



UBM

CUSTOM BOOTH/EAC POLICY FEBRUARY 2018 NYC MARKETPLACE

Exhibit Appointed Contractors

Exhibit Appointed Contractors (EAC's) are hired by exhibitors to build and dismantle exhibits. EAC's supply their own on-site management and hire exhibit building labor employed by the Javits Center. In order to hire labor directly from the Center, EAC's must open an account, which requires, among other things, the posting of a guarantee of payment bond or letters of credit and the fulfillment of certain insurance requirements. **Otherwise, you must hire labor directly with GES.**

Notice of Intent to Use EAC

No EAC will be allowed to work in an exhibitor's booth unless the following is completed by an authorized representative and received by GES 30 days prior to move in date:

1. Notice of Intent to Use EAC, A Notice of Intent to Use EAC must be completed for every third-party (as well as any other third-party ordering or requesting services from GES on behalf of an exhibitor). To fill out the Notice of Intent, please visit the link sent out by GES to your client.
2. a valid Certificate of Insurance,
3. The Agreement and Rules and Regulations between GES and the EAC.

Certificate of Insurance

All display houses are REQUIRED to submit a COI to Show Management.

Please send a copy of your most updated COI to fashion_operations@ubm.com as well as the contact listed for GES on the Espresso site.

Show Rules and Regulations

- **Booth Walls:** The maximum height of booth walls is 8 feet. Walls adjacent to another exhibitor's display area must be finished. All signs, electrical displays, mannequins, display materials, advertising messages, names of companies, trademarks, logos, etc., must have suitable backing so they are not visible to the adjacent booth. Any unfinished walls will be covered by GES and billed to the exhibitor.
- **Booth Space:** If the custom build requires a "raw space" for the build, it is the exhibitor/EAC's responsibility to log on to the GES Espresso site and request for the removal of walls, framework, and carpet. If not requested ahead of time, the exhibitor/EAC will be responsible for the labor charges for the removal.
- **Exhibition:** 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.
- **Lighting/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.
 - Please note – if no framework is requested, track lights cannot be used in your exhibit space as there is no structure to affix them to.
- **Booth Rendering:** The EAC is responsible for sending a booth rendering for their custom build to fashion_operations@ubm.com for approval. If not sent and the booth build does not meet the rules and regulations of the show, the exhibitor/EAC will be required to make the adjustments to the booth prior to show open.
 - The custom build must fit inside of the contracted booth space. Please note, our booths are built in meters, not feet. If you have any questions regarding the size of your booth, please reach out to GES for exact dimensions.

February 2018 Schedule

Saturday, February 24 at 1pm:	EAC Labor Begins
Sunday, February 25 8am-6pm:	Exhibitor Move in (Build Continue)
Sunday, February 25, 6pm:	Clean Floor Policy (all crates must be removed from show floor)
Monday, February 26: 9am-6pm	Show Open
Tuesday, February 27, 9am-6pm	Show Open
Wednesday, February 28, 9am-4pm	Show Open
Wednesday, February 28, 4pm-11:59pm:	Move out

**FEBRUARY 2018-ALL BOOTHS MUST BE DISMANTLED BY 11:59PM ON FEBRUARY 28
(PLEASE PLAN ACCORDINGLY)**