



## 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"/>
DEC 3	First day shipments will be received at GES Advanced Warehouse	<a href="#">GES</a>	<input type="checkbox"/>
DEC 9	ADVANCED RATE DEADLINES: Mannequins/Hangers/Steamers/Mirrors	<a href="#">D&amp;B Rental Display Corp.</a>	<input type="checkbox"/>
DEC 10	ADVANCED RATE DEADLINES: Catering	<a href="#">Centerplate - for up to 6 people</a> <a href="#">Centerplate - for 7 or more people</a>	<input type="checkbox"/>
DEC 17	Exhibitor Appointed Contractor information due	Email to: <a href="mailto:elizabeth.callahan@ubm.com">elizabeth.callahan@ubm.com</a>	<input type="checkbox"/>
DEC 21	ADVANCED RATE DEADLINE: Order Fixture/Furniture Graphics Carpet Labor	<a href="#">GES</a>	<input type="checkbox"/>
DEC 22	ADVANCED RATE DEADLINES: Cleaning Electricity, Air, & Water Telephone Service Internet & Data	<a href="#">Javits Center</a>	<input type="checkbox"/>
DEC 21	Advanced warehouse without an additional fee	<a href="#">GES</a>	<input type="checkbox"/>
JAN 5	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

### FREIGHT ONLY, NO EXHIBITOR MOVE IN

Friday, January 4 10AM-3PM  
\*Check-in closes at 1:30PM.

### ALL BOOTH MOVE-IN

Saturday, January 5 8AM-6PM  
\*Check-in closes at 4:30PM.

### ALL BOOTH MOVE-OUT

Tuesday, January 8 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. NO EXCEPTIONS.

### SHOW HOURS

Sunday, January 6	9AM-6PM
Monday, January 7	9AM-6PM
Tuesday, January 8	9AM-4PM

\*Note: Exhibitors may access the show floor 2 hours prior to opening on January 6. All exhibitors looking to access floor after hours must notify sales rep 24 hours prior to arrival.

### EXHIBITOR REGISTRATION HOURS

Saturday, January 5	8AM-6PM
Sunday, January 6	8AM-6PM
Monday, January 7	8AM-6PM
Tuesday, January 8	8AM-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

Sun. Jan. 6	8:00am-10:00am	5:00pm-7:00pm
Mon. Jan. 7	8:00am-10:00am	5:00pm-7:00pm
Tues. Jan 8	8:00am-10:00am	2:30pm-4:30pm

### PUBLIC TRANSPORTATION

For detailed information on public transportation to the Javits Center, visit: [www.javitscenter.com](http://www.javitscenter.com)

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

### 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.

## 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](http://www.ges.com/chat)

### DISPLAY LABOR RATES

Order before **December 21, 2018** to receive discount pricing. Please refer to [GES Expresso](#) for rates.

### 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

### 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](#)

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

### CATERING

CENTERPLATE

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](#)

## SHIPPING INFORMATION

### ADVANCE WAREHOUSE SHIPMENTS

Exhibiting Company Name  
SHOW NAME 2018  
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  
**December 21<sup>st</sup>, 2018** to avoid additional surcharges.  
Warehouse freight is accepted until **December 28<sup>th</sup>**.

### SHOW SITE SHIPMENTS

**Friday, January 4, 2019 & Saturday, January 5, 2019**

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

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 5, 2019) and last through your last move-out day (January 8, 2019) and name **Jacob K Javits Convention Center, UBM** 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