

## BOOTH DÉCOR RULES

### STANDARD BOOTH SPACES

A standard booth package includes:

- Hard walls (solid white panels) inserted into white metal framework (8' high)
- Booth Carpet (color and type selected by UBM)
- (1) company sign per Booth (copy will be identical to your Catalogue listing)
- Wastebasket
- Choice of booth furnishings (quantity dependent upon the booth size)
- Choice of lighting or electricity (quantity dependent upon the booth size)
- 300 lbs. of freight handling (drayage) within the Venue (per exhibitor)

To receive furnishings and lights or electricity that is included in your booth package you must complete the GES [Expresso](#) Online Form by the **February 13<sup>th</sup>** deadline. If this form is not submitted to GES by the deadline, you will not receive the furnishings.

If you are renting or purchasing furnishings or similar décor (anything other than samples) from an outside vendor, it will not be included in the 300lbs. drayage provided.

If you require a special booth wall configuration, which deviates from the standard UBM booth package, you must complete the order form by the deadline date. There may be some instances that for structural reasons your request may not be possible. Removal of carpet must be requested on GES's [Expresso](#) and is subject to a fee.

### DÉCOR RULES

#### FURNISHINGS / GRAPHICS

- All fixtures, graphics, custom elements of your booth space must fit within your space. Items cannot exceed 8 feet in height.
- Only GES-approved accessories may be attached to the GES wall system; unapproved items will be removed at the exhibitor's expense.
- Each exhibitor is responsible for the safety of any items you bring into the show whether they are owned or rented by your company. You must remain with these items until they are picked up by the company's representative. You must also complete a Bill of Lading, which advises GES that your vendor is scheduled to pick up at the close of the Show.
- All Booths must be in keeping with the atmosphere of the Exhibition. To maintain the integrity of the Exhibition, any displays deemed unprofessional in appearance, at the sole discretion of UBM, will not be permitted.
- Any photographs, etc. displayed within or outside your Booth must be professionally rendered and affixed so that they cause no permanent damage to the Booth walls. For example, taping a myriad of advertisements to the interior/exterior of your Booth is not acceptable.
- Nothing may be posted, tacked, nailed or screwed to the columns, walls, floor or other parts of the Exhibit Facility or Booth. Should an Exhibitor or their designated contractor cause any damage to the Venue or Booth/furniture it will be the sole responsibility of the Exhibitor to pay the cost of the repair of the damages.
- It is the Exhibitor's responsibility to completely remove all paper and tape and tape residues from the Booth walls. Display paper must be flameproof/flame retardant and you must have a certificate stating it meets all fire safety regulations and also have the affidavit available in your Booth for inspection by the Fire inspector. Any damage to the Booth walls will be invoiced directly to the Exhibitor by GES.
- GES/UBM are not responsible for damage caused to Booth paper during shelf/rack installation.
- The use of grids is not permitted.
- Painting on the premises is strictly prohibited.

# CHILDREN'S CLUB

**FEBRUARY 25-28, 2018**

JACOB JAVITS CENTER, NYC

SUNDAY | MONDAY | TUESDAY | WEDNESDAY

## *LIGHTS / ELECTRICAL*

- All custom lighting / electrical fixtures must be handled and installed by a facility electrician. All electrical equipment must be Underwriter Laboratories (UL) approved. Thin brown or white extension cords are against NYC fire laws. The official facility electrical services contractor reserves the right to make reasonable adjustments to your lighting fixtures if they are not sufficiently supported or your set up is considered a hazard. If you choose to bring your own lights, they must be installed by facility electricians.
- All booths using par cans must provide shutters. This is to help prevent any lighting issues that may affect neighboring booths.

## *MUSIC*

- Show Management provides music for the show. Music & sound amplifying devices, other than those provided by Show Management, are prohibited. If an exhibitor has computers, IPADS, or any other A/V equipment, sound must be turned OFF.
- The use of loud speakers, loud music or other inappropriate demonstrations is **not** permitted.