



Please take a moment to read the following important custom booth information to ensure a smooth move-in/move-out process.

Please note all EAC forms, COI, and renderings must be submitted to Fashion_Operations@ubm.com by August 22nd.

MOVE-IN / MOVE-OUT SCHEDULE

EAC BOOTH MOVE-IN

Friday, September 13 8AM-6PM

EAC/EXHIBITOR MOVE-IN:

Saturday, September 14 8AM-6PM

ALL BOOTH MOVE-OUT

Tuesday, September 17 4PM-9PM

*Exhibitors can dismantle at 4:01PM

**Power is turned off immediately at close of show

EAC MOVE-OUT

Wednesday, September 18th 8am-3:30PM

Freight/pickups must be scheduled for Thursday evening and anything left behind will be forced to the GES warehouse at the exhibitor's expense.

SHOW HOURS

Sunday, September 15 9AM-6PM

Monday, September 16 9AM-6PM

Tuesday, September 17 9AM-4PM

EXHIBITOR 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**. To hire labor directly from the center, EAC's must open an account, which requires the posting of a guarantee of payment bond or letters of credit and the fulfillment of certain insurance requirements through the Javits Center. **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 – Please see notes on minimums below
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 COI to Fashion_Operations@ubm.com and the contact listed for GES on the Espresso site. Please note the recently raised minimums. COIs that do not meet the minimums will not be accepted. Please note the insurance minimums below.

LIMITS	
EACH OCCURRENCE	\$ 1,000,000
DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
MED EXP (Any one person)	\$ 10,000
PERSONAL & ADV INJURY	\$ 1,000,000
GENERAL AGGREGATE	\$ 2,000,000
PRODUCTS - COMP/OP AGG	\$ 1,000,000
	\$
COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
BODILY INJURY (Per person)	\$
BODILY INJURY (Per accident)	\$
PROPERTY DAMAGE (Per accident)	\$
	\$
EACH OCCURRENCE	\$ 1,000,000
AGGREGATE	\$ 1,000,000
	\$
PER STATUTE	OTH-ER
E.L. EACH ACCIDENT	\$ 1,000,000
E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
E.L. DISEASE - POLICY LIMIT	\$ 1,000,000



CERTIFICATE OF INSURANCE (CONT.)

Certificate of Insurance - All non-official service contractors must secure and maintain the following insurance that extends over the move-in, show, and move-out dates:

- 1) Comprehensive General Liability and Property Damage Liability Insurance including Damage to Rented Premises and Personal & Adv Injury limits, not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate.
- 2) Medical Expenses for any one person of no less than ten thousand dollars (\$10,000).
- 3) Automobile Liability on any auto, hired autos, and non-owned autos with limits no less than one million dollars (\$1,000,000) combined single limit – each accident.
- 4) Umbrella Liability Insurance not less than one million dollars (\$1,000,000) per occurrence and one million dollars (\$1,000,000) aggregate.
- 5) Workers' Compensation Insurance in full compliance with all laws covering the contractor's employee in the state for which this event is being held, or for where the work is being performed, or of the state in which vendor is obligated to pay compensation to employees engaged in the performance of the work. Employer's Liability Limits of not less than one million dollars (\$1,000,000) each accident.

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. The custom build must fit inside of the contracted booth space. Please note, our booths are built in meters, not feet.
- **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 show management, 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 through Espresso, track lights cannot be used in your exhibit space as there is no structure to affix them to.**
- **Booth Rendering and Booth List:** The EAC is responsible for sending a booth rendering for their custom build for approval, along with their list of brands to Fashion_Operations@ubm.com. 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.
- **Booth Size:** Unfortunately, we don't always have the ability to confirm a booth size until the Show Team has begun working on the floor plan and they solidify it. Once we have a solidified floor plan, we will have no problem providing you with the booth information you need.

GES EXPRESSO ORDERING LINK

[GES Espresso site](#)

GES CONTACT INFORMATION

Exhibitor Service Center: (800) 803-2375
International: (702) 515-5970
Monday - Friday 6:00 AM - 5:00 PM PST
Live chat: [CLICK HERE](#)