

# WOMEN'S AUGUST NY 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"/>
JULY 1	First day shipments will be received at GES Advanced Warehouse	<a href="#">GES Expresso</a>	<input type="checkbox"/>
JULY 7	D&B Advanced Rate Deadline (Mannequins, hangers, steamers, mirrors)	<a href="#">D&amp;B Rental Display Corp.</a>	<input type="checkbox"/>
JULY 15	Exhibitor Appointed Contractor information due	Email to: <a href="mailto:elizabeth.callahan@ubm.com">elizabeth.callahan@ubm.com</a>	<input type="checkbox"/>
JULY 19	GES Advanced Rate Deadline (Furnishings, labor, tracklighting, etc.)	<a href="#">GES Expresso</a>	<input type="checkbox"/>
JULY 19	GES Final Graphics Ordering Deadline* (*All orders must be placed on Expresso no later than 4:30pm EST on this date)	<a href="#">GES Expresso</a>	<input type="checkbox"/>
JULY 19	Levy Advanced Rate Deadline (Catering)	<a href="#">Levy Catering</a>	<input type="checkbox"/>
JULY 19	Javits Advanced Rate Deadline (Electrical Power, Par Cans, Electrical Labor, Cleaning, Telephone Service, Internet, Data, etc.)	<a href="#">Jake Online Ordering (Javits Center)</a>	<input type="checkbox"/>
JULY 19	Final day shipments will be accepted at GES Advanced Warehouse without an additional fee	<a href="#">GES Expresso</a>	<input type="checkbox"/>
JULY 29	Final day shipments will be accepted at GES Advanced Warehouse (25% late fee applies after July 17 <sup>th</sup> )	<a href="#">GES Expresso</a>	<input type="checkbox"/>
JULY 30	Final day for GES Expresso Ordering (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)	<a href="#">GES Expresso</a>	<input type="checkbox"/>
AUG 2	Exhibitor Freight Shipments accepted 8am-6pm* (*vehicle must check in no later than 4:30pm)	<a href="#">GES Expresso</a>	<input type="checkbox"/>
AUG 3	Exhibitor Move In begins, 8am-6pm Exhibitor Freight Shipments accepted 8am-6pm* (*vehicle must check in no later than 4:30pm)	<a href="#">GES Expresso</a>	<input type="checkbox"/>

## GENERAL SHOW INFORMATION

### LOCATION

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

### FREIGHT ONLY, NO EXHIBITOR MOVE IN

Friday, August 2<sup>nd</sup> 8AM-6PM\*  
\*must be checked in by 4:30pm

### ALL BOOTH MOVE-IN

Saturday, August 3<sup>rd</sup> 8AM-6PM\*  
\*freight must be checked in by 4:30pm

### ALL BOOTH MOVE-OUT

Tuesday, August 6<sup>th</sup> 4PM-9PM  
\*Exhibitors can dismantle at 4:01PM  
\*\*Power is turned off immediately at close of show

### SHOW HOURS

Sunday, August 4<sup>th</sup> 9AM-6PM  
Monday, August 5<sup>th</sup> 9AM-6PM  
Tuesday, August 6<sup>th</sup> 9AM-4PM  
\*Note: Exhibitors may access the show floor 2 hours prior to opening on the first show day. All exhibitors looking to access floor after hours must notify sales rep 24 hours prior to arrival.

### EXHIBITOR REGISTRATION HOURS

Saturday, August 3<sup>rd</sup> 8AM-6PM  
Sunday, August 4<sup>th</sup> 8AM-6PM  
Monday, August 5<sup>th</sup> 8:30AM-6PM  
Tuesday, August 6<sup>th</sup> 8:30AM-4PM

### SHUTTLE SERVICE

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

Sunday, August 4 <sup>th</sup>	8am-10am	5pm-7pm
Monday, August 5 <sup>th</sup>	8am-10am	5pm-7pm
Tuesday, August 6 <sup>th</sup>	8am-10am	2:30pm-4:30pm

### 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.

### SERVICE ANIMAL POLICY

Only service animals and those approved by the Javits Center as part of an exhibit, activity or performance legitimately requiring the use of animals are permitted. Approved animals must be leashed, within a pen, or under similar control as appropriate.

Animals that are disruptive to the event must leave the show floor. The owner takes full responsibility of his/her animal.

### 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.

### EXHIBITOR INSURANCE REQUIREMENTS

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 and last through your last move-out day and name **Jacob K Javits Convention Center, Informa** as additional insured.

For additional information, see the Insurance document on GES Expresso.

## SHIPPING INFORMATION

### ADVANCE WAREHOUSE SHIPMENTS

Accepted July 1<sup>st</sup>-July 29<sup>th</sup>  
Exhibiting Company Name  
SHOW NAME 2019  
Booth #\_\_\_\_\_/Hall\_\_\_\_\_  
c/o GES  
203 Kuller Road  
Clifton, NJ 07011

### ADVANCED WAREHOUSE RATES

\$85\* per 100lb (300lb minimum charge)  
\*Advanced warehouse freight must arrive by **July 19<sup>th</sup>** to avoid additional surcharges. Warehouse freight is accepted until **July 29<sup>th</sup>**.

### SHOW SITE SHIPMENTS

Accepted August 2<sup>nd</sup> & August 3<sup>rd</sup> 8AM-6PM\*  
\*Vehicle must check in no later than 4:30PM  
Exhibiting Company Name  
SHOW NAME 2019  
Booth #\_\_\_\_\_/ Hall\_\_\_\_\_  
c/o GES  
Javits Center  
655 West 34th Street  
New York, NY 10001-1188

### SHOW SITE RATES

**Drayage\***: \$60 per 100lb (300lb minimum charge)  
\*Some show packages include complimentary drayage. Complimentary drayage cannot be split into multiple shipments. Please review your package inclusions for more details.

### SMALL PACKAGE RATE

**Small Package Delivery\***: \$40/item  
\*Cost applies to shipments to GES Advanced Warehouse and/or direct to Show Site. 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.

## MOVE-IN & MOVE-OUT

### AGE RESTRICTION

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

### 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.

### 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.

### SHOW FLOOR ACCESS

Only approved EACs and employees of the exhibiting company will be granted access the showfloor.

### CARDBOARD DISPOSAL

All exhibitors must flatten and separate cardboard for disposal.

### SECURED STORAGE

Complimentary Secured Storage is available solely to badged exhibitors on a first-come, first-served basis. SS opens two hours prior to show open each day and closes between 10:45AM and 4:00PM on the final show day.

Secured Storage is for the sole use of storing items containing your booth merchandise & products. Items made of paper, cardboard, or wood; empty rolling racks; suitcases; fibers; and items used to build, construct, furnish, decorate, or create displays will **NOT** be accepted.

All items accepted must be properly labeled; the content of any accepted items will not be inventoried nor recorded. To claim items, badged exhibitors must be in possession of relevant paperwork.

### BOOTH DISMANTLE

During move-out, everyone will be trying to exit the show at the same time. Your patience, cooperation and courtesy to your neighbors will make move-out a smooth process. When possible, keep boxes, cartons, etc. within your booth space to keep the aisle as clear as possible to facilitate a smooth move-out.

Some exhibitors may still be working with their buyers beyond the close of the show. When you begin dismantling your booth, please be considerate of your neighbors who may still be conducting business.

Informa recommends that exhibitors remain with their shipment until the carrier of your choice picks it up. Show Management, GES, the exhibit facility, and Citadel are not responsible for exhibitors' materials.

## RETURN OF EMPTY BOXES/CRATES

GES will begin returning exhibitors' cartons, boxes, etc., that were placed in empty storage, once the aisle carpet is removed. Since there will be many boxes to return from numerous areas it will take some time before all materials are returned to your booth. (Not all empties will be returned at the same time.) Please be patient. This process can take 6-8 hours to complete.

## EXCLUSIVE VENDORS & RATES

### OFFICIAL CONTRACTOR / DECORATOR

GES  
203 Kuller Road  
Clifton, NJ 07011  
Phone: 800.801.0554

### DISPLAY LABOR RATES

Labor	Pre-deadline	Post-deadline
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 Mon-Friday

**Overtime:** 4:30PM-8AM Mon-Friday; lunch; Saturdays

**Double Time:** Sundays and Holidays

### EXHIBITOR INVOICES 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

### ELECTRICAL OUTLETS RATE

Item	Pre-deadline	Post-deadline
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 RATES

Labor	Rate
Straight Time	\$74.25 per 1/2 hr.
Overtime	\$97.30 per 1/2 hr.

**Straight Time:** 7:30AM-3PM Mon-Friday

**Overtime:** 3PM-7:30AM Mon-Fri; Saturdays; Sundays; Holidays

## **EXCLUSIVE\* SHOW VENDORS**

\*Exhibitors are required to use the below vendors for the services listed

### **INSTALL & DISMANTLE LABOR**

GES  
Phone: 800.801.0554  
Website: [GES Expresso](#)

### **DRAYAGE**

GES  
Phone: 800.801.0554  
Website: [GES Expresso](#)

### **CLEANING**

JACOB K. JAVITS CONVENTION CENTER EXHIBITOR SERVICES  
Phone: 877.452.8487  
Website: [Javits Center \(Jake\)](#)

### **CATERING**

LEVY  
Website: [Levy Catering](#)

### **ELECTRICAL POWER & LABOR, PAR CANS, TRUSSING**

JACOB K. JAVITS CONVENTION  
Phone: 877.452.8487  
Website: [Javits Center \(Jake\)](#)

### **INTERNET & PHONE**

JACOB K. JAVITS CONVENTION  
Phone: 877.452.8487  
Website: [Javits Center \(Jake\)](#)

## **PREFERRED\* VENDORS**

\*Exhibitors are welcome to use the vendor of their choice for the services listed

### **BUSINESS CENTER**

FEDEX  
Phone: 212.216.2900  
Email: [mgr1280@fedexkinkos.com](mailto:mgr1280@fedexkinkos.com)

### **FLOWERS, TREES**

SPRING VALLEY FLORAL  
Phone: 845.268.7555  
Website: [www.springvalleyfloral.com](http://www.springvalleyfloral.com)

### **FURNITURE RENTAL**

GES  
Phone: 800.801.0554  
Website: [GES Expresso](#)

### **MANNEQUINS, STEAMERS, & HANGERS**

D&B RENTAL DISPLAYS  
Phone: 702.987.5965  
Email: [db@dbrentaldisplays.com](mailto:db@dbrentaldisplays.com)  
Website: <https://www.dbdivisions.com/customers/step1.cfm>

### **SECURITY**

CITADEL SECURITY  
Phone: 718.680.3811  
Website: [CITADEL](#)

### **SHIPPING**

GES  
Phone: 800.801.0554  
Website: [GES Expresso](#)

### **BOOTH SEALANT/PROTECTANT**

BOOTHSEAL  
Phone: 855.266.8473  
Website: [BOOTHSEAL](#)

### **DISPLAY CASES**

AMERICAN FIXTURES  
Phone: 718.463.2176  
Email: [orders@americanfixtures.com](mailto:orders@americanfixtures.com)  
Website: [www.americanfixture.com](http://www.americanfixture.com)