

## 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"/>
ASAP	ADVANCED RATE DEADLINES: Mannequins/Hangers/Steamers/Mirrors	<a href="#">D&amp;B Rental Display Corp.</a>	<input type="checkbox"/>
DEC 18	First day shipments will be received at GES Advanced Warehouse	<a href="#">GES</a>	<input type="checkbox"/>
JAN 4	ADVANCED RATE DEADLINES: Catering	<a href="#">Sodexo - for up to 6 people</a> <a href="#">Sodexo - for 7 or more people</a>	<input type="checkbox"/>
JAN 4	ADVANCED RATE DEADLINES: Cleaning Electricity, Air, & Water Telephone Service Internet & Data	<a href="#">Javits Center</a>	<input type="checkbox"/>
JAN 8	ADVANCED RATE DEADLINE: Order Fixture/Furniture Carpet Labor	<a href="#">GES</a>	<input type="checkbox"/>
JAN 8	Exhibitor Appointed Contractor information due	Email to: <a href="mailto:Elizabeth.callahan@ubm.com">Elizabeth.callahan@ubm.com</a>	<input type="checkbox"/>
JAN 8	GES Graphic Order Deadline	<a href="#">GES</a>	<input type="checkbox"/>
JAN 8	Advanced Warehouse Deadline Last day shipments will be received at GES warehouse without an additional fee	<a href="#">GES</a>	<input type="checkbox"/>
JAN 19	Exhibitor Move In begins, 8am-6pm (Package delivery to show site begins)	<a href="#">GES</a>	<input type="checkbox"/>

## SHOW INFORMATION

### LOCATION

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

### ALL BOOTH MOVE-IN

Saturday, January 19 8:00AM-6:00PM

### ALL BOOTH MOVE-OUT

Tuesday, January 22 4:00PM-8:00PM

\*Exhibitors can dismantle at 4:01PM

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

### SHOW HOURS

Sunday, January 20 9:00AM-6:00PM

Monday, January 21 9:00AM-6:00PM

Tuesday, January 22 9:00AM-4:00PM

\*Note: Exhibitors may access the show floor 2 hours prior to opening on January 20. All exhibitors looking to access floor after hours must notify sales rep 24 hours prior to arrival.

### EXHIBITOR REGISTRATION HOURS

Saturday, January 19 8:00AM-6:00PM

Sunday, January 20 8:00AM-6:00PM

Monday, January 21 8:30AM-6:00PM

Tuesday, January 22 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

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

## TRANSPORTATION

### SHUTTLE SERVICE: Route

1st stop: Penn Station, on 8th Ave btwn 30th & 31st St  
Servicing Wyndham New Yorker

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  
Servicing The Refinery

### Shuttle Hours

Sun. Jan. 20 8:00am-10:00am 5:00pm-7:00pm

Mon. Jan. 21 8:00am-10:00am 5:00pm-7:00pm

Tues. Jan 22 8:00am-10:00am 2:30pm-4:30pm

### 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 11<sup>th</sup> Ave to Javits Center. Take the 1/2/3 or A/C/E to 34<sup>th</sup> 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)

## 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 **January 4** 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 increment.

### 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.

**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](mailto:Services@javitscenter.com)

**CATERING**

SODEXO

Phone: 212.216.2400

Fax: 212.216.2495

[cpjavitssales@centerplate.com](mailto: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](mailto:Services@javitscenter.com)

**INTERNET & PHONE**

JACOB K. JAVITS CONVENTION

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](#)

**BOOTH SEALANT/PROTECTANT**

BOOTHSEAL

Phone: 855.266.8473

[BOOTHSEAL](#)

*\*Please note, this will not work on Project/Tents booth packages*



## 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 **January 8, 2019** to avoid additional surcharges.

### SHOW SITE SHIPMENTS

**January 19, 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. complimentary in UBM booth package (cannot be split in multiple shipments).

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.

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

Event manager's must obtain necessary permits and comply with all relevant laws (including, but not limited to, the NYS prohibition of animal fighting).

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.

## MOVE-IN & MOVE OUT

### PORTER SERVICE

UBM 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 (January 19, 2019) and last through your last move-out day (January 22, 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, 15<sup>th</sup> Floor  
New York, NY 10121