



## CUSTOM BOOTH WORK RULES

All exhibitors must utilize the walls provided by UBM as the outside wall. An Exhibitor may bring in custom interior booth walls only if permitted in the show/section in which the exhibitor is participating. Please reference the Show Décor Rules document specific to your show or section. All companies building a custom booth through an EAC/I&D must complete and submit the Exhibitor Appointed Contractor form available on GES Expresso. *Please note:* only booths bringing a custom wall structure are considered a "custom booth."

### Approval

A detailed drawing indicating your entrance area, location of walls and height must be submitted to UBM for approval by **February 15**. Submit to: [elizabeth.callahan@ubm.com](mailto:elizabeth.callahan@ubm.com)

Note: total height is restricted to 8'. The total height limit includes signs, truss, wall, mannequins, etc.

The use of custom booths must fit within the working space of the provided booth package walls. See the working space on the Show Décor Rules page as a reference; and if you need confirmation or further information, please email UBM Operations at [elizabeth.callahan@ubm.com](mailto:elizabeth.callahan@ubm.com).

Back and/or side custom walls of inline booths must be finished white.

### Independent Contractors

Exhibitors using an independent exhibit service firm (other than GES) to unpack, erect, assemble, dismantle & pack displays/equipment, must complete and return the Exhibitor Appointed Contractor (EAC) form – to UBM and GES along with a copy of the independent contractor's insurance certificate 30 days prior to show time.

Please note that exhibitor appointed contractors (EAC) must hire union personnel for all work performed. Non-union EAC's may supervise union labor but may not perform any work themselves

### Unions Regulations

**UBM is obligated to convey this information:** NY is not a "right to work" state, which means that all Exhibitors must conform to all union regulations governing the Trade Show Industry. **Teamsters, Hilo Operators, Helpers/Checkers are responsible for all freight handling (drayage).**

**Carpenters are responsible for installing and dismantling all displays.** All uncrating and re-crating, installation of all exhibits, displays, background, all work requiring the use of bolts, screws, nails, fasteners, and tying comes under their jurisdiction.

### Electric Work

Facility electricians install and remove all electrical wiring, load centers, disconnects & distribution panels. Electricians install and dismantle all lighting.



**Exhibitor Appointed Contractor**

Exhibitor-Appointed Contractors must do the following:

- a. Must agree to abide by all rules and regulations of the show as outlined in this exhibitor kit, including all union rules and regulations.
- b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Organizer with evidence of compliance. All Certificates of Insurance shall name GES, Inc. (Official Contractor), Show Organizer, Facility, Show as additional insured.
- c. Will share with GES Global Experience Specialists all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
- d. Must furnish Show Organizer and GES with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Organizer.
- e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
- f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear.
- g. Shall provide, if requested, evidence to GES that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes, or labor problems.
- h. Must coordinate all of its activities with the Show Organizer and GES.
- i. Must comply with all reasonable rules and regulations of the venue, Show Organizer, and/or Official Services Contractor in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
- j. May not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.

**All Custom Booths must be dismantled by 11:59pm on Tuesday, March 5; no exceptions. Please hire labor accordingly.**



**children's club**

**MARCH 3-5, 2019**  
JACOB JAVITS CENTER, NYC

*Please check all that apply:*

**Children's Club**

Exhibitor Appointed Contractors are required to carry a Certificate of Insurance (COI) such as the one described in the "Display Rules & Regulations." The "Waiver and Release" is NOT AN OPTION for contractors. It is the Exhibitor's responsibility to ensure that their contractors have sent proof of insurance coverage to UBM.

It is the Exhibitor's responsibility to assure that your company's appointed I&D company or any other contractors appointed by you, post proof of this mandated insurance before show time.

We do not want to deny your Exhibitor Appointed Contractor access to the exhibit floor, but we will be compelled to do that if we do not receive their PROOF of insurance coverage.

Exhibitor Company Name \_\_\_\_\_ BOOTH # \_\_\_\_\_

Address \_\_\_\_\_

**Exhibitor Appointed Contractor** \_\_\_\_\_

Contact \_\_\_\_\_ Contact Email \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contracted for the following services:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please have the above information completed and sent to the following:**

UBM Operations at: [elizabeth.callahan@ubm.com](mailto:elizabeth.callahan@ubm.com)