAC authorized to do so by the Javits Center – at no time may an EAC provide labor from any source outside of the Javits Center to erect or dismantle booths. In order to hire labor directly from the Javits Center, an EAC must open an account which requires the posting of a guarantee of payment bond, letters of credit and the fulfillment of certain insurance requirements among other things. To find out more about this policy, contact the Jacob K Javits Convention Center's Labor Administration Office at (212) 216-2328.

Exhibitors using authorized independent labor contractors must complete and return the Show Management and the GES **EXHIBITOR APPOINTED CONTRACTOR FORM** to both **GLM** and **GES** by April 11, 2014. Exhibitor Appointed Contractors must submit a "Certificate of Insurance" by April 11, 2014.

TIPPING

All employees of the JKJCC and the service contractors are adequately paid; there is no need to tip. Please report immediately to Show Management any discourtesies or attempts to imply that service will be speeded by tipping.

BADGES

CHILDREN UNDER 18 YEARS OF AGE WILL ABSOLUTELY BE PROHIBITED DURING THE SET-UP AND DISMANTLING OF THE FAIR. THERE WILL BE NO EXCEPTIONS TO THIS RULE.

Admission to the exhibit hall during the set-up or dismantling period is open only to exhibitor personnel with Exhibitor Badges. In February you will receive an email with a link to register exhibit staff with access details. The barcode provided within each person's confirmation can be scanned at the ICFE registration set-up for an instant badge. **All exhibitors must carry suitable photo identification.** Exhibitors may enter through the front entrance of the JKJCC on the 11th Avenue side of the building. Exhibitor registration hours are 8:00 AM - 5:00 PM

beginning Thursday, May 15. Access to the exhibit hall terminates at 5:00 PM each set-up day. This rule will be strictly enforced. **Exhibitors should pick up all badges by 5:00 PM on Friday, May 16.**

Helpers who are brought into the Fair for the sole purpose of unpacking, setting, styling or packing merchandise are required to wear set-up and dismantle badges that are valid during these periods only. **Helpers should not engage in display set-up and dismantle duties reserved for Javits Center Carpenters, Teamsters, Electricians and Plumbers.** Please refer to the labor section of this service manual for specifics on the various labor jurisdictions in place at the Javits Center. A contracting exhibitor can order these badges either in advance or at show site. This system is designed for security reasons.

HOTEL & TRAVEL

Travel Planners Inc., the official hotel and travel provider, has secured special rates for the Fair. Exhibitors can make, change or cancel their reservations by visiting <http://www.myglmtravel.com/> and selecting the appropriate show. Exhibitors can also contact Travel Planners by phone: (800) 221-3531/(212) 532-1660 (outside US), fax: (212) 779-6128, or e-mail: res@tphousing.com. Reservations will be confirmed by fax within 24 hours of request. Visit: <http://www.myglmtravel.com> for hotel rates, photos, descriptions and maps of hotel locations.

SHUTTLE BUS SERVICE

Complimentary shuttle bus service connecting the Javits Center and midtown locations will be provided during the Friday of set-up week from 3:00 PM to 7:00 PM and during the mornings, afternoons, and early evening hours for all Fair days. The final shuttle bus schedule will be available at the Fair.

VISITOR INFORMATION

NYC & Company, New York City's official convention and visitors' bureau, is pleased to be of service to all attendees of the ICFF. Visit their web site at www.nycvisit.com for helpful travel and destination information. In addition, to make your New York City experience more enjoyable and affordable, NYC & Company has arranged for a selection of special value offers for shopping, sightseeing, dining and entertainment through their Convention Delegate Pass. Specifically for exhibiting personnel, NYC & Company will assist with business resources from printers and party planners to group theater tickets and private dining options. Email your request to nyserv@nycvisit.com and their convention services staff will provide you with the appropriate business contacts.

GENERAL RULES

The first rule of exhibit display is to be considerate of other exhibitors. The distribution of gadgets, portfolios, favors or the use of flashing lights, smoke machines, bubble machines, megaphones, loud speakers, side-show tactics, live animals or other noisy or undignified displays is prohibited. Exhibitors should make special note that helium balloons, (except for exhibitor product) glitter, confetti, live animals and stick-on decals or other adhesive items are expressly prohibited within the JKJCC. **NEW! Exhibitors are solely responsible for any paint spillage/damage to the Javits Center floors.**

The use of baby strollers or luggage carts on the show floor during Fair hours is prohibited.

Demonstrators must be properly clothed at all times and must confine their activities to their exhibit space. Plans for raffles, prize drawings or promotional contests of any kind requiring visitors to register in a booth and/or be present in a booth at a specified time must be submitted to Show Management for prior approval. Given the reasons for exhibiting at the Fair, outside activities during Fair hours that would draw attendance from the exhibit building are prohibited. Under no circumstances should exhibitors enter another exhibitor's display uninvited or when it is unattended. **Taking photographs of another exhibitor's booth without permission from the exhibitor is strictly prohibited.**

No display may be arranged so that an exhibitor must stand in the aisle in front of the booth to conduct business. Moreover, no merchandise, chairs, tables, desks, lights, signs or other exhibitor items may extend into the aisle.

Exhibitors may not prepare or distribute food or beverages at the Fair without Show Management's prior approval and then only through the exclusive food contractor at the JKJCC, Centerplate. All permitted food and beverage service must take place within the exhibitor's booth and must not be disruptive to the Fair in any fashion. Exhibitors are responsible for all cleaning required as a result of these activities.

In order to preserve the wholesale character of the Fair, cash sales requiring the delivery of merchandise at the Fair are prohibited. This rule will create a better business atmosphere for all.

Exhibitors will not be permitted to behave in a manner which, in the sole discretion of Show Management, is objectionable. Exhibitors are also obliged to comply with any additional rules established by Show Management. If exhibitors have any questions concerning their exhibit, any conduct or activity, please contact Show Management for advice and approval.

Exhibitors should note that a portion of their exhibit fees is attributable to meal and entertainment expenses. Exhibitors should consult their tax advisors for information regarding the deductibility of these expenses.

BOOTH FOOD SERVICE

Centerplate is the exclusive food contractor for the JKJCC. Exhibitors may not prepare or distribute food or beverages at the Fair without Show Management's prior approval, and then (unless the food or beverage is the specific product to be displayed for re-sale) only through Centerplate. All permitted food or beverage service must take place within the exhibitor's booth and must not be disruptive to the Show in any fashion. Exhibitors are responsible for all cleaning required as a result of these activities. To place an order with Centerplate, call them toll-free at (877) 4-JAVITS (877-452-8487) or complete and fax the **CENTERPLATE CATERING ORDER FORM** to them at (212) 216-4169 or visit the Javits Center web-site www.javitscenter.com.

FIRE DEPARTMENT / SAFETY REGULATIONS

In compliance with the New York City law, there is **NO SMOKING** allowed in any area of the Jacob K. Javits Convention Center. All display materials used in the JKJCC must be flame retardant and conform to New York Fire Department (FDNY) regulations. No combustible decorations shall be used at any time.

All fabrics and decorations used in booths must be flameproofed with a compound approved by the New York Board of Standards and Appeals. An affidavit must be kept available in the display for inspection by the New York Fire Department, stating clearly (i) by whom and when such flameproofing was done; (ii) the exact materials flameproofed and the flameproofing compound used; and (iii) the approximate period of effectiveness of such flameproofing. Refer to Flameproofing section. Exhibitors should be aware that a flame test may be performed by the FDNY at an inspector's discretion. Cut flowers, living trees, plants, shrubs and grasses are permitted, provided all such decorations are kept in moist earth or water and are maintained in a healthy condition. Decorative greens containing pitch are prohibited. Artificial flowers or floral decorations which are not, or cannot be, flameproofed to comply with FDNY regulations must not be used. Exhibitors should also note that nothing may be hung from or affixed to any sprinkler heads or pipes. No tanks, liquefied petroleum gas or inflammable liquid, either empty or filled, may be brought into the JKJCC. You may test an item for flammability by holding a lighted match underneath it for a few seconds. The item may char, but cannot burst into flame, melt or drip.

The use of packing crates or cartons as display pieces is permitted, provided they are flame retardant and conform to the New York City Fire Department criteria.

Packing Materials

Avoid flammable packing materials. The cost of any of several suitable materials is not high and they last for several Fairs. Although we cannot predict how individual Fire Inspectors will rule on these matters, it is believed that wooden crates, corrugated cartons and fabric padding are acceptable. While not fireproofed, they will not readily ignite from a carelessly thrown match or cigarette. Many exhibitors have found stairpads, felt, quilting or blanket rejects suitable for packing. Sources of this type of materials should be listed in your local Yellow Pages under Waste, Wool, etc.

Display Materials

Use only FLAMEPROOFED fabrics for display and test them personally to make sure they will not burn. **While a final determination rests with the fire prevention inspector, in most cases this does not apply to displaying your own product (please contact the Operations Department if you require further clarification).** Flame proofing usually lasts from six months to a year after which the material must be reprocessed. The test usually performed by a Fire Prevention Inspector is to hold a lighted match to several different portions of the fabric. The material may char, but cannot burst into flame, melt, or drip. All decorative greens containing pitch and straw are prohibited. Flame retardant spray or liquid is available from: Rose Brand Textile Fabrics (201) 809-1730 or (800) 223-1624; website: www.rosebrand.com, info@rosebrand.com; in California you can contact Rose Brand LA (800) 360-5056; website: www.rosebrand.com, info@rosebrand.com. Sources of flameproof display fabrics are as

follows: Rose Brand Textile Fabrics (201) 809-1730 or (800) 223-1624; website: www.rosebrand.com and Dazian's (201) 549-1000 or (877) 232-9426; website: www.dazian.com. These firms will supply the necessary affidavits on request.

***UPDATE! PLEASE READ!** All flame proofing applications must be performed by an official flame retardant services provider recognized by the FDNY. Flame proofing applications performed by anyone other than an official flame retardant services provider recognized by the FDNY, must be tested and certified by an official flame retardant service provider recognized by the FDNY.

Turning Star, Inc. can provide flame retardant protection (for fabrics, paper, cardboard and wood) that is recognized by fire departments across the United States (including the FDNY)- (718) 254-0534 or (877) 849-3182; website: www.turningstar.com. **NEW!** For exhibitors who choose to apply flame retardant spray or liquid to their own display fabrics etc., these items can be shipped to Turning Star Inc., and Turning Star, Inc. will test these materials for flame resistance. If the materials pass the test, Turning Star can provide you with a Certificate of Flame Resistance (good for one year) that will be recognized by the Javits Center safety officials and the FDNY.

OPEN FLAMES

As of March, 2012, the New York City Fire Department will no longer issue blanket Open Flame Permits to Show Organizers. However, open flame permits are available to individual exhibiting companies seeking to have an open flame in their booth for the standard fee (payable to the New York City Fire Department) of \$210.00. **Please submit a plan of operation, including any images, diagrams of the device (if something other than candles), and a certificate of insurance which includes the Jacob K. Javits Convention Center, New York Convention Center Operating Corporation, New York Convention Development Corporation, State of New York, Triborough Bridge and Tunnel Authority, Empire State Development Corporation, George Little Management, LLC, and the ICFF as additional insureds. An exhibit that is included on the Open Flame Permit must have an exhibitor supplied Type 5lb. ABC fire extinguisher in the booth.** Failure to comply with any of the above will result in denial of the use of an open flame. **NEW!** Please contact Kenneth Martin, Javits Center Fire Safety Officer at kmartin@javitscenter.com or (212) 216-2577 for further information regarding open Flames.

All flame proofing applications must be performed by an official flame retardant services provider recognized by the FDNY. Flame proofing applications performed by anyone other than an official flame retardant services provider recognized by the FDNY, must be tested and certified by an official flame retardant services provider recognized by the FDNY. **NEW! Certified Flameproofing can provide flameproofing services at the Javits Center. Please call them at (800) 590- 5530 to receive a quote/set-up a flameproofing appointment.**

SHIPPING / MATERIAL HANDLING

INBOUND SHIPMENTS

The ICFF exhibitor freight will be unloaded according to a targeted move-in schedule. [Click here to access your targeted move-in information.](#) This program is designed to deliver freight onto the exhibit floor in a more organized and efficient manner and can also affect exhibitor costs by reducing driver waiting time. **Please ship early** and consider using the recommended carriers.

Your targeted date (determined by your booth number) is the date and time which your section is allowed access to the JKJCC for inbound shipments. It does not mean that you will be unloaded at the specified time; it may take some time for all of the vehicles in your time slot to be unloaded. **Freight arriving off target will be handled at the end of the day, if possible, after all targeted freight has been unloaded.** Exhibitors **MUST** check in at the freight receiving office during the target time to be certain that their shipments can be unloaded that day. Please adhere to the target freight arrival set for your section. Freight handling charges are included in your exhibit fee except for UPS, Fed Ex and other similar small package services.

In addition to direct shipments, the following freight will be unloaded according to the target schedule:

- Freight shipped in advance to the GES warehouse
- Freight shipped in advance with one of the Fair's recommended carriers

Material Handling Agreements (Bills of Lading) should be marked according to the targeted schedule.

There are several methods by which you may ship your boxed or crated exhibit displays and materials in advance. We strongly urge exhibitors to use one of these methods in order to expedite the delivery of shipments. **Please be sure to bring all shipping documentation with you to show site.**

ADVANCE SHIPMENTS TO THE GES WAREHOUSE

FREIGHT CONTRACTOR'S WAREHOUSE

You may ship in advance beginning **April 10, 2014** to the official GES warehouse for storage and subsequent delivery to the JKJCC. Shipments must arrive by **May 9, 2014** to avoid surcharges. *Under this procedure you will incur warehouse charges.* See [MATERIAL HANDLING ORDER FORM](#) for rates. All shipments must be sent prepaid.

All freight shipped to the warehouse should be addressed as follows:

Firm Name & Booth Number(s)
International Contemporary Furniture Fair
c/o GES Global Experience Specialists
203 Kuller Road
Clifton, NJ 07011

NOTE: UNCRATED MATERIAL WILL NOT BE ACCEPTED AT THE WAREHOUSE

DIRECT SHIPMENTS TO THE JAVITS CONVENTION CENTER

All exhibit displays and materials sent directly to the JKJCC **whether it is you or your carrier** must check in with GES. **You must follow the instructions set forth in the [TARGETED MOVE IN SCHEDULE](#).**

The freight office will be closed for lunch from 12:00 Noon until 12:30 pm daily. Exhibitors must check in as per the targeted driver check in time. If you arrive off target there is no guarantee that you will be unloaded. After checking in at the GES check-in trailer on 39th Street between 11th & 12th Avenues (enter 39th Street via 12 Avenue) you will be given instructions on how to proceed in numbered order to the ICFF loading docks.

Freight should be addressed as follows:

Firm Name & Booth Number(s)
International Contemporary Furniture Fair
Jacob K. Javits Convention Center
c/o GES Global Experience Specialists
655 West 34th Street
(check in @ 39th St. & 12th Ave.)
New York, NY 10001-1188

DIRECT SHIPMENTS VIA RECOMMENDED CARRIERS

By shipping in advance with a recommended carrier, you will receive a discount from that carrier. You **will not** incur warehouse charges. You may ship in advance directly to the Jacob K. Javits Convention Center by using one of the freight carriers listed below. Arrangements have been made with these carriers to consolidate shipments for the International Contemporary Furniture Fair and deliver directly to your booth according to the targeted freight schedule.

You may begin to ship via the recommended carrier four (4) weeks in advance of the opening date. Shipments received in New York by **Friday, May 9, 2014** at the recommended carrier's New York area terminal will be delivered to your booth according to your targeted freight date. Please contact the carriers directly at the numbers listed below to receive discount rate information.

NOTE: UNCRATED MATERIAL WILL NOT BE ACCEPTED BY THESE CARRIERS

RECOMMENDED CARRIER
GES Logistics

AREA SERVICED
All of North America

PHONE
(888) 454-4437

New England Motor Freight

Freight originating in the states listed below

Call (800) 994-4248 for more information

(CT, DE, NH, IL, IN, MA, MD, ME, NJ, NY, NYC, OH, PA, RI, VA, VT, WI, CANADA)

Freight shipped direct to JKJCC with GES Logistics, New England Motor Freight, or a **carrier of your choice** should be addressed as follows:

Firm Name & Booth Number(s)
International Contemporary Furniture Fair
Jacob K. Javits Convention Center
c/o GES Global Experience Specialists
655 West 34th Street
(check in @ 39th St. & 12th Ave.)
New York, NY 10001-1188

ALL SHIPMENTS MUST BE SENT PREPAID -- NO COLLECT SHIPMENTS! Local terminal telephone numbers are listed in the White Pages of your telephone directory. Should you have any questions or need clarification please call the GLM Operations Department at (914) 421-3244.

DIRECT TO JKJCC VIA CARRIER OF YOUR CHOICE – REFER TO THE TARGETED MOVE IN SCHEDULE.

You may ship in advance, directly to the JKJCC by using a freight carrier of your choice. Under this procedure you will not incur warehouse charges, and should avoid detention charges.

NOTE: UNCRATED MATERIAL WILL NOT BE ACCEPTED BY THESE CARRIERS

DELIVERING PRODUCT IN YOUR OWN VEHICLE (Cars, station wagons, and vans only)

If you are bringing your product in a small private vehicle (adherence to the color-coded **TARGETED FLOOR PLAN** will apply), you must check in at the GES check-in trailer. You will be called to the appropriate loading area as space becomes available, and the freight handling personnel will unload you.

INBOUND SMALL PACKAGE DELIVERIES

United Parcel Service, FedEx and other shipments may be sent directly to JKJCC or to the GES warehouse. When shipping directly to the JKJCC, using either UPS, FedEx or other similar carriers, your shipment will incur a handling fee (see **MATERIAL HANDLING ORDER FORM** for rates). Please be advised that UPS and FedEx delivery vehicles, more often than not, arrive at the JKJCC with several hundred exhibitor packages, requiring on-site sorting by floor, hall and aisle. It is an imperfect process that is time-consuming. The handling fee covers the significant task of sorting and delivering of these shipments. Subsequently, for this and other reasons, either of these services carries some risk of late delivery. On opening morning, neither service can guarantee delivery by Fair opening. Furthermore, when shipping to the JKJCC with UPS, your target time cannot apply because UPS cannot guarantee a delivery date. Shipments to JKJCC should arrive on May 14 or May 15.

UPS, FedEx and other similar carrier shipments sent to the GES warehouse will incur warehouse charges – but will improve the likelihood of a timely delivery. Please note that all warehouse shipments must arrive at the GES warehouse between April 10 – May 9. Any shipments received at the warehouse after May 9 will incur a financial penalty over and above the usual warehouse fees (see the **MATERIAL HANDLING ORDER FORM** for rates).

Reminder: Please come to show site with the appropriate tracking numbers for your shipments, as this information will expedite any missing freight search processes that may need to be initiated. Additionally, we recommend that you monitor the progress of your shipments prior to the Fair (no show materials = no show). For UPS, log onto www.ups.com or FEDEX www.fedex.com.

PLEASE NOTE: Shipments received without individual/carrier receipts or freight bills such as UPS, FedEx, Express Mail, etc., will be delivered to the exhibitor’s booth without guarantee of piece count or condition. NO LIABILITY WILL BE ASSUMED FOR SUCH SHIPMENTS BY GLM OR GES.

HAND CARRIED ITEMS*

The movement of freight at the JKJCC is handled by Teamsters. However, certain items may be brought into the JKJCC by exhibitors through the designated areas. **If your vehicle fits one of the descriptions outlined below and there are two qualified drivers with the vehicle at all times, you may carry certain items into the JKJCC.** Suitable vehicles for the self-service hand carry unloading procedure are: automobiles, mini vans, econoline vans and sport utility vans.

Box or cube trucks and vans and trailers hitched to the above vehicles are prohibited in the self-service hand carry unloading areas.

Single occupancy vehicles will be turned away by security personnel – no exceptions. There must be two people representing the exhibiting company with the vehicle at all times. Vehicles left unattended will be towed at exhibitor's expense.

All items brought in through the designated areas of the building must meet the following criteria:

- An exhibitor may hand carry items or use nothing larger than a two-wheeled baggage cart (rubber or plastic wheels only) to move items.
- Hanging clothes racks with four wheels are allowed for moving hanging garments.
- Exhibitors must use the doors and routes designated by Show Management.
- The persons moving items must have identification showing that they are employees of the exhibiting company.

Exhibitors are not allowed to handle merchandise that is unloaded at the freight dock. This information is vital to everyone participating in the Fair. Your cooperation and that of your representatives is strongly urged.

***JAVITS CENTER OFFICIALS MAY ELECT TO SUSPEND OR TO RELOCATE THE SELF-SERVICE HAND-CARRY OPERATION AT THEIR DISCRETION.**

INTERNATIONAL FREIGHT TIPS

EXTREMELY IMPORTANT

Due to Wood Package Materials (WPM) Regulation all shipping materials made of wood (crates, pallets, etc.) must conform. NEW! ISPM regulations require that all international ocean freight using any species of raw wood packing must be fumigated or heat treated prior to international shipping to kill insects or fungus. All wood packing used in international shipping must be stamped with the approved IPPC stamp prior to shipping. Refer to the **INTERNATIONAL FREIGHT GUIDELINES** for specifics. To expedite the process, contact Phoenix or a Phoenix agent to request an email copy of an easy to use "type and send" ISF form or download it from http://phoenixlogistics.com/f_and_e.html

Due to heightened security at U.S. ports of entry, some international shipments may be delayed for inspection. We strongly recommend consulting with your carrier and your customs broker to determine when to ship your product to ensure timely delivery.

Phoenix International Business Logistics, Inc. is the recommended Customs House Broker and International Freight Forwarder for the Fair. International participants should be aware that exhibitors' freight is entered into the U.S. under "Temporary Trade Fair Status" and is therefore considered by Customs to be in bond.

In accordance with the U.S. Customs regulations, freight entered under trade fair status cannot be removed from the bonded facility (JKJCC) unless for exportation, destruction, or for permanent U.S. entry. If arrangements have not been made for merchandise to either be exported, or sold and cleared through U.S. customs by Fair closing, merchandise will be transported in bond to Phoenix's bonded warehouse and placed in storage until otherwise instructed. Phoenix is available to advise the best methods of transportation to New York, including recommendations of shipping lines and airlines, advise what documents and procedures are required, etc. Invoices for services on inbound freight are payable upon delivery at show site, unless prior payment agreement has been made with a Phoenix overseas agent.

Canadian exhibitors seeking to export exhibit materials to the U.S. should be advised that U.S. Customs will require an IRS identification number for the entry of these shipments to the U.S. If your organization does not have an IRS number, your U.S. customs broker should have the capability to file and receive a temporary IRS number on your behalf. **Failure to provide this number at the border crossing will result in delays. Show Management cannot provide our tax identification number to exhibitors. The importer of record must be the exhibitor or a distributor representing the exhibitor. Remember: no show materials = no show.** Don't delay in making these arrangements prior to shipping your exhibit. Please call Phoenix at (908) 355-8900 for further assistance.

Important! The Bioterrorism Act passed by the U.S. Congress in 2002 regulates all shipments of food and beverages into the United States. All food and beverage shipments, no matter how small, must be inspected on arrival in the United States. This may cause considerable delay to your shipment. ICFE exhibitors are discouraged from shipping from overseas any food or beverages for their personal use or for distribution from their booth.

Federal Regulations regarding ocean freight shipments

International exhibitors attending trade shows in the U.S. now face new federal regulations when importing cargo by ocean freight from overseas. On January 26, 2009 the Import Security Filing (ISF) rule, also known as the 10+2 rule, took effect. International exhibitors who fail to follow the new rule from the U.S. Customs and Border Protection (CBP) are putting their show in jeopardy because Customs can refuse to allow the cargo to be loaded at the point of origin, thereby delaying the shipment. Under the ISF rule, importers are required to submit 10 items of data about their cargo at least 24 hours before it is loaded aboard a vessel at a foreign port. Two additional data items are required by the carrier as well, resulting in what is known as the 10+2 rule. To comply with the new rule, exhibitors are required to provide Phoenix or a Phoenix agent the following 10 data elements 48 hours prior to loading at the port of origin:

1. Manufacturer (or supplier) name and address
2. Seller name and address
3. Buyer name and address
4. Ship to name and address
5. Container stuffing location
6. Consolidator name and address
7. Importer of record number
8. Consignee number
9. Country of origin of goods
10. Harmonized Tariff Schedule of the United States (HTSUS)

STORAGE

New York Building, Public Assembly and Fire Department regulations restrict empty storage to approved, sprinklered areas. **Empty crates, cartons or boxes cannot be stored in or behind exhibit booths.** Storage labels marked "EMPTY" will be available from the official service contractor's desk. Exhibitors should write the appropriate booth number(s) on the labels and affix them to all crates, trunks and bundled cartons. All items marked for empty storage will be removed from booths by the official service contractor, placed in storage and returned to designated booth(s) at the end of the Fair. **Do not, under any circumstances, include merchandise or anything of value in containers to be stored with empties.**

CLOSE OF FAIR

Buyers are **NOT ALLOWED** on the Exhibit Floor during breakdown. If you have to meet a buyer after the Fair closes, please arrange to meet them outside of the Exhibit Hall at a specific time. Show Management cannot be responsible for making these arrangements or attempting to get the parties together. Dismantling will begin promptly at 4:00 pm, Tuesday, **May 20**. All stored crates, trunks and cartons will be delivered to booths as quickly as possible. Exhibitors should remember that it takes time to remove all crates and empties from the floor and up to 8 hours to return them at the end of the Fair. **It is important that exhibitors do not leave their booth(s) unattended during this period, as it is impossible to protect against pilferage. All exhibitor product must be packed and or secured before they leave on Tuesday evening.** Exhibitors requiring packing material at the end of the Fair may purchase it from GES. All exhibit spaces must be vacated as per your outbound targeted freight schedule. Further instructions regarding dismantling will be distributed during the Fair. [Click here to access the Targeted Outbound Freight Plan.](#)

OUTBOUND SHIPMENTS

Removal by Exhibitor

Each exhibitor is responsible for the pick-up of its merchandise from the JKJCC at the conclusion of the Fair as per your Targeted Move-Out Schedule. [Click here to access the Targeted Outbound Freight Plan.](#) The official freight contractor will assist in arranging such pick-up, but in the event of failure to collect exhibitor's merchandise, the official freight contractor reserves the right to reroute shipments. Material handling agreement paperwork covering all outgoing shipments must be handed in at the freight desk before exhibitors leave the JKJCC. **Merchandise which has not been carefully prepared for move-out is vulnerable to damage.** If you have any questions regarding the proper packing of your merchandise for move-out, please go to the GES Service Desk.

All products not removed as per your Outbound Targeted Move-Out Schedule will be forced with a carrier of GES' choice or the freight will be taken to GES' warehouse at charges specified on the **MATERIAL HANDLING ORDER FORM**. [Click here to access the Targeted Outbound Freight Plan.](#) Any displays that have not been dismantled and packed as per the Targeted Move-Out Schedule will be dismantled by the official service contractor and transferred to the warehouse all at exhibitor's expense. Each shipment must be accompanied by a Material Handling Agreement (Bill of Lading) completed by the exhibitor and given to the official freight contractor prior to the exhibitor's departure from the JKJCC. Detailed instructions for removal of product by exhibitors will be distributed during the Fair.

Outbound UPS

GES LOGISTICS WILL OFFER GROUND, NEXT DAY AND 2ND DAY AIR SERVICE ONLY ON DOMESTIC OUTBOUND SERVICE. A MATERIAL HANDLING AGREEMENT (BILL OF LADING) MUST FIRST BE OBTAINED FROM THE SERVICE DESK. PLEASE VISIT THE GES SERVICE CENTER AND ASK TO SPEAK TO A GES LOGISTICS REPRESENTATIVE FOR MORE INFORMATION.

Removal by Third Parties

Exhibitors are responsible for the proper preparation of all shipping documents for merchandise in their booth(s), including Material Handling Agreements. The Material Handling Agreements must list the name and address of the shipper, the consignee, the piece count, description and weight of covered items. Exhibitors must indicate whether shipments are prepaid or collect and state the name and address of the company or person responsible for charges. Under no circumstances can this responsibility be delegated. Exhibitors must also submit a Material Handling Agreement to the official freight contractor prior to leaving the JKJCC. Special arrangements will be made for removal of products by a third party. The procedures outlined will be strictly monitored by the official freight contractor and Show Management.