

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 and renderings must be submitted to elizabeth.callahan@ubm.com by February 4th.

MOVE-IN / MOVE-OUT SCHEDULE

EAC BOOTH MOVE-IN

Saturday, February 23 1PM-6PM

EAC/EXHIBITOR MOVE-IN:

Sunday, February 24 8AM-6PM

ALL BOOTH MOVE-OUT

Wednesday, February 27 4PM-10PM

*Exhibitors can dismantle at 4:01PM

**Power is turned off immediately at close of show

EAC MOVE-OUT

Wednesday, February 27th 4PM-10:00PM All level 1 custom booths/EAC's must be out by 11:59PM on 2/27

Thursday, February 28th 8AM-12:00PM Level 3 EAC's ONLY

For the February NY Marketplace we have a compressed move-out schedule for all custom booths on level 1, we ask that you please plan your move-out accordingly.

All level 1 custom booths **must be dismantled by 11:59pm on Wednesday, February 27th (move-out day)**. You will **not be able** to come back on Thursday as we do not have access to the hall during this time.

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

SHOW HOURS

Monday, February 25 9AM-6PM

Tuesday, February 26 9AM-6PM

Wednesday, February 27 9AM-4PM

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**. 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,
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 elizabeth.callahan@ubm.com and 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. 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 elizabeth.callahan@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

<https://ordering.ges.com/081600756>

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](#)