



# PROJECT MARKET

THE TENTS | THE FOUNDRY | BLUE | N:OW | PROJECT SOLE | MADE IN ITALY | BRITS IN NY

JULY 21-23, 2019 SUNDAY | MONDAY | TUESDAY JACOB JAVITS CENTER, NYC



## 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	<a href="http://epay.advanstar.com/">http://epay.advanstar.com/</a>	<input type="checkbox"/>
ASAP	Hotel & Travel Reservations	<a href="#">Hotel Reservations</a>	<input type="checkbox"/>
JUNE 18	First day shipments will be received at GES Advanced Warehouse	<a href="#">GES</a>	<input type="checkbox"/>
JULY 1	ADVANCED RATE DEADLINES: Catering	<a href="#">Levy Catering Order Form</a>	<input type="checkbox"/>
JULY 1	ADVANCED RATE DEADLINES: Mannequins/Hangers/Steamers/Mirrors	<a href="#">D&amp;B Rental Display Corp.</a>	<input type="checkbox"/>
JULY 3	ADVANCED RATE DEADLINE: Order Fixture/Furniture Carpet Labor	<a href="#">GES</a>	<input type="checkbox"/>
JULY 3	Exhibitor Appointed Contractor information due	Email: <a href="mailto:elizabeth.callahan@ubm.com">elizabeth.callahan@ubm.com</a>	<input type="checkbox"/>
JULY 3	GES Graphic Order Deadline	<a href="#">GES</a>	<input type="checkbox"/>
JULY 3	Advanced Warehouse Deadline Last day shipments will be received at GES warehouse without an additional fee	<a href="#">GES</a>	<input type="checkbox"/>
JULY 6	ADVANCED RATE DEADLINES: Cleaning Electricity, Air, & Water Telephone Service Internet & Data	<a href="#">Javits Center</a>	<input type="checkbox"/>
JULY 16	Last day to order package items. Exhibitors will receive default if not ordered by EOD.	<a href="#">GES</a>	<input type="checkbox"/>
JULY 20	Exhibitor Move In begins, 8am-6pm (Package delivery to show site begins)	<a href="#">GES</a>	<input type="checkbox"/>



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## SHOW INFORMATION

### LOCATION

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

### ALL BOOTH MOVE-IN

Saturday, July 20 8:00AM-6:00PM

### ALL BOOTH MOVE-OUT

Tuesday, July 23 4:00PM-8:00PM

\*Exhibitors can dismantle at 4:01PM

\*\*Power is turned off immediately at close of show

### SHOW HOURS

Sunday, July 21 9:00AM-6:00PM

Monday, July 22 9:00AM-6:00PM

Tuesday, July 23 9:00AM-4:00PM

\*Note: Exhibitors may access the show floor 2 hours prior to opening on July 21. All exhibitors looking to access floor after hours must notify sales rep 24 hours prior to arrival.

### EXHIBITOR REGISTRATION HOURS

Saturday, July 20 8:00AM-6:00PM

Sunday, July 21 8:00AM-6:00PM

Monday, July 22 8:30AM-6:00PM

Tuesday, July 23 8:30AM-4:00PM

### AGE RESTRICTION

Children under the age of 18 are not permitted during move-in and move-out. NO EXCEPTIONS.

### CATERING & OUTSIDE FOOD

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

## TRANSPORTATION

### PUBLIC TRANSPORTATION

There are several options for using public transportation to access the Javits Center. For more detailed information, visit: [www.javitscenter.com](http://www.javitscenter.com)

**M34 Bus:** Runs east/west on 34th Street. Stops on 11th Avenue outside the Javits Center and at Penn Station.

**M42 Bus:** Runs east/west on 42nd street. The closest stop to the Javits Center is 42nd Street and 11th Avenue.

**Subway:** Take the 7 to 34 St Hudson Yards Stop. From there, walk west to 11th Ave and cross 11th Ave to Javits Center. Take the 1/2/3 or A/C/E to 34th Street. From there, walk west to 11th Ave or take the crosstown M34 Bus

### PARKING

There is no parking at the Javits Center. However, there are a variety of lots open nearby, ranging from 24-hour, 7-days a week, to more limited service. For more detailed information, visit: [www.javitscenter.com](http://www.javitscenter.com). You can also reserve your spot via <https://try.parkwhiz.com/ubm-fashion-parking/#lp-pom-box-1130> or the Parkwhiz app. Promo code is UBM100FF.

## IMPORTANT PRICING

### OFFICIAL CONTRACTOR / DECORATOR

GES Global Experience Specialists  
203 Kuller Road  
Clifton, NJ 07011  
Phone: 800.801.0554  
Order GES services online, [www.ges.com/chat](http://www.ges.com/chat)

### DISPLAY LABOR RATES

Orders received before **July 3** to receive discount pricing.

#### STRAIGHT TIME

8:00AM - 4:30PM Monday through Friday

#### OVERTIME

4:30PM - 8:00AM Monday through Friday

All day, Saturday & through lunch

#### DOUBLE TIME

All day, Sunday & Holidays

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 increments.

### OFFICIAL ELECTRICAL CONTRACTOR

Jacob K. Javits Convention Center Exhibitor Services  
Phone: (877) 452-8487  
Email: [Services@javitscenter.com](mailto:Services@javitscenter.com)  
Order Javits Center services online: [Javits Center](http://Javits Center)

### OUTLETS

ITEM	ADVANCED RATE	SHOW SITE
Up to 500 watts	\$127.45/ea	\$186.75/ea
501-1000 watts	\$210.40/ea	\$303.20/ea
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 - 3:00PM Monday through Friday

#### OVERTIME

3:00PM - 7:30AM Monday through Friday

All day, Saturday, Sunday & Holidays

ITEM	RATE
Straight Time	\$74.25 per 1/2 hr.
Overtime	\$97.30 per 1/2 hr.



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## EXCLUSIVE SHOW VENDORS

### ADVANCED WAREHOUSE

GES (see next page for address)

Phone: 800.801.0554

[GES](#)

### CLEANING

JACOB K. JAVITS EXHIBITOR SERVICES

Phone: 877.452.8487

Email: [Services@javitscenter.com](mailto:Services@javitscenter.com)

### CATERING

Levy Restaurants

Marissa Finizio

Phone: 212.216.5101

[mfinizio@Levyrestaurants.com](mailto:mfinizio@Levyrestaurants.com)

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

### ELECTRICAL, AIR & WATER

JACOB K. JAVITS EXHIBITOR SERVICES

Phone: 877.452.8487

Email: [Services@javitscenter.com](mailto:Services@javitscenter.com)

### INTERNET & PHONE

JACOB K. JAVITS EXHIBITOR SERVICES

Phone: 877.452.8487

Email: [Services@javitscenter.com](mailto: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](mailto:Services@javitscenter.com)

## NON-EXCLUSIVE SHOW VENDORS

### BUSINESS CENTER

FEDEX

Phone: 212.216.2900

Email: [mgr1280@fedexkinkos.com](mailto:mgr1280@fedexkinkos.com)

### COMPUTER & AUDIO VISUAL

SMARTSOURCE

Phone: 800.955.5171

[www.smartsourceshows.com](http://www.smartsourceshows.com)

### FLOWERS, TREES

SPRING VALLEY FLORAL

Phone: 845.268.7555

[www.springvalleyfloral.com](http://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](mailto: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](#)



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## 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 **July 3, 2019** to avoid additional surcharges.

### SHOW SITE SHIPMENTS

**July 20, 2019 Only**

Exhibiting Company Name

SHOW NAME

Booth # \_\_\_\_\_ / Hall \_\_\_\_\_

c/o GES

Javits Center

655 West 34th Street

New York, NY 10001-1188

### SHOW SITE RATES

(1) Shipment up to 300 lbs. - please see show contract for details.

Above 300 lbs. and any additional shipments –  
\$60 per 100lbs (300lbs. minimum charge)

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 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. The owner takes **full responsibility** of his/her animal.

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

## MOVE-IN & MOVE OUT

### PORTER SERVICE

Informa will have laborers from GES available to help you unload 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.

If you are shipping your product at the end of the show, please be sure to have BOL for your shipment and that your driver arrives  
See the GES service center desk for more information.

### CARDBOARD DISPOSAL

All exhibitors must flatten and separate cardboard for disposal.

### CLOSED-TOED SHOES

Everyone in the hall during set-up and tear-down are required to wear closed-toed shoes for safety purposes. Anyone not in compliance will be allowed in the exhibit 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 (July 20, 2019) and last through your last move-out day (July 23, 2019) and name **Jacob K Javits Convention Center, Informa** 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.

**How To Purchase The Insurance:** Contact your insurance provider to add the event, Informa, 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:

Informa  
2901 28th St #100,  
Santa Monica, CA 90405

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