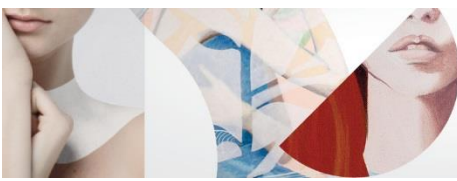


MINIKIT

Please return the forms listed by the date shown to receive the lowest rates. Addresses and phone numbers are listed on the VENDORS page of this minikit.

DEADLINE	SERVICE	RETURN TO	COMPLETE
ASAP	Apply & submit contract	Apply To Exhibit	<input type="checkbox"/>
ASAP	50% deposit due	http://epay.advanstar.com/	<input type="checkbox"/>
ASAP	Hotel & Travel Reservations	Hotel Reservations	<input type="checkbox"/>
JAN 23	First day shipments will be received at GES Advanced Warehouse	GES	<input type="checkbox"/>
JAN 28	ADVANCED RATE DEADLINES: Mannequins/Hangers/Steamers/Mirrors	D&B Rental Display Corp.	<input type="checkbox"/>
FEB 4	Exhibitor Appointed Contractor information due	Email to: elizabeth.callahan@ubm.com	<input type="checkbox"/>
FEB 8	ADVANCED RATE DEADLINE: Order Fixture/Furniture Graphics Carpet Labor	GES	<input type="checkbox"/>
FEB 8	ADVANCED RATE DEADLINES: Catering	Centerplate - for up to 6 people Centerplate - for 7 or more people	<input type="checkbox"/>
FEB 8	ADVANCED RATE DEADLINES: Cleaning Electricity, Air, & Water Telephone Service Internet & Data	Javits Center	<input type="checkbox"/>
FEB 8	Advanced warehouse without an additional fee	GES	<input type="checkbox"/>
FEB 20	Advanced warehouse final day of receiving packages (25% late fee applies after Feb 8)	GES	<input type="checkbox"/>
FEB 21	Final day to order on GES Espresso Last chance to change/opt out of Booth Package and opt out of carpet, hardwalls, & framework To order additional items, call GES directly; show site rates will apply	GES	<input type="checkbox"/>
FEB 24	Exhibitor Move In begins, 8am-6pm (Package delivery to show site begins)	GES	<input type="checkbox"/>



SHOW INFORMATION

LOCATION

Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001-1188

FREIGHT ONLY, NO EXHIBITOR MOVE IN

Saturday, February 23 1PM-6PM*
*must be checked in by 4:30pm

ALL BOOTH MOVE-IN

Sunday, February 24 8AM-6PM*
*freight must be checked in by 4:30pm

ALL BOOTH MOVE-OUT

Wednesday, February 27 4PM-9PM
*Exhibitors can dismantle at 4:01PM
**Power is turned off immediately at close of show

AGE RESTRICTION

Children under the age of 18 are not permitted during move-in and move-out.

SHOW HOURS

Monday, February 25 9AM-6PM
Tuesday, February 26 9AM-6PM
Wednesday, February 27 9AM-4PM

*Note: Exhibitors may access the show floor 2 hours prior to opening on February 25. All exhibitors looking to access floor after hours must notify sales rep 24 hours prior to arrival.

EXHIBITOR REGISTRATION HOURS

Sunday, February 24 8AM-6PM
Monday, February 25 8AM-6PM
Tuesday, February 26 8:30AM-6PM
Wednesday, February 27 8:30AM-4PM

TRANSPORTATION

SHUTTLE SERVICE: Route

1st stop: Penn Station, on 8th Ave btwn 30th & 31st St
2nd stop: Double Tree Times Sq. on 36th St & 8th Ave (NE)
Servicing Wyndham New Yorker
3rd stop: Double Tree Times Square on 39th St & 9th Ave

Shuttle Hours

Mon. Feb 25	8:00am-10:00am	5:00pm-7:00pm
Tues. Feb 26	8:00am-10:00am	5:00pm-7:00pm
Wed. Feb 27	8:00am-10:00am	2:30pm-4:30pm

PUBLIC TRANSPORTATION

For detailed information on public transportation to the Javits Center, visit: www.javitscenter.com

Parking: There is no parking at the Javits Center. ParkWhiz app can provide locations of nearby parking as well as parking space rental rates. Get 10% off with promo code UBM10OFF.

IMPORTANT PRICING

OFFICIAL CONTRACTOR / DECORATOR

GES

203 Kuller Road
Clifton, NJ 07011
Phone: 800.801.0554

[Order GES services online](#) and on www.ges.com/chat

DISPLAY LABOR RATES

LABOR PRE-DEADLINE SHOW SITE

Straight Time	\$208.94	\$271.27
Overtime	\$293.22	\$381.69
Double Time	\$352.57	\$458.36

Price is per person/per hour. One hour minimum per man - labor thereafter is charged in half (1/2) hour increment.

STRAIGHT TIME

8AM - 4:30PM Monday through Friday

OVERTIME

4:30PM - 8AM Monday through Friday

All day, Saturday & through lunch

DOUBLE TIME

All day, Sunday & Holidays

Exhibitor Invoicing Notice: GES no longer accepts on-site cash payments for exhibitor invoices. On-site payments can still be made via credit card, check or wire transfer.

OFFICIAL ELECTRICAL CONTRACTOR

Jacob K. Javits Convention Center

Exhibitor Services

Phone: (877) 452-8487

Email: Services@javitscenter.com

[Order Javits Center services online](#)

OUTLETS

ITEM	ADVANCED RATE	SHOW SITE
Up to 500 watts	\$127.45/ea	\$186.75/ea
501-1000 watts	\$210.40/ea	\$303.20ea
1001-1500 watts	\$254.80/ea	\$369.65/ea

For 24-hour power rates, please consult the Javits Center via 877.452.8487 or the JAKE ordering site.

ELECTRICAL LABOR

STRAIGHT TIME

7:30AM - 3PM Monday through Friday

OVERTIME

3PM - 7:30AM Monday through Friday

All day, Saturday, Sunday & Holidays

ITEM

Straight Time
Overtime

RATE

\$74.25 per 1/2 hr.
\$97.30 per 1/2 hr.

EXCLUSIVE SHOW VENDORS

ADVANCED WAREHOUSE

GES

Phone: 800.801.0554

[GES](#)

CLEANING

JACOB K. JAVITS CONVENTION CENTER EXHIBITOR SERVICES

Phone: 877.452.8487

Email: Services@javitscenter.com

CATERING

CENTERPLATE

Phone: 212.216.2400

Fax: 212.216.2495

cpjavitssales@centerplate.com

NOTE: ANY food or drink consumed in a booth, including water and beverages, must be ordered through the Javits Center.

ELECTRICAL, AIR & WATER

JACOB K. JAVITS CONVENTION

Phone: 877.452.8487

Email: Services@javitscenter.com

INTERNET & PHONE

JACOB K. JAVITS CONVENTION

Phone: 877.452.8487

Email: Services@javitscenter.com

LABOR

GES

Phone: 800.801.0554

[GES](#)

MATERIAL HANDLING

GES

Phone: 800.801.0554

[GES](#)

THEATRICAL LIGHTING, TRUSS, RIGGING

JACOB K. JAVITS CONVENTION

Phone: 877.452.8487

Email: Services@javitscenter.com

NON-EXCLUSIVE SHOW VENDORS

BUSINESS CENTER

FEDEX

Phone: 212.216.2900

Email: mgr1280@fedexkinkos.com

COMPUTER & AUDIO VISUAL

SMARTSOURCE

Phone: 800.955.5171

www.smartsourceshows.com

FLOWERS, TREES

SPRING VALLEY FLORAL

Phone: 845.268.7555

www.springvalleyfloral.com

FURNITURE RENTAL

GES

Phone: 800.801.0554

[GES](#)

MANNEQUINS/STEAMERS/HANGERS

D&B RENTAL DISPLAYS

Phone: 702.987.5965

Email: db@dbrentaldisplays.com

Order Online:

<https://www.dbdivisions.com/customers/step1.cfm>

SECURITY

CITADEL SECURITY

Phone: 718.680.3811

[CITADEL](#)

SHIPPING

GES

Phone: 800.801.0554

[GES](#)

BOOTH SEALANT/PROTECTANT

BOOTHSEAL

Phone: 855.266.8473

[BOOTHSEAL](#)

DISPLAY CASES

AMERICAN FIXTURES

Phone: 718.463.2176

Email: orders@americanfixtures.com

www.americanfixture.com

SHIPPING INFORMATION

ADVANCE WAREHOUSE SHIPMENTS

Exhibiting Company Name
SHOW NAME 2019
Booth # _____/Hall _____
c/o GES
203 Kuller Road
Clifton, NJ 07011

ADVANCED WAREHOUSE RATES

\$85 per 100lbs. (300 lbs. minimum charge)

All advance warehouse freight must arrive by **February 8th, 2019** to avoid additional surcharges. Warehouse freight is accepted until **February 20th**.

SHOW SITE SHIPMENTS

Saturday, February 23, 2019 1pm-6pm (last check-in at 4:30pm) & Sunday, February 24, 2019 8am-6pm (last check-in at 4:30pm)

Exhibiting Company Name
SHOW NAME
Booth # _____/ Hall _____
c/o GES
Javits Center
655 West 34th Street
New York, NY 10001-1188

SHOW SITE RATES

Drayage/Material Handling: \$60 per CWT (100 lbs)*

*300lb minimum

Some show packages include complimentary drayage. Please review your package inclusions for more details. Complimentary drayage cannot be split into multiple shipments.

Small package (0-49lbs.) shipped to warehouse or show site: \$40

Small packages that are sent direct to show site will fall into the exhibitor's complimentary drayage if applicable. If the exhibitor has already used their allotment the small package rate will apply.

SERVICE ANIMAL POLICY

Trained service animals for persons with disabilities **are** permitted.

Service Animals (i.e. dogs that are individually trained to do work or perform tasks for people with disabilities) are welcome at the Javits Center — provided they are leashed or under similar control as appropriate.

No other animals are permitted in the Center **except** as part of an approved exhibit, activity or performance **legitimately requiring** the use of animals.

If approved by the Center, animals must be on a leash, within a pen or under similar control at all times. The owner takes **full responsibility** of his/her animal.

Animals that are disruptive to the event must leave the show floor.

MOVE-IN & MOVE OUT

PORTER SERVICE

Show management will have laborers from GES available to help you load your car on a first-come, first-serve basis. A porter service desk will be available throughout move-in hours and 4pm-8pm on the final day of the show. During move-out, you may only sign up for porter service once you are packed up and ready for assistance.

CARDBOARD DISPOSAL

All exhibitors must flatten and separate cardboard for disposal.

CLOSED-TOED SHOES

All booth staff in the hall during set-up and tear-down are required to wear closed-toed shoes for safety purposes. Any exhibitors found not to be in compliance will be asked to leave the hall.

EXHIBITOR INSURANCE REQUIREMENTS REQUIRED COVERAGE

As an exhibitor, you are required to carry commercial general liability insurance including products and completed operations, contractor's personal injury and blanket contractual liability insurance at limits of at least \$1,000,000 per occurrence and \$2,000,000 aggregate. Coverage should begin from your first move-in day (February 24, 2019) and last through your last move-out day (February 27, 2019) and name **Jacob K Javits Convention Center, UBM Americas** as additional insured.

What You Need To Send Us

You do NOT need to send us a certificate of insurance unless we ask you for it. If we do ask you for it, you must send it to us within one week of our request. This is a change from the past when we needed you to send us the certificate in advance. Please let your team know that unless we ask, you don't have to send us anything.

How To Purchase The Insurance

Contact your insurance provider to add the event, UBM Americas, and the Jacob K. Javits Convention Center in which you'll be exhibiting. Buy your insurance using the same name you provided on your exhibit space contract as the "exhibiting company." If that name is different from your corporate name, then please list it as a DBA (doing business as).

The certificate holder name and address for the certificate should read:

UBM Americas
2 Penn Plaza
15th Floor
New York, NY 10121

CATERING & OUTSIDE FOOD

Sodexo is the exclusive catering company at the Javits. Any food brought in from the outside requires approval and will be assessed corkage fees.