



Show Schedule

November 14-15, 2021 • Jacob K. Javits Convention Center • New York, NY

MOVE-IN SCHEDULE

Thursday	November 11	8:00 am – 5:00 pm (Veterans Day)
Friday	November 12	8:00 am – 5:00 pm
Saturday	November 13	8:00 am – 5:00 pm

MOVE-OUT SCHEDULE

Monday	November 15	5:00 pm – 11:59 pm
Tuesday	November 16	8:00 am – 5:00 pm
Wednesday	November 17	8:00 am – 12:00 pm

INSTALLATION OF BOOTHS

All booths must be completely set by 9:00 am on Sunday, November 14.
All Booths must remain set until 5:00 pm on Monday, November 15.

DISMANTLE OF BOOTHS

Empty containers will be returned after 5:00 pm on Monday, November 15.
All Booths must be completely removed by 12:00 pm on Wednesday, November 17.
Outbound Carriers must arrive and check-in no later than Wednesday, November 17 at 10:00AM

SHOW HOURS

Sunday	November 14	10:00 am – 5:00 pm
Monday	November 15	10:00 am – 5:00 pm

EXHIBITOR REGISTRATION SCHEDULE

Friday	November 12	8:00 am – 5:00 pm
Saturday	November 13	8:00 am – 5:00 pm
Sunday	November 14	8:00 am – 5:00 pm
Monday	November 15	10:00 am – 5:00 pm

Critical Dates & Deadlines

November 14-15, 2021 • Jacob K. Javits Convention Center • New York, NY

Use this checklist as your guideline for important deadline dates for the show. Be sure to meet the discount deadlines as these can save you money over on-site prices.

DUE DATE / DISCOUNT DEADLINE	FORM NAME	SERVICE PROVIDER	☑
SHOW MANAGEMENT INFORMATION			
October 10	Exhibitor Profile Update	Show Management	<input type="checkbox"/>
October 21	Exhibitor Appointed Contractor Form	Show Management	<input type="checkbox"/>
October 21	Certificate of Insurance	Show Management	<input type="checkbox"/>
October 21	Insurance for Purchase	Marsh/TotalEvent	<input type="checkbox"/>
FREEMAN FORMS			
October 5	Booth Package Carpet/Padding Deadline	Freeman	<input type="checkbox"/>
October 21	Booth Carpet/Padding	Freeman	<input type="checkbox"/>
October 21	Payment & Credit Card Authorization	Freeman	<input type="checkbox"/>
October 21	Digital Graphics	Freeman	<input type="checkbox"/>
October 21	Display Labor Order Form	Freeman	<input type="checkbox"/>
October 11	Hanging Sign Approval Form	Show Management	<input type="checkbox"/>
October 21	Hanging Signs	Freeman	<input type="checkbox"/>
October 21	Material Handling	Freeman	<input type="checkbox"/>
JAVITS FORMS			
October 30	Booth Catering	Javits	<input type="checkbox"/>
October 30	Cleaning Service	Javits	<input type="checkbox"/>
October 30	Electrical Service	Javits	<input type="checkbox"/>
October 30	Plumbing Service	Javits	<input type="checkbox"/>
October 30	Telecommunications Service	Javits	<input type="checkbox"/>
October 30	Security	Javits	<input type="checkbox"/>
SHIPPING			
Refer to Form	International Freight Shipments	Phoenix International	<input type="checkbox"/>
Oct 11-Nov 3	Shipments to Warehouse	Freeman	<input type="checkbox"/>
VENDOR FORMS			
Sept 7/Oct 20	Lead Retrieval (tiered pricing)	Maritz Global Events	<input type="checkbox"/>
November 7	Florist	Big Apple Florist	<input type="checkbox"/>
Prior to Show	Audio Visual	MetroMultiMedia	<input type="checkbox"/>
Prior to show	Hotel and Travel	onPeak	<input type="checkbox"/>
Prior to Show	Photographer	Jenna Bascom Photography	<input type="checkbox"/>
Prior to Show	Staffing	CTI Metropolitan Staffing	<input type="checkbox"/>

All Official Service Provider Order Forms
 are available within this
 ICFF Exhibitor Manual
 And on the ICFF website at
www.icff.com



A-Z Exhibitor Information

November 14-15, 2021 • Jacob K. Javits Convention Center • New York, NY

SHOW MOVE-IN

Thursday, November 11 (Veteran's Day)	8:00 am to 5:00 pm
Friday, November 12	8:00 am to 5:00 pm
Saturday, November 13	8:00 am to 5:00 pm

SHOW DAYS & HOURS

Sunday, November 14	10:00 am to 5:00 pm
Monday, November 15	10:00 am to 5:00 pm

SHOW MOVE-OUT

Monday, November 15	5:00 pm to 11:59 pm
Tuesday, November 16	8:00 am to 5:00 pm
Wednesday, November 17	8:00 am to 12:00 pm

Balloons

Helium balloons and products are not allowed in the Javits.

Business Center

A FedEx/Kinko's Business Center offering faxing, copying and light shipping is located within the Jacob Javits Center. For more information, call 212/216-2900 or [click here](#) to access their brochure.

Booth Catering Service

All food and beverage distributed from your booth must be ordered from the Javits Convention Center's exclusive caterer, Cultivated. [Click here](#) to access information on Cultivated's extensive menu. Please note: **Popcorn, peanuts in the shell and cotton candy are NOT permitted on the show floor or to be distributed from any exhibitor's booth.**

Booth Cleaning

Show Management will provide a one-time vacuuming of booths on the evening prior to Show opening. Cleaning crews will not vacuum draped off spaces. If you do plan on draping off your booth space prior to Show opening morning, please have a representative of your company provide access at 8am to ensure that the complimentary cleaning can be performed. Wastebaskets left at the front edge of the booth will be emptied each night. To order additional cleaning service through the Javits, please complete their [cleaning request form](#).

Booth Construction

ICFF is a "Line of Sight" show. Booths must be constructed as detailed in the "Booth Package & Display Guidelines" located within this manual. For questions regarding booth construction, please contact Operations, at operations@icff.com.

Booth Occupancy

Your booth must be staffed and open for business during regular show hours. Exhibitors will be admitted at 8am each day and may stay until one-half an hour after Show closing. Booths may not be dismantled prior to the show close. Failure to adhere to these rules may result in a fine and/or losing priority status in future Emerald trade shows.

Clean Floor Policy

All crates and skids must be tagged and removed from the exhibit floor **no later than 5:00 pm on Saturday, November 13, 2021**. This will allow Freeman and the cleaning provider sufficient time to complete the laying of the aisle carpet and the overall cleaning of the exhibit hall as well as provide exhibitors the space to complete their booth set up by keeping aisles clear. There will be no exceptions to this policy. Crates without empty or access storage stickers will be tagged by the area floor managers or Freeman and removed from the exhibit hall – whether full or empty. Exhibitors may request product to be returned to their booth at the exhibitor's expense. Depending on where the crates are located, it may not be possible to access the crates prior to move-out.

Demonstrations

All demonstrators and models must be properly clothed at all times and must confine their activities to their exhibit space. Plans for raffles, prize drawing or promotion contest of any kind requiring visitors to register in a booth and/or be present in a booth at a specified time must be submitted to Show Management for prior approval. Hosting outside activities during Show hours that would draw attendance away from the exhibit building is strictly prohibited.

Electrical

All electrical services must be performed by the Javits. Click here to access their request form. See addition Electrical Rules and Regulations [here](#).



A-Z Exhibitor Information

November 14-15, 2021 • Jacob K. Javits Convention Center • New York, NY

Exhibitor Appointed Contractor (EAC)

If exhibitors wish to use an [Exhibitor Appointed Contractor \(EAC\)](#), the Exhibitor Appointed Contractor Form must be completed and submitted *by the exhibitor* with the EAC's certificate of insurance attached.

Completion of this form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC. Exhibitor Appointed Contractors (EAC), also known as Installation and Design companies (I&D), are required to have authorization from the Javits Center's Contract Labor Administration Office before hiring labor from the Javits. EAC's without authorization may order labor through Freeman. At no time may an EAC provide labor from any source outside of the Javits. For more information, contact the Labor Administration Office at 212/216-2328.

Exhibit Space Payment

Exhibitors with outstanding exhibit space payments will not be permitted to move-in and set-up. Exhibitors are responsible for assuring that their exhibit space has been paid in full prior to the show.

Exhibitor Unloading

Freeman will handle and control the unloading and loading of all vehicles at the loading dock. For additional information, please refer to the "Freeman Show Site Work Rules" located in the Freeman *Information & Order Forms* section. The driver check-in trailer is the area where POVs (personally owned vehicles) or freight carriers will check in their vehicle to off load product/freight through the loading dock. Once the driver has checked in their vehicle, after their posted targeted check-in time, they will be asked to move their vehicle to a waiting area until a space at the loading dock becomes available. Full-time exhibitor personnel shall have the right to unload personal vehicles and hand carry exhibit materials provided:

- They utilize the unloading space designated by the service contractor and the facility.
- The vehicle is a Privately Owned Vehicle (POV) and is no larger than a panel van.
- They do **NOT** use hand-trucks, pallet jacks, or 4-wheel dollies.
- They utilize no motorized lift equipment.
- The vehicle is **NOT** left unattended at any time and is removed once it has been unloaded.

First Aid

A fully equipped first aid station, staffed by licensed medical professionals, will be available during move-in, show days and move-out. First Aid will be located behind 1D-Hall.

Freight Free Aisles

The floor of the Exhibit Hall will be marked to indicate all "Freight Free Aisles". If your booth borders one of these aisles, please keep your crates and materials out of these aisles so that they remain clear for the free movement of freight.

General Service Contractor

Freeman is the General Service Contractor for ICFF. Freeman provides furniture rental, material handling, cleaning, labor, etc. All orders for carpenters, laborers and teamster services are to be made through Freeman, including the number of personnel required and the hour at which they are to report. Orders can be made online or using the order forms in the Freeman *Information & Order Forms* section of this manual.

Hand Carry

Javits Center has created an area on their property to make it easier for exhibitors to hand carry their items directly into the Hall. The inner roadway (enter at 38th St. and 11th Ave) has been designated as the official, approved, location for exhibitor self-service hand carry unloading and loading out operations. Security personnel will be on hand to direct you. Once again, the usual rules relating to exhibit self-service hand carry operations will be in place (no trucks). Someone representing the exhibitor must remain with the vehicle at all times. Vehicles left unattended will be ticketed and towed.

All of the space in the Inner Roadway (the shuttle bus loading/loading out space) will be available for exhibitor self-service hand carry operations during the move-in and move-out periods (no trucks allowed). Exhibitors must be badged and may hand carry their merchandise from their privately-owned vehicle (i.e. car, van or SUV) to the designated exhibit areas. Vehicles can be no larger than a Ford Econoline Van. Exhibitors may use nothing larger than a two-wheeled baggage cart (plastic or rubber wheels only) or hanging clothes racks with four wheels to move in their items. Hand carts & dollies are not permitted. Unloading requires one person to remain with the vehicle at ALL times. Product must be unloaded within 30 minutes and the vehicle must then be moved. Vehicles left unattended will be ticketed and towed.



A-Z Exhibitor Information

November 14-15, 2021 • Jacob K. Javits Convention Center • New York, NY

Hanging Signs

Only exhibitors in island, split island, and peninsula booths that are 400 square feet or larger may have a hanging sign over their booth. For more information on the regulations pertaining to hanging signs, please refer to the Booth Package & Display Guidelines within this manual. All hanging signs must be submitted to show management using the [Hanging Sign Approval Form](#). For questions regarding hanging signs, please contact Operations, at operations@icff.com.

Hotel Arrangements

onPeak is the Official Housing Agent for ICFF 2021. With onPeak you will receive descriptions, photos and maps to help you choose the perfect hotel. An acknowledgment of your hotel reservation will be sent to you immediately via email upon completion of the online process or within 24 hours for reservations received via phone, fax or mail.

Reservations are accepted on a first-come, first-served basis and require a first night's room and tax deposit guaranteed by check or credit card. All deposits are due when the initial reservation is made. All new reservations, changes, substitutions and cancellations must be made through OnPeak. Please refer to your hotel confirmation for individual cancellation policies. Hotel arrangements can be made through [onPeak](#).

Insurance

Show management requires each exhibiting company and exhibitor appointed non-official contractor to carry general liability insurance, automotive liability insurance and workmen's compensation coverage. [Click here](#), login to the Exhibitor Portal and electronically upload your insurance documents. Please refer to the ["Insurance Requirements Policy"](#) within this manual for more information. For questions regarding insurance requirements and submission, please contact Operations, at operations@icff.com.

Lead Retrieval Units

Lead Retrieval Units may be rented from Maritz Global Events using the link or form provided in the *Official Service Provider Order Forms* section of this manual. On-site, Lead Retrieval Units can be picked up from and returned to the Lead Retrieval counters at the Exhibitor Service Center.

Location

The Jacob K. Javits Convention Center (JKJCC) is located at 655 West 34th Street, NY, NY 10001, between 34th and 40th Streets and 11th and 12th Avenues. ICFF will occupy level 3B-E.

Marshaling Yard

- All delivering carriers must check in at the Freeman Marshalling Yard prior to show-site delivery. Carriers will be assigned an unloading number according to driver check-in time.
- Drivers checking-in later than 3:30pm may not be off-loaded on their arrival date and may incur overtime charges.
- POV's (Personally Operated Vehicles) and vehicles utilizing Caddie Service must check in at the Marshalling Yard. Direct shipments must arrive during posted move-in dates and times.
- All shipments should be accompanied by a certified lightweight & heavyweight ticket. For your convenience, Freeman has available a full-size certified scale at the Marshaling Yard.

Material Handling Services

Show Site Shipments:

Show site material handling is included in your booth contract.

Warehouse Shipments:

Exhibitor is responsible for all Advance Warehouse Shipment charges. Please refer to the Freeman Material Handling page within the Freeman section of this manual.

Occupancy

- Exhibit displays must be set by 9:00am on Sunday, November 14. Should any space (for which a signed contract has been received and rental payment made) remain unoccupied after this time, show management reserves the right to rent or otherwise use such space and shall not be obligated to refund the space rental fee.
- Every exhibit must be fully staffed and operational during the entire exhibition.
- Exhibitor's displays must not be dismantled or packed Monday, November 15.
- The dismantling of displays begins at 5:00pm on Monday, November 15 and continues until 12:00pm on Wednesday, November 17.
- After 12:00pm on Wednesday, November 17, all exhibitor displays, or materials left in the exhibitor's space without instructions will be packed, shipped or discarded at the exhibitor's expense.

Parking

There is no parking at the Javits Center. However, there are a variety of lots open nearby. [Click here](#) for a listing of available parking sites near the Convention Center.



A-Z Exhibitor Information

November 14-15, 2021 • Jacob K. Javits Convention Center • New York, NY

Personally Operated Vehicles (POV's)

- POV's are vehicles primarily designed for passenger use, such as a car, pickup, small mini-van or SUV.
 - POV's are not closed body trucks with dual wheels, trucks, utility vans, or trailers pulled by another vehicle. Personal vans filled with exhibit materials will be required to utilize handling services provided by Freeman.
- POV's can be unloaded and/or loaded by hand or apparel rack. Wheeled carts are not permitted.

Photography & Filming

- Unauthorized photography and video recording are NOT permitted in the exhibit hall except by the Official Show Photographer or an *approved* Exhibitor Appointed Photographer.
- Exhibitors and/or approved Exhibitor Appointed Contractors may photograph or record their own exhibits during show days ONLY.
- Photography or video recording of any area outside an exhibitor's booth (including but not limited to Registration Areas, Keynote Sessions, Conference Sessions and Meeting Rooms) is prohibited.
- If planning to use an *approved* Exhibitor Appointed Photographer, please complete and submit the [Exhibitor Appointed Photographer Form](#). Members of the press must first receive permission from the exhibitor to photograph the exhibitor's booth.

Plumbing

Exhibitors may test, tune or repair water, drain, air and gas lines on the exhibitor side of the disconnect to the building system. However, all other work must be performed by the Javits plumbing team. Refer to the [Plumbing Request Form](#) for additional information on plumbing services available.

Press Room

The Press Room will be available onsite for members of the press to register with the proper credentials. Members of the editorial media are cordially invited.

Registration

Booth personnel may be registered on-line within the [Exhibitor Portal](#). Buyers and/or customers are **not** to be registered as exhibitors. Badges will **not** be mailed to ICFF exhibitors. All exhibitors will need to pick up their badges on-site at Registration.

Security

Show Management provides adequate perimeter security on-site on a 24-hour basis. However, it is the exhibitor's responsibility to ensure the security of their exhibit and products. Show Management, The Javits Convention Center, security contractor, drayage contractor, decorator, nor any of their officers, agents or employees are not responsible for property loss, theft or damage to any exhibit. To order in-booth security services for your exhibit, please fill out the security order form in the forms section of this exhibitor service manual. Security is required for any before or after hours' hospitality function within your booth.

Shipping

Booth materials may be shipped in advance to the Freeman Warehouse or shipped directly to the Javits Convention Center. The specific shipping information, instructions, receiving dates and printable shipping labels are located within [this manual](#).

FREIGHT SHIPPING ADDRESS SHIPPING

Advance Warehouse – Oct 11-Nov 3

Exhibiting Company Name / Booth # _____
ICFF 2021 c/o Freeman
140 Central Ave.
Kearny, NJ 07032

FREIGHT SHIPPING ADDRESS

Direct Shipments to Exhibit Site

Exhibiting Company Name / Booth # _____
ICFF 2021 c/o Freeman
Jacob K. Javits Convention Center
369 12th Avenue
New York, NY 10001

Show Directory

Please login to the [Exhibitor Portal](#) to complete your Company Profile and Product Category Listing for the Official ICFF Show Directory. The deadline for submitting your information is **September 1, 2021**.

Show Office

An on-site Show Office will be in operation during Move-in, show days and Move-out. It will be located on the 4B Terrace on level 4.



A-Z Exhibitor Information

November 14-15, 2021 • Jacob K. Javits Convention Center • New York, NY

Show Package

All booth packages with walls (excluding islands) will be provided with a 10' veloce wood wall system, pre-ordered prestige carpet (color choice of black, gray pearl or white) and padding when ordered before the deadline (Oct 5). Island packages include carpet and padding when ordered before the deadline. ID signs are not provided however, a floor sticker with booth number will be provided.

Shuttle Bus Service

No shuttle bus services will be provided.

Standard Booth Packages

Please refer to the [Booth Package Descriptions](#) within this manual for more details and booth diagrams.

All other equipment and services are the responsibility of the exhibitor. Online ordering (where available) and printable order forms are located in the Freeman *Information & Order Forms* and *Official Service Provider Order Forms* section of this manual.

Subway

7 Line Service / Hudson Yards

Union Rules

Please refer to the Show Site Work Rules which are located within this manual.

Visitor Information

NYC & Company provides service to all attendees of ICFF. [Visit their website](#) for helpful travel and destination information.

Wheelchair & Scooter Rental

A limited number of wheelchairs are available at the Javits Command Center. Chairs may be reserved in advance by calling 212-216-2196.



Show Management Contact Information

November 14-15, 2021 • Jacob K. Javits Convention Center • New York, NY

Listed below are the specific departments and their contact information. While most of the questions you may have about your participation in the Show should be directed to the Operations Department, the departments and functions listed below are the exceptions.

Show Director

Phil Robinson

Phil.Robinson@icff.com

ICFF Sales Manager

Kevin McGhee

646-668-3726

Kevin.McGhee@icff.com

Marketing Director

Jennifer Yarber

770-291-5459

Jennifer.Yarber@emeraldx.com

Operations Director

Neeta Lakhani

949-226-5726

Neeta.Lakhani@emeraldx.com

Marketing Manager

Kevin Bienkowski

860-331-6390

Kevin.Bienkowski@emeraldX.com



Official Service Providers

November 14-15, 2021 • Jacob K. Javits Convention Center • New York, NY

Listed below are the service vendors and their contact information. If you have specific questions regarding your booth design/set-up, please contact your ICFF Operations contact.

AUDIO VISUAL

MetroMultiMedia
115 Moonachie Avenue
Moonachie, NJ 07074
(201) 994-1300
FAX (201) 994-1350
tomd@metro-expo.com

CLEANING

Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001-1188
(212) 216-2090
FAX (212) 216-4169
www.javitscenter.com
services@javitscenter.com

ELECTRICAL

Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001-1188
(212) 216-2090
FAX (212) 216-4169
www.javitscenter.com
services@javitscenter.com

FLORAL

Big Apple Florist, Inc.
228 East 45th Street
New York, NY 10017
(212) 687-3434
www.bigappleflorist.com

FURNISHINGS/FREIGHT/LABOR

Freeman
(888) 508-5054
FAX (469) 621-5618
ExhibitorSupport@freeman.com

FOOD SERVICE

Cultivated
655 West 34th Street
New York, NY 10001-1188
(212) 216-2400
FAX (212) 216-2495
www.javitscenter.com
services@javitscenter.com

HOTEL/AIR TRAVEL

onPeak
350 N Clark St
Suite 200
Chicago, IL 60654
(312) 527-7270
<https://www.icff.com/hoteltravel/hotel-reservations>

INSURANCE FOR PURCHASE

Marsh/Total Event Insurance
emeraldexhibitor@totaleventinsurance.com

INTERNATIONAL FREIGHT FORWARDER

Phoenix International
1201 Corbin Street
Elizabeth, NJ 07201
(908) 355-8900
FAX (908) 355-8883
phobson@phoenixlogistics.com

LEAD RETRIEVAL

Maritz Global Events
exhibitorservices@maritz.com
www.maritzglobalevents.com

PHOTOGRAPHER

Jenna Bascom Photography
www.jennabascomphoto.com
info@jennabascomphoto.com

SECURITY

Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001-1188
(877) 452-8487
FAX (212) 216-4169
www.javitscenter.com
services@javitscenter.com

TELECOMMUNICATIONS

Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001-1188
(877) 452-8487
FAX (212) 216-4169
www.javitscenter.com
services@javitscenter.com

TEMPORARY HELP

CTI Convention Staffing
122 East 42nd Street, Suite 2815
New York, NY 10168
Tom Borst: (212) 297-1211
tborst@ctimetropolitan.com



Shipping Information

November 14-15, 2021 • Jacob K. Javits Convention Center • New York, NY

INBOUND SHIPMENTS

Freight will be received according to the color-coded FREIGHT TARGET CHECK-IN SCHEDULE FLOOR PLAN in this manual. The date and time that your freight can arrive is determined by your booth number.

The inbound and outbound material handling services include:

A. Receiving freight at the JKJCC
B. Delivery to your booth

C. Storage and return of empty crates and cartons
D. Reloading of outbound freight

Your freight must arrive on the date and time specified on the color-coded floor plan. If your freight arrives too early, the driver will be told to return at the scheduled time. However, if your freight arrives later than your target date, your driver will be permitted to check-in and your freight will be unloaded after those targeted for that day. A target date is the earliest time and date that your freight is allowed into the JKJCC.

For hand carried shipments, please deliver hand carry items through the front of the building before 5:00 PM. Your target date does apply when hand carrying.

Freight received through the Freeman warehouse as advance shipments will be unloaded according to the target schedule as well.

ADVANCE AND ONSITE SHIPPING ADDRESSES

Advance – To the Freeman Warehouse
(Please note that exhibitor will be responsible for all Advance Warehouse charges. See Freeman Material Handling Form for rates.)
(Must arrive between Oct 11-Nov 3, 2021 and be properly packaged to avoid additional fees)

Onsite – To the Javits Convention Center (begin Nov 11, 2021)
(Refer to the targeted schedule for your date and time)

Company Name & Booth Numbers
ICFF
c/o Freeman
909 Newark Turnpike
Kearny, NJ 07032

Company Name & Booth Number(s)
ICFF
c/o Freeman
Jacob K. Javits Convention Center
369 12th Avenue
New York, NY 10001

DELIVERY METHODS

There are several methods to ship your products and display to the Javits:

- Ship in advance to the Freeman Warehouse (warehouse fees apply)
- Ship in advance with Freeman Logistics directory to the Javits
- Ship with your own carrier
- Deliver in your own vehicle
- Hand Carry (restrictions apply)
- Ship via UPS or FedEx (Freeman Material Handling Service and Rates apply)

Due to heightened security at U.S. ports of entry, some international shipments may be delayed for inspection. We strongly recommend consulting with your carrier and your customs broker to determine when to ship your product to ensure timely delivery.



International Shipping Information

November 14-15, 2021 • Jacob K. Javits Convention Center • New York, NY

Phoenix International Business Logistics, Inc. is the recommended Customs House Broker and International Freight Forwarder for the Show. International participants should be aware that exhibitors have the option of entering their shipments under duty free Trade Fair Status. This option is intended for high value merchandise only.

In accordance with the U.S. Customs regulations, freight entered under trade fair status cannot be removed from the bonded facility (JKJCC) unless for exportation, destruction, or for permanent U.S. entry. If arrangements have not been made for merchandise to either be exported or sold and cleared through U.S. Customs by Show closing, merchandise will be transported in bond, to Phoenix's bonded warehouse and placed in storage until otherwise instructed. Phoenix is available to advise the best methods of transportation to New York, including recommendations of shipping lines and airlines, and to advise what documents and procedures are required, etc. Refer to the International Freight Guidelines within the vendor section of this manual for more information. Or, please contact Phoenix at 908-355-8900 or phobson@phoenixlogistics.com.

Federal Regulations regarding ocean freight shipments

International exhibitors attending trade shows in the U.S. now face new federal regulations when importing cargo by ocean freight from overseas. On January 26, 2009 the Import Security Filing (ISF) rule, also known as the 10+2 rule, took effect. International exhibitors who fail to follow the new rule from the U.S. Customs and Border Protection (CBP) are putting their show in jeopardy because Customs can refuse to allow the cargo to be loaded at the point of origin, thereby delaying the shipment. Under the ISF rule, importers are required to submit 10 items of data about their cargo at least 24 hours before it is loaded aboard a vessel at a foreign port. Two additional data items are required by the carrier as well, resulting in what is known as the 10+2 rule. To comply with the new rule, exhibitors are required to provide Phoenix or a Phoenix agent the following 10 data elements 48 hours prior to loading at the port of origin:

- | | |
|--|---|
| 1) Manufacturer (or supplier) name and address | 6) Consolidator name and address |
| 2) Seller name and address | 7) Importer of record number |
| 3) Buyer name and address | 8) Consignee number |
| 4) Ship to name and address | 9) Country of origin of goods |
| 5) Container stuffing location | 10) Harmonized Tariff Schedule of the United States |

To expedite the process, contact Phoenix or a Phoenix agent to request an email copy of an easy to use "type and send" ISF form or download it from <http://phoenixlogistics.com/ImporterSecurityFiling.pdf>.

Canadian exhibitors seeking to export exhibit materials to the U.S. should be advised that U.S. Customs will require an IRS identification number for the entry of these shipments to the U.S. If your organization does not have an IRS number, your U.S. Customs broker should have the capability to file and receive a temporary IRS number on your behalf. Failure to provide this number at the border crossing will result in delays. Emerald cannot provide our tax identification number to exhibitors as the importer of record must be the exhibitor or a distributor representing the exhibitor. Remember: no show materials = no show. Don't delay in making these arrangements prior to shipping your exhibit. Please call Phoenix at (908) 355-8900 for further assistance.

Important! The Bioterrorism Act passed by the U.S. Congress in 2002 regulates all shipments of food and beverages into the United States. All food and beverage shipments, no matter how small, are subject to inspection upon arrival in the United States. This may cause considerable delay to your shipment. ICFF exhibitors are discouraged from shipping from overseas any food or beverages for their personal use or for distribution from their booth. If your product to be displayed for sale in your booth includes food or beverages, we recommend that you contact Phoenix International for more information.

U.S. Customs and Border Protection has recently begun enforcing new regulations regarding wood packing material (crates, pallets, etc.) We encourage you to contact a customs broker prior to shipping any wood packing material from outside the U.S. Please refer to the International Freight Guidelines within this manual for more information.



Move-Out

November 14-15, 2021 • Jacob K. Javits Convention Center • New York, NY

Buyers are **NOT ALLOWED** on the Exhibit Floor during breakdown. If you have to meet a buyer after the Show closes, please arrange to meet them outside of the Exhibit Hall at a specific time. Show Management cannot be responsible for making these arrangements or attempting to get the parties together.

ICFF closes on Monday, November 15 at 5pm.

Empty crates, trunks and cartons will be delivered to booths as quickly as possible. Exhibitors should remember that it takes several days to remove all crates and empties from the floor, and it can take up to eight hours to return them at the end of the Show. Exhibitors should not leave their booth(s) unattended during this period as it is almost impossible to protect against pilferage. Exhibitors removing merchandise must wear their exhibitor badge. Further instructions regarding dismantling will be distributed during the Show.

Important! Please be advised that exhibitors are responsible for any costs associated with Javits Center trash removal/dumpster charges due to abandoned booth displays (**including large, one-time use, shelving units**) and/or large crates and flooring left in booth spaces at the conclusion of our event. If you are interested in receiving a price quote for these services from the Javits Center, please stop by the Show office.

Exhibitors are responsible for the pick-up of exhibitor merchandise from the JKJCC at the conclusion of the Show. Freeman will assist in arranging such pick-up, but in the event of failure to collect exhibitor's merchandise, Freeman reserves the right to reroute shipments. **Material handling agreement paperwork covering all outgoing shipments must be handed in at the Freeman desk before exhibitors leave the JKJCC.**

Removal by Exhibitor

All samples not removed from the JKJCC at 12:00 PM on November 17 will be taken to Freeman's warehouse at charges specified on the Material Handling Form or the freight will be rerouted to another carrier at the exhibitor's expense.

Cars, small vans, and company trucks smaller than 30' can be loaded out Monday evening. (Please be patient/plan accordingly as the vast majority of material handling labor efforts on Monday afternoon/evening are directed to returning the empty boxes, cases, pallets and crates stored in the dock areas or on trailers several blocks from the Javits Center. Space in the back is limited. The loading out process on Monday can involve many hours of waiting time). Please check in with the freight desk before 6:00 PM. Vehicles larger than 30', all common carriers, and van lines will not be loaded on Wednesday evening unless advance notice is given to Freeman by noon Sunday. All samples not removed from the JKJCC by 5:00 PM on Wednesday, November 17 will be taken to the official freight contractor's warehouse at charges specified on the Material Handling Service & Rates Form or the freight will be rerouted to another carrier at the exhibitor's expense.

Removal by Third Parties

The sale of part or all of an exhibitor's lines to department stores, jobbers, etc., has resulted in the movement of material from one booth to another as the merchandise of many exhibitors is consolidated for one large shipment. As a result, problems arise either because of error or because of purposely misdirected shipments. Exhibitors are responsible for the proper preparation of all shipping documents for merchandise in their booth(s), including material handling agreement paperwork and bills of sale. The material handling agreement paperwork must list the name and address of the shipper, the consignee, the count, description and weight of covered items. Exhibitors should indicate whether shipments are prepaid or collect and state the name and address of the company or person responsible for charges. Under no circumstances can this responsibility be delegated. Exhibitors must submit properly completed material handling agreement paperwork to the official freight contractor prior to leaving the JKJCC. **EXHIBITORS ARE RESPONSIBLE FOR ALL PACKING BY, AND ACTIONS OF, PERSONNEL BROUGHT INTO THE SHOW BY PURCHASING FIRMS.**

Any party picking up one or more sample lines must sign in with Freeman and present a list of exhibitors with booth numbers from which merchandise will be collected. The merchandise of each exhibitor must be packed separately with separate material handling agreement paperwork. Freeman will not accept material handling agreement paperwork from anyone other than the contracting exhibitor. The procedures outlined herein will be strictly monitored by Freeman and Show Management.

Storage between Shows

- Freeman has a storage facility available to handle display storage. Please contact them directly at (888) 508-5054 or stop by the Freeman desk at the Javits Center.

In addition to the Terms & Conditions on page 2 of your Exhibit Space Agreement, the below Rules & Regulations for Exhibiting must also be followed by all exhibitors and their representatives. Please contact your Account Executive if you need a copy of the Exhibit Space Agreement Terms & Conditions.

1. Admission Policy

- Exhibit hall admittance is restricted only to exhibitor personnel and registered attendees displaying an official show management badge. All personnel representing the exhibitor, or its authorized agents must be properly identified with an official show management badge.
- No one under the age of 16 is permitted on the exhibition floor at any time. Show management reserves the right to request proof of age for any person and restrict minors from the exhibition floor at any time on any day for safety and liability reasons. No baby strollers are allowed on the exhibition floor.
- Exhibitors are permitted access to the exhibit hall one (1) hour before and one (1) hour after posted official show hours. Additional access may be arranged solely at the discretion of show management.
- Only individuals registered and badged may attend conference events. Exhibitor staff or guests must register to attend conference sessions and to enter the exhibit hall.
- Once the Show has opened, all persons must enter and exit only through designated entrances where security is posted.
- Exhibitors are responsible for providing all assigned workers with proper badges. Temporary Floor Passes/Wrist Bands are available from Show Security and are valid on move-in and move-out days only.

2. Advertising

- Exhibitor shall not, without the written consent of show management, distribute or permit to be distributed, any advertising matter, literature, souvenir items or promotional materials in or about the exhibit areas except from its own allotted exhibit space and/or official promotional areas. Exhibitor shall not post or exhibit any signs, advertisements, show bills, lithograph posters or cards of any description on any part of the premises of the facility, except within the exhibitor's exhibit space and upon such space as is made available for such purposes by the facility. Mobile advertisements along the roads immediately surrounding the perimeter of the convention center and event hotels are prohibited during conference hours regardless of permits.
- Show management defines advertising as any advertisement, sign (print or electronic) or message that promotes an activity taking place in the city to event attendees. Any indoor/outdoor advertisement placement around the "key" areas of the city, to include but not limited to: airport signage, street signage/banners, convention center, event hotels, etc., must include the prominently-visible tagline: "Proud Supporter of ICFF".
- Exhibitors may not advertise in or on the sidewalks, ramps, entries, doors, corridors, passageways, vestibules, hallways, lobbies, stairways, elevators, escalators, aisles, or driveways of the facility without written permission from show management. These areas are considered private property.
- Exhibitors found to be in noncompliance with advertising guidelines will be subject to loss of priority points and show management fines.

3. Aisles

- Aisles must not be obstructed at any time. No portion of an exhibitor's display, product or demonstration may extend into any aisle.
- An exhibitor may not bridge an aisle, whether by a physical structure, carpeting, banners, etc., in order to connect their exhibit space with one across the aisle without permission from show management.
- All features, signs and/or walls that are facing the aisle need to be covered or finished.

4. Americans with Disabilities Act (ADA)

- All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.

5. Animals

- Permission for any domesticated animal (cats, dogs, etc.) to appear must be approved by show management then by the facility. Non-domesticated animals will be considered on an individual basis.
- Under the Americans with Disabilities Act (ADA), show management must allow people with disabilities to bring their service animals into all areas of the facility where exhibitors and attendees are normally allowed to go. Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting persons having seizures, or performing other special tasks.

6. Appearance of Exhibit Space and Care of Premises

- All open or unfinished sides of the exhibit which may appear unsightly must be covered or show management will have them covered at exhibitor's expense.
- Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit.
- Peninsula, split island and island exhibits must have a finished back wall and be finished on all sides.
- Unfinished hard-walls are not permitted.
- No bolts, screws, hooks or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas.
- No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers.
- Decals or other adhesive materials shall not be applied or affixed to the walls, columns or floor of the exhibit/facility.
- No sign of any description may be installed, except within the confines of the exhibit space assigned.
- Fog, smoke and steam machines are not permitted.
- Exhibitors are prohibited from possessing, displaying or depicting any products or components in their booth which could be interpreted as being a promotion of another company.
- No exhibit will be permitted which interferes with the use of other exhibits or impedes access to them or impedes the free use of the aisles.
- Items located in the exhibit space must be in good taste or will be removed at the discretion of show management.

7. Behavior/Good Neighbor Policy

- Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits. Activities may not disturb neighboring booths. Booth giveaways and literature must directly relate to the exhibiting company product, business or mission and not be offensive in any manner.
- Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Show management reserves the right to deny access to the exhibition floor to exhibitors not conducting themselves in a professional, ethical and otherwise appropriate manner. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.
- Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the event and the exhibitor additionally penalized by the loss of priority points at the discretion of show management.

8. Booth and/or Material Abandonment

- Exhibitors that leave excessive literature and/or display materials in their booth at the end of the published move-out time will be deemed to be guilty of "material abandonment". Any charges incurred on behalf of show management to remove the abandoned materials to ensure that show management can comply with the published move-out schedule of the facility as stated in their license agreement for the event will be billed to the exhibitor directly. Show Management & the facility will NOT be responsible for the recovery of abandoned materials that are left in an exhibitor's booth past the move-out dates/times as published in the Exhibitor Manual.

9. Booth Construction Standards

- The Booth Package & Display Guidelines are located within this Exhibitor Manual for your reference and should be strictly adhered to.

10. Building Regulations and Care of the Facility

- It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises.
- Exhibitors will not be permitted to drive nails, hooks, tacks or screws into any part of the building, put up decorations or adhesives that would deface the premises.
- All curtains, draperies, Foam Board and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions.
- Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agent's contractors or representatives.



Rules & Regulations

November 14-15, 2021 • Jacob K. Javits Convention Center • New York, NY

11. Demonstrations

- As a matter of safety and courtesy to others, exhibitors shall conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance. No activities should be planned, or products displayed in a manner that would require an audience to gather in the aisles. Show management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.
- Exhibitors must comply with local regulations regarding fire/safety and environment which must be adhered to.
- Attention-getting devices, gimmicks and tactics that do not reflect favorably on the educational or business purpose of the show are prohibited. Exhibitors are encouraged to receive approval from show management for any activities in question prior to the show.

12. Environmental Laws/OSHA Regulations

- All exhibitors must be in compliance with environmental laws and OSHA regulations. To facilitate this compliance, the Organizer strongly urges all exhibitors who give samples of any chemicals, cleaners, or inks to include a Material Safety Data Sheet (MSDS) with each sample given.

13. Excessive Trash

- Any exhibitors promoting giveaways from their booths which generate additional trash are required to order porter service for their booth. Exhibitors who require porter service for their booths, but do not order it, will automatically be billed for this service. Any wooden crates or large containers left on the show floor (not labeled as empty storage) will be subject to an additional fee for dismantling and disposal.

14. Forklifts

- Forklifts with operators are available at the prevailing rates. Arrangements must be made with the general service contractor at least 14 days prior to setup for special requests, such as cranes or forklifts with over 5,000-pound lift capacity for special handling of large equipment or machinery.

15. Exhibit Design

- All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.
- Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.
- All Multi-Level and Covered exhibits require a plan that is signed, sealed (with official seal) and dated by a registered architect or engineer and a certificate of flame retardant materials submitted to show management and the facility at least 60 days in advance.
- Helium balloons are NOT allowed on the show floor at any time and should not be used in the design of the exhibit space or be distributed.

16. Exhibitor Appointed Contractor (EAC)

- If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the following rules and regulations must be adhered to by the exhibitor and the EAC. THESE RULES WILL BE STRICTLY ENFORCED. The *exhibitor* must complete the online exhibitor appointed contractor form. Completion of this form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.
- The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor's work.
- The EAC will not solicit business at the event.
- The EAC is responsible for adhering to all rules and regulations requiring badging. EAC must wear badges at all times.
- If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors, or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. Show management will have the final decision in such instances.
- The EAC who provides installation and dismantling services will be sent the proper information from show management upon receipt of request by the authorizing exhibitor.
- Show management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:

- Certificate of insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance.
- The workers' compensation and employers' liability insurance must provide a minimum limit of (recommended \$500,000 USD) and meet the requirements established by the state in which the event is being held.
- Comprehensive general liability coverage must provide at least (recommended \$1 million USD per occurrence /\$2 million USD general aggregate) in coverage and shall name show management, the sponsoring associations, the event owners, the official contractor and the facility as additional insured.
- Automobile liability should include all owned, non-owned and hired vehicles with limits of (recommended \$500,000 USD) bodily injury and (recommended \$500,000 USD) property damage liability.
- Show management must receive the certificate of insurance no later than 30 days prior to the commencement of installation.
- In performing work for their clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by show management in any contracts with the official contractors.
- Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the event site.
- Services ordered on behalf of exhibitors by EAC's or other third parties must be so authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.

17. Exhibitor Registration & Badges

- Official show badges must be worn at all times by exhibitor personnel while in the exhibit hall during move in, move out and official show hours.
- Badges are the property of show management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation.
- Exhibitor badges do NOT receive access to conference sessions. If exhibiting staff desire to attend conference sessions, this can be added to their registration for a fee at On-Site Registration.

18. Fire Protection/Fire Marshal Requirements

All exhibit spaces must be in full compliance with all facility, fire marshal, show management, and exhibit guidelines including all local, state and federal laws.

• Fire and Safety

- The travel distance within the exhibit to an exit access aisle shall not exceed 50 feet (15.25 meters).
- Cardboard, crepe paper, corrugated paper or other combustible materials are prohibited.
- Exhibitors that have fire alarms, fire extinguishers, fire strobe lights or fire hose cabinets within the exhibit space must have them visible with an unobstructed path from the aisle to the fire device location.
- Spray painting is prohibited.
- Welding is allowed with written permission of show management, and provided exhibitor procures all necessary permits and licenses and provides evidence of the requisite permits to the facility prior to the event.
- Helium and gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved safety stands with the regulators and gauges protected from damage. Overnight storage of cylinders in the building is prohibited.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency (EPA) and the facility.

• Flammable and Toxic Materials

- All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant.
- Samples should also be available for testing.
- Materials that cannot be treated to meet the requirements should not be used.
- A flame-proofing certificate should be available for inspection.
- Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.
- Foam Board
Exhibitors wishing to use their own foam board must be sure that it is flame-retardant and not exceed a thickness of 3/16". The Fire Marshall will insist that any foam board not flame proofed be removed from the building. Foam board must be manufactured flame retardant and cannot be sprayed or treated at show site.

IMPORTANT: *Be sure that this information is in the hands of all persons who will be setting up your exhibit, your factory shipping departments and all lines you represent. Click [here](#) for more information*

19. Food & Beverage Sampling

- The facility's exclusive food and beverage vendor has a responsibility to strictly regulate any food and beverage activity. All food must be prepared and served from within the regulations of the city and county.
- Any exhibitor sampling products may need to submit a sampling form to the facility's exclusive vendor for review and to show management for acceptance or rejection.
- Distribution of food and beverages: All business activities of the exhibitor at the event must be within the exhibitor's allotted space.
- Pre-packaged, single unit samples may be allowed to be distributed from an exhibitor's booth.
- Alcoholic sampling is not allowed by some facilities depending on local laws and type of event. Please check with the facility's exclusive food and beverage vendor to confirm.
- Popcorn, peanuts in the shell and cotton candy are NOT permitted on the show floor at any time and may not be distributed from any exhibit booth.

20. Freight Holds

- Show management and the general service contractor reserve the right to hold freight for ANY outstanding balance owed including, but not limited to: booth, electrical, freight, storage fees, etc. Freight will be released when the outstanding balance is paid.

21. Hanging Signs & Graphics

Level 3 signs and banners, for booths 400 sq feet and above, can be hung 20' from top of sign to floor. Signs, copy and height must be pre-approved by Show Management (operations@icff.com). It is the exhibitor's responsibility for all production and labor costs incurred to produce, install and dismantle signage. Refer to the Freeman Hanging Sign and Structural Integrity Statement forms within the Freeman section of this manual for more information.

- Hanging signs and graphics are permitted in all standard peninsulas, split island and island booths of at least 400 sq. ft. to a maximum height of 20 feet (6.10 meters) from the top of the sign to the floor. Whether suspended from above or supported from below, signs should comply with all ordinary use-of-space requirements.
- Signs may be hung at any height however the combined height of the hanging sign and the booth structure cannot exceed 20 feet (6.10 meters).
- Hanging signs and graphics should be set back 5 feet (1.52 meters) from adjacent booths and be directly over contracted space only.
- Show management must approve all hanging signs. The exhibitor must complete the online hanging sign form and submit drawings for approval. [Hanging Sign Approval Form](#).
- Signs, banners or any other exhibit material may not be suspended, taped, nailed, screwed or in any way attached to the ceilings, walls, columns, drapes, floor or on any other facility surface.
- The general service contractor will hang all hanging signs unless otherwise noted.
- Linear and end-cap booths do not qualify for hanging signs and graphics.

22. Hospitality & Networking Events by Exhibitors

- No exhibitor, or any affiliate thereof, shall conduct any off-site activity during official event hours that would encourage attendees to leave the officially scheduled event activities. Hospitality suites shall not be open during event hours.
- Meeting and hospitality rooms – only exhibiting companies will be permitted to have meeting rooms or hospitality/business suites at any of the official hotels or exhibit facilities. Exhibitors must inform show management of any hospitality suites, functions, classes, seminars or exhibits being held at venues other than the exhibition floor and must receive express written consent from show management for said activities prior to the show. Such activity must be for internal business or staff meetings. Exhibitors who are found to be in violation of outside activities rules and regulations will be subject to the loss of priority points.
- Show management strictly prohibits solicitation of business in any public areas occupied by the event, including public areas in conference hotels. Such solicitations are limited to badged individuals within registered booths in the exhibit hall only.
- Companies who wish to host hospitality suites must apply in writing to show management using the form included in this manual for permission and must agree that the suites not be open during any scheduled event. In addition, no exhibitor may hold any revenue-producing event, fundraising event, or event of any type targeted to the event attendees at any time during event without the advance written approval of show management. If an activity is held without approval, show management reserves the right to exclude the exhibitor from future events.

23. Install/Dismantle

• Installation and Dismantlement

- Materials for an exhibit display may not be delivered to the exhibition facility before the official move-in period.
- Under no circumstances will the delivery or removal of any exhibit or portion thereof be permitted during the exhibition without permission first being secured from show management.
- No displays may be dismantled prior to the official closing of the exhibition. Such activity will be considered a violation of these rules and regulations.
- All materials must be removed from the facility by the end of the official move-out period. (Official move-in, move-out, and exhibition dates and times may be subject to change. Show management will notify exhibitor of official dates, times and any changes.) Show management reserves the right to assign specific days to exhibitor for delivery of equipment and/or display items. Failure by exhibitor to abide by such delivery schedule shall obligate that exhibitor to pay all charges incurred for labor as a result of the disruption of the delivery schedule.

• Labor

- Labor jurisdiction and union rules are determined by the facility, state and municipality in which the exhibition is held. Where union contracts exist with service contractors, exhibitor must acknowledge union jurisdictions and conform to those contracts and use of the union personnel involved.
- Skilled and unskilled labor as needed or required can be arranged through the official service contractor at established rates.
- Arrangements should be made in advance.
- Exhibitors who are eligible to set up their own display according to union guidelines must typically utilize full-time employees of the company and proof of employment may be requested.
- Click [here](#) for more labor rules and regulations.

24. Insurance

- Show management requires each exhibiting company and exhibitor appointed non-official contractor to carry general liability insurance, automotive liability insurance and workmen's compensation coverage. Please refer to the "[Insurance Requirements Policy](#)" in the Exhibitor Manual for specifics on insurance requirements.

25. Lighting

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to show management for approval.
- Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved by show management.
- Lighting that spins, rotates or pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the exhibition.
- Currently, some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with show management for rules specific to the event facility.
- Reduced lighting for theater areas should be approved by the event facility.
- Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.
- Use of halogen rules vary by facility and should be verified prior to booth construction. To ensure safety, halogen lamps are limited to 75-watts and must be of the sealed variety which prevents direct handling of the bulb. The use of any stem mounted halogen or other fixtures employing either a linear quartz bulb or a non-shielded halogen bulb is strictly prohibited.

26. Literature Distribution/Giveaways

- Circulars, catalogs, magazines, folders, promotional, educational or other giveaway matter may be distributed only at the exhibitor's display and must be related strictly to the products and/or services on display or eligible for display and for products which are directly available from the exhibitor. Distribution from booth to booth or in the aisles is forbidden and exhibitors must confine their exhibit activities to the space for which they have contracted.
- No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, parking garages, etc., without written prior approval of show management.

- Only literature published or approved by show management may be distributed in the registration area, meeting rooms, exhibit hall (outside the individual displays) or on transportation provided by show management. Canvassing on any part of the facility property is strictly prohibited and any person doing so will be requested to leave the premises and their material will be removed at the same time. The only exception to this rule is for authorized survey organizations that have obtained show management approval.

27. On Site Material Handling & Storage

- The official material handling contractor will handle and provide storage space for crates, boxes, skids, etc., during the exhibition and return properly marked materials at the completion of the meeting. Materials not in accordance with these regulations will be discarded.
- Fire regulations prohibit storing product, literature, empty packing containers or packing materials behind back drapes or under draped tables. However, exhibitors may store a daily supply of literature or product appropriately within the exhibit space area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly. Any excess samples beyond a daily supply can be stored during the show through the general service contractor.
- Empty crates, cartons and boxes must be removed from the exhibitor's booth. Empty containers will be picked up by the general service contractor and returned at the conclusion of the show.
- Exhibitors may obtain labels marked "EMPTY STORAGE" at the Exhibitor Service Desk and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit booth number on each label.
- Exhibitors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels.

28. Paging & Announcements

- There is no paging in the exhibit hall.

29. Photography/Video Recording

- Exhibitors are permitted to photograph or produce audio/video of their own booth displays and/or products.
- Exhibitors are prohibited from photographing or producing audio/video of other displays, products or materials without prior written permission from show management and the owner of the subject.
- Security and labor arrangements required for any approved photography, video recordings or live feeds must be made in advance, at exhibitor's expense.
- Only official photographers and audio/video producers appointed by show management are permitted to photograph or record audio/video of the entire event.
- Exhibitors wishing to use an outside photographer must receive written permission in advance from show management.
- Conference sessions may not be photographed, or video/audio recorded.

30. Raffles, Drawings and Contests

- Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by show management. Show management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, hand-outs, contests, lotteries, promotional activities, entertainment, raffles and drawings.

31. Sales from Exhibitors' Booths

- Retail sales are NOT permitted on the exhibition floor at any time. Exhibitors who are found to be in violation will be subject to the loss of priority points and could be excluded from future events.

32. Security

- Exhibitors are solely responsible for the care, custody and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.
- Twenty-four-hour access control will be provided from the start of move-in to the end of move-out. Show management shall not be held responsible for the loss of any material by any cause and urges the exhibitor to exercise normal precautions to discourage loss due to theft or any other cause. Show management assumes no responsibility for goods delivered to the exhibit areas, or for materials left in the exhibit areas at any time. Exhibitors are encouraged to insure exhibit property against loss or theft.
- Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended.
- In cases where valuable equipment may not be removed to storage on a daily basis, the services of a private booth guard is available.

Rules & Regulations

November 14-15, 2021 • Jacob K. Javits Convention Center • New York, NY

- When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship PC's and other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.
- At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

33. Show Directory

- Exhibitor information will be published as part of the official show directory, if directory information is submitted by the deadline date of **September 1, 2021**. Only exhibitors with valid exhibit contracts will be listed in the event directory. The exhibitor waives and indemnifies show management and its agents from and against any and all claims against show management with respect to errors and omissions in the directory. The exhibitor shall be responsible for the content of its entries.

34. Sound/Music/Noise

- In general, exhibitors may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of show management, disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.
- Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth.
- Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Show management does not have a license with any licensing agencies; therefore, exhibitor is responsible for obtaining licensing directly. Adherence to these federally mandated copyright licensing laws is of critical importance.

35. Staffing of Booth

- The exhibitor will not dismantle their display prior to the stated closing of the show. No exhibit or any part thereof may be removed during the period of such exhibition without the approval of show management. Exhibitors should make travel and staffing arrangements accordingly.
- Exhibition space must be fully operational and staffed during published exhibition hours.
- Unless arrangements are made prior to the event, any space not claimed and occupied by 9:00am on Sunday, November 14 may be resold or reassigned by show management, without obligation on the part of show management for any refund to the exhibitor whatsoever.
- Any exhibitor that fails to occupy its assigned exhibit space by the end of published set-up hours, leaves its exhibit space unattended during event hours, or begins dismantling of exhibit space prior to the close of the event, may forfeit its right to the exhibit space and its eligibility to exhibit at future events.
- Exhibit personnel shall wear professional attire consistent with the event decorum. Attendants, models and other employees must confine their activities to the contracted exhibit space. Exhibitor's personnel and representatives may not enter the exhibit space of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Neither the exhibit area nor other areas of the facility shall be used for any improper, immoral, illegal or objectionable purpose. All personnel of exhibitor, including personnel retained by exhibitor to be in or around its booth, must wear appropriate apparel at all times. Show management reserves the right to make determinations on appropriate apparel and entertainment activities conducted by exhibitors. Violators may be escorted from the event and exhibitor may lose priority points.

36. Strolling Entertainment

- Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

37. Suitcasing

- Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by show management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund. The selling or solicitation of product or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by show management. Companies conducting business outside the confines of the exhibit hall, booth location or in unauthorized properties within [state restriction—include metrics if needed] of the exhibit facility without the permission of show management are in violation of this clause.

38. Vehicles on Display

- All vehicles on display will require spotting service from the general service contractor, at the exhibitor's expense.
- Display vehicles must have battery cables disconnected and taped, alarm systems deactivated, fuel tanks no more than 1/4-tank full or five gallons (include metric), whichever is less, and fuel tank filler caps locked and/or sealed.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Display vehicles are permitted to occupy no more than 80 percent of the contracted exhibit space and must conform to line-of-sight rules.
- Tractor/Trailer/Rigs/RVs/Trailers and oversize vehicles are not permitted as exhibits in the exhibit hall unless on the perimeter of the exhibit hall exhibition floor and must be approved by show management.
- Booth vehicles must be set back 10 inches (.26 meters) from the aisle to prevent damage from aisle carpet installation.
- Once placed, display vehicles cannot be started or moved without the approval of show management and the direction of the general service contractor.
- Auxiliary batteries not connected to engine starting system may remain connected.
- External chargers or batteries are allowed for demonstration purposes.
- No battery charging is permitted inside the building.

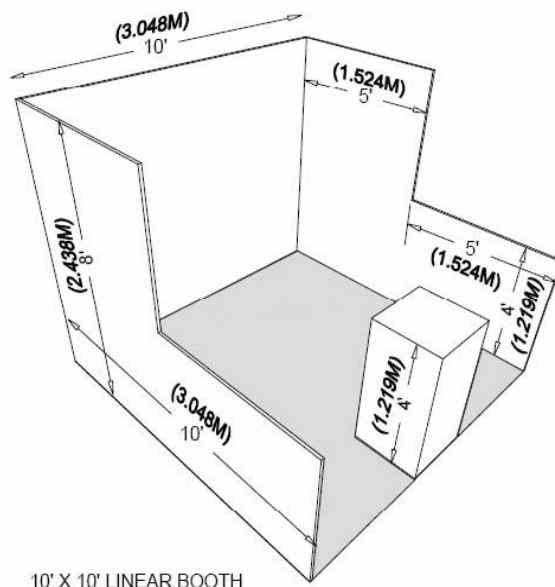
Booth Packages & Display Guidelines – page 1

November 14-15, 2021 • Jacob K. Javits Convention Center • New York, NY

All booth packages with walls (**excluding island booths unless notified**) will be provided with the Veloce Wood Wall System. The Veloce wall panels with honeycomb construction, are covered with a white poplar plywood. Each panel is connected with a solid hard wood column. Panels can be painted and refurbish fees do not apply. Refurbish fees will apply for holes larger than .25" in diameter i.e. plasma mounts, heavy furnishing mounts etc. Refer to the Veloce spec sheet for panel specifics and weight limits each panel can support. Refurbish fee's and or replacement fees incurred at the ICFF will automatically be added to your Freeman invoice.

Use of Space – Line of Sight Rule:

- Line of Sight is required in **ALL** linear, perimeter and corner booths for a maximum height of 10'.
- All exhibit components along with the sidewalls and back wall must be completely finished, painted, and with no exposed wires or framing visible. Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.
- Structures with double-sided signs, including signs that are backlit, are **NOT** permitted in a line-of-sight configuration under the Line of Sight Guidelines. If an exhibitor has such a booth, the exhibitor is responsible for covering the back of the exhibit components. Backlit signage must be covered with a black-out material.
- Keep a consistent line of sight. You cannot go higher than 4' within the front 5' of depth of the booth to avoid obstructing the view of adjoining exhibitors. This applies to all single and multiple booths set up in a straight line.



10' X 10' LINEAR BOOTH



Booth Packages & Display Guidelines – page 2

November 14-15, 2021 • Jacob K. Javits Convention Center • New York, NY

LET'S GET CREATIVE! Supply Freeman with your graphics and they can provide options for graphic application to your walls. Refer to the Freeman form for specifics.

Additional items included with your booth space:

• **Show site material handling is included** in your booth contract. **Advanced warehouse shipments** will be **billed to the exhibitor**. In addition, show site small box deliveries (ie. UPS, FedEx, USPS, DHL, etc) will be billed to the exhibitor.

• Storage of empty crates and boxes during show and return of crates and boxes at conclusion of show.

• **First night booth vacuuming**. All booths will be vacuumed (prior to opening morning of the Fair) provided that cleaners can access your booth. Exhibitors are responsible for ordering corrugated wastebasket from Freeman or providing their own waste receptacle.

• Premium grade carpet and padding if ordered by October 5, 2021. Exhibitor can select from three different colors. The aisle carpet color will be gray. **If Freeman does not receive the Booth Package Carpet Order form by October 5, 2021, the exhibitor will be responsible for the cost of the booth package carpet.** If no form is received by move in, Freeman will assume exhibitor is providing own flooring and no carpet will be installed.

Refer to the Veloce Wood system spec sheet below for wall configurations and specific measurements.

While ICFF does try to maintain the open visibility of the show for the attendees, exhibitors do have the option of ordering additional dividing panels upon approval from your ICFF Sales Executive. If you receive approval in writing from your ICFF Sales Executive, you can order additional Veloce Walls from Freeman. For pricing, please contact solutions@freeman.com.

BOOTH HEIGHT RESTRICTIONS

Island booths that are 399 Sq. Ft. and smaller may extend their back wall, side walls and fasciae of their exhibits up to 12' in height.

Island booths that are 400 Sq. Ft. and larger may extend their back wall, side walls and fasciae of their exhibits up to 20' in height.

Exhibitors who wish to have an enclosed ceiling or even partial coverage of their booth must submit a detailed request in advance, 30 days prior to move in, October 10, 2021, to Show Management for approval. Submit to operations@icff.com.

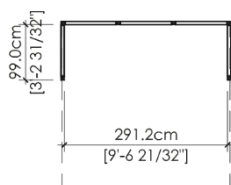
Peninsula booths are normally "faced" towards the cross aisle. Any portion of the exhibit bordering another exhibitor's booth must have the back side of that portion finished and must not carry identification sign or other copy that would detract from the adjoining exhibit. If exhibitor does not comply after a written warning has been issued, Show Management reserves the right to order a cover from Freeman. Exhibitor will incur the cost.

Two story booths must be submitted to Show Management and the local Fire Department for approval. See Fire Safety Rules and Regulations within this manual for more information.

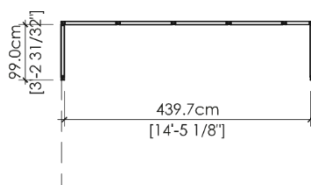
PENINSULA CONFIGURATIONS

**Configurations may require additional center support walls based on booth location*

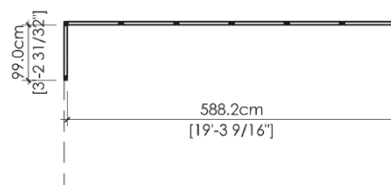
■ 3M X 3M PENISULA
[peninsula 10' x 10']



■ 3M X 4.5M PENISULA
[peninsula 10' x 15']



■ 3M X 6M PENISULA
[peninsula 10' x 20']



NOTES:

- 1) The maximum weight support is specified on the previous page. If items exceed the maximum weight, please contact Freeman for additional wall support options and associated costs.
- 2) All dimensions shown above are inside dimensions for all booths.
- 3) Peninsula booths cannot sustain weight on their walls as is. It is required to order additional reinforced walls. Please contact Freeman for assistance.
- 4) Booths larger than 600cm (19'-8 3/16") wide require additional support. Additional walls are necessary for proper stability and must be considered when planning your space. A booth drawing with dimensions can be provided upon request.

SIGNS & BANNERS

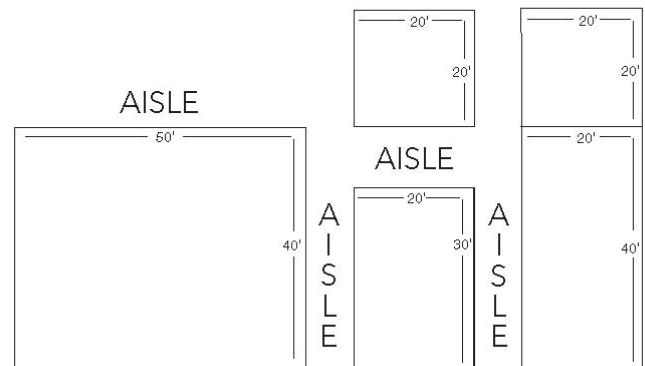
Level 3 signs and banners can be hung 20' from top of sign to floor. Signs, copy and height must be pre-approved by Show Management (operations@icff.com). [Hanging Sign Approval Form](#). It is the exhibitor's responsibility for all production and labor costs incurred to produce, install and dismantle signage. Refer to the Freeman Hanging Sign and Structural Integrity Statement forms within the Freeman section of this manual for more information.

- Hanging signs and graphics are permitted in all standard peninsulas, split island and island booths of at least 400 sq. ft. to a maximum height of 20 feet (6.10 meters) from the top of the sign to the floor. Whether suspended from above or supported from below, signs should comply with all ordinary use-of-space requirements.
- Signs may be hung at any height however the combined height of the hanging sign and the booth structure cannot exceed 20 feet (6.10 meters).
- Hanging signs and graphics should be set back 5 feet (1.52 meters) from adjacent booths and be directly over contracted space only.
- Show management must approve all hanging signs. The exhibitor must complete the online hanging sign form and submit drawings for approval.
- Signs, banners or any other exhibit material may not be suspended, taped, nailed, screwed or in any way attached to the ceilings, walls, columns, drapes, floor or on any other facility surface.
- The general service contractor will hang all hanging signs unless otherwise noted.
- Linear and end-cap booths do not qualify for hanging signs and graphics.

FIRE CODE REGULATIONS

All exhibit materials (including chairs) must be kept out of the aisles. Booth materials must be flame proofed to the satisfaction of the Fire Marshal by a flame-retardant certification or ability to pass an on-site flame test. See Fire Safety Rules and Regulations within this manual for more information. Please contact Operations at (operations@icff.com) for questions you may have regarding exact specifications relative to your booth size and structure.

DEFINITION: An exhibit space that is the minimum of 20' X 20' sq. ft with aisles on three or four sides



ICFFINTERNATIONAL
CONTEMPORARY
FURNITURE FAIR®

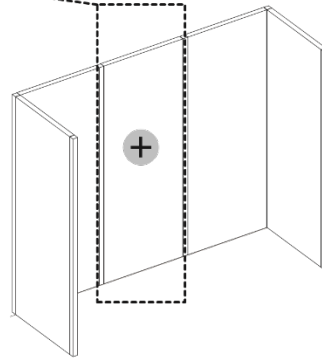
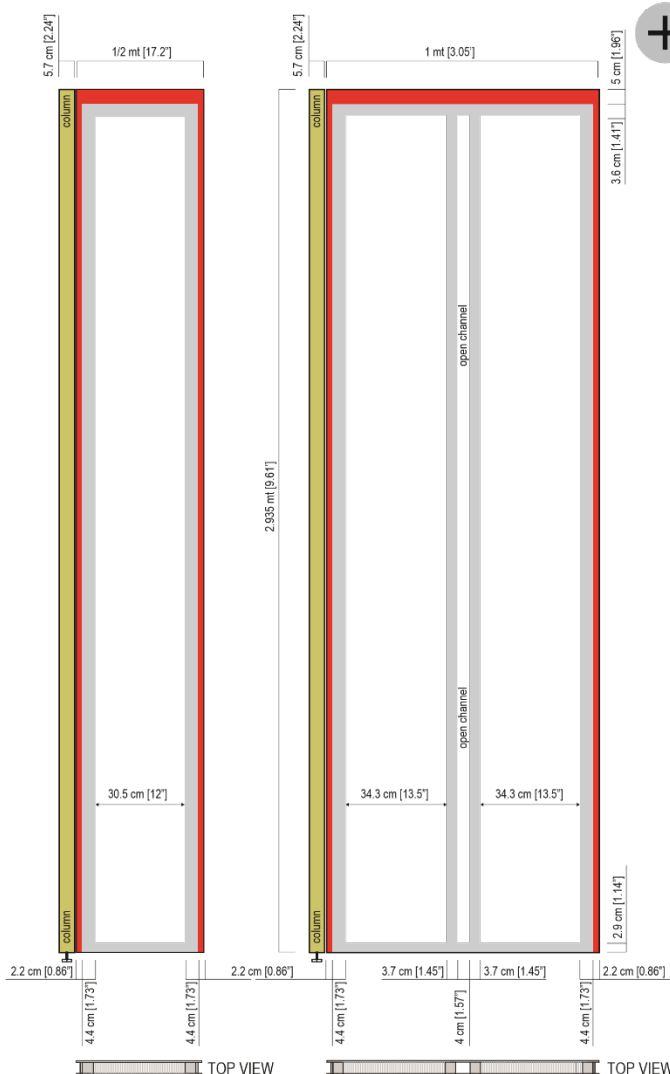
Veloce Wall System

November 14-15, 2021 • Jacob K. Javits Convention Center • New York, NY

VELOCE WOOD SYSTEM

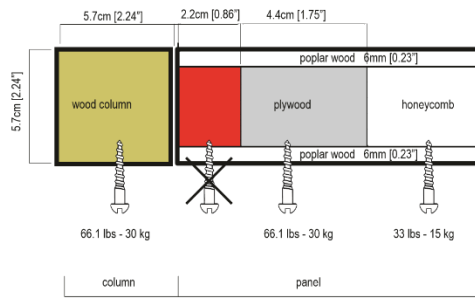
The VELOCE System combines elegance and functionality, easy to adapt to all exhibitors' needs. All items suited in the VELOCE System offers you modularity and flexibility for the booths. VELOCE System offers: quick set-up, easy fixing panels, lightweight, all-in-one structure with aluminum channels to hide wires fix lights and company signs.

PANEL



MOUNTING NAILS OR SCREWS

Nails or screws must be a maximum of 5 cm [1.96\"] long



Red area/Aluminum framework

These areas are not available for nail or screw.

Gray area/Plywood

In these areas, you may place nails or screws for mounting purposes (Supports up to 30 kg or 66.1 lbs.).

White area/Honeycomb poplar plywood

In these areas you may place nails or screws for mounting purposes (Supports up to 15 kg or 33 lbs.).

Every panel is connected with a solid hardwood column (yellow area). You may place nails or screws for mounting purposes (Supports up to 30 kg or 66.1 lbs.).

Damaged Panels:

Excessive damages to package booth panels will result in a panel repair and refurbish charge of \$347.30 per panel, which will appear on your Freeman invoice. Excessive damage includes:

- Screw or nail holes larger than 0.25\" (6.3mm) in diameter
- Graphics, wall coverings, wallpaper or adhesives not removed
- Any hardware not removed of any size

A panel deemed to be damaged beyond repair will be subject to a replacement charge of \$694.60 per panel. Cutting holes THROUGH any panel renders the panel a complete loss, and the exhibitor will be responsible for the full replacement cost of the panel.

Painting booth panels is not considered as excessive damage and will not result in a charge.



Booth Height Restrictions

November 14-15, 2021 • Jacob K. Javits Convention Center • New York, NY

Premium booth package will be provided with the 10' veloce wood wall system. The veloce walls are 9'6" (9 feet 6 inches) in height.

Inline Exhibitors may extend their back wall, side wall and the fascia of their exhibits up to **10'** in height. All walls over the Veloce wall system, 9'6", must have a finished surface with no logo or product pictures facing into neighboring booth(s). All logos and graphics must face inward toward the front of your booth.

Island booths that are 399 Sq. Ft. and smaller may extend their back wall, side walls and fasciae of their exhibits up to **12'** in height.

Island booths that are 400 Sq. Ft. and larger may extend their back wall, side walls and fasciae of their exhibits up to **20'** in height.

Exhibitors who wish to have an enclosed ceiling or even partial coverage of their booth must submit a detailed request by Oct 10, 2021, to Show Management for approval at (operations@icff.com).

**Please note that diagrams are for inline and corner booths only. Island booths do not receive package walls.*

Linear Booth

Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides.

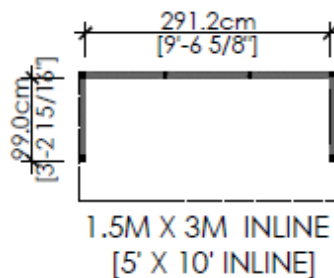
All other guidelines for Linear Booths apply.

Inline / Corner Booth View

1m return panels as seen in views below cannot be removed



Plan View



All dimensions shown above are inside dimensions

*Please note the maximum weight support is specified on the *Veloce Wall System* page. If items exceed the maximum weight, please contact Freeman for additional wall support options and associated costs.

*For more detailed information please contact your ICFF Sales Representative

Partially adapted from International Association of Exhibitions & Events “Guidelines for Display Rules & Regulations” 2009 IAEE.

**Please note that diagrams are for inline and corner booths only. Island booths do not receive package walls.*

Linear Booth

Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

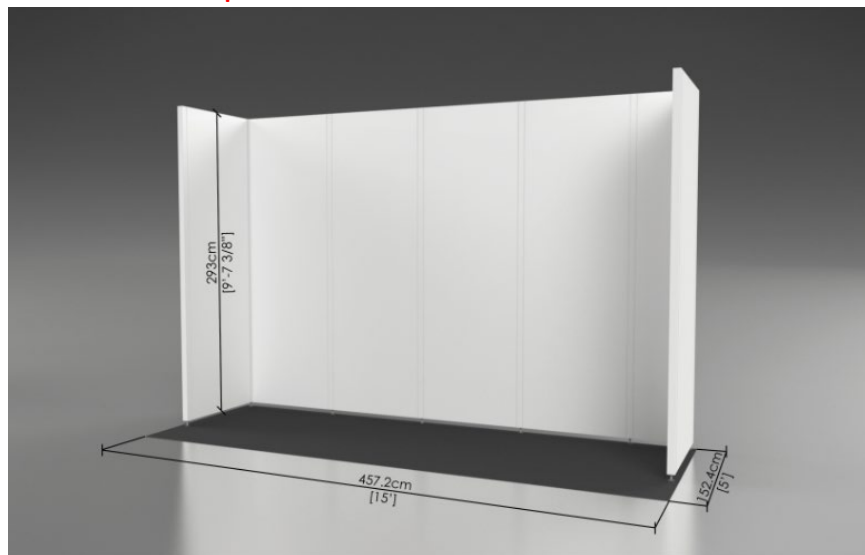
Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides.

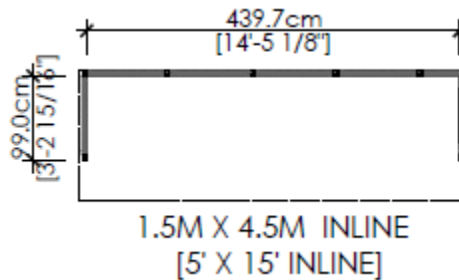
All other guidelines for Linear Booths apply.

Inline / Corner Booth View

1m return panels as seen in views below cannot be removed



Plan View



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Linear Booth

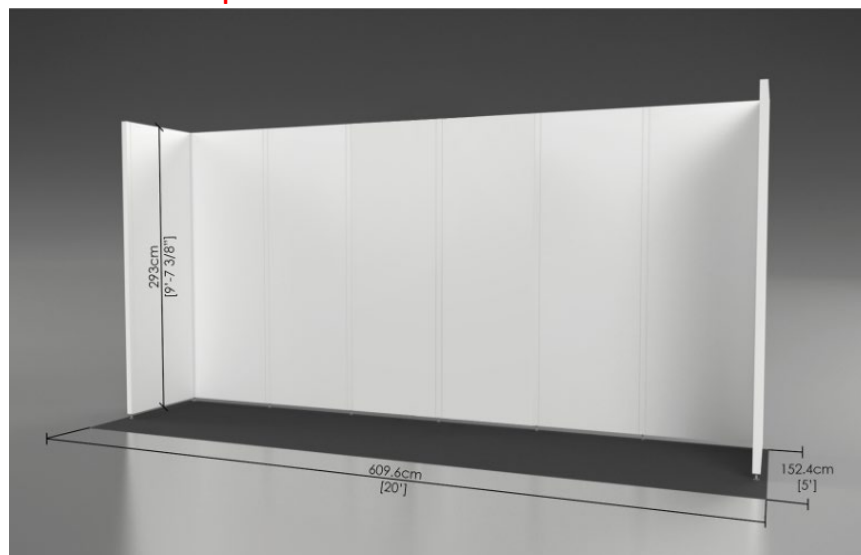
Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Corner Booth

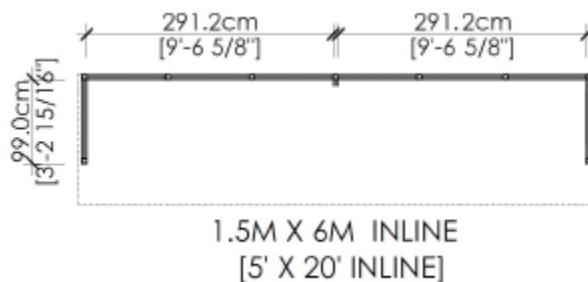
A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.

Inline / Corner Booth View

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Plan View



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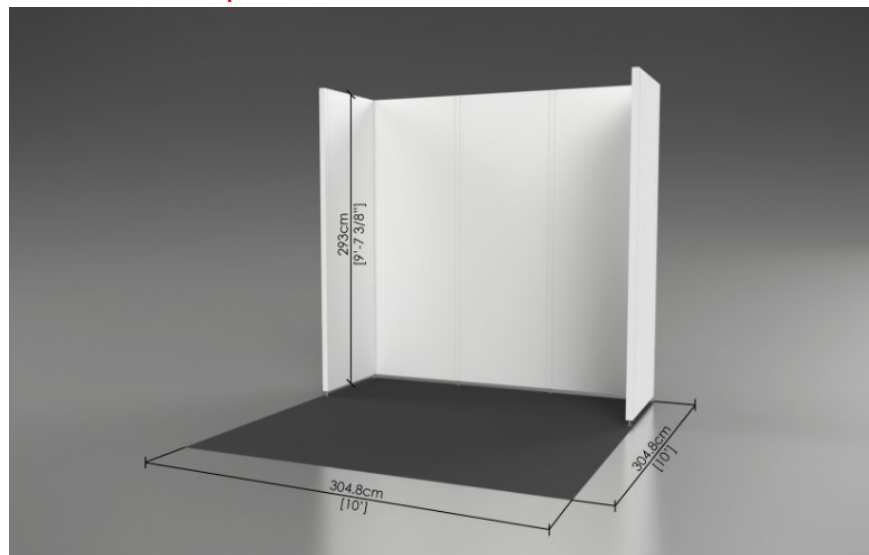
Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides.

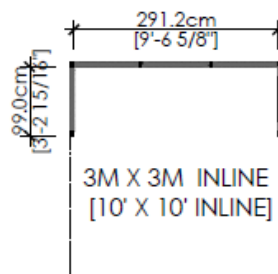
All other guidelines for Linear Booths apply.

Inline / Corner Booth View

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Plan View



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**Please note that diagrams are for inline and corner booths only. Island booths do not receive package walls.*

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Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Corner Booth

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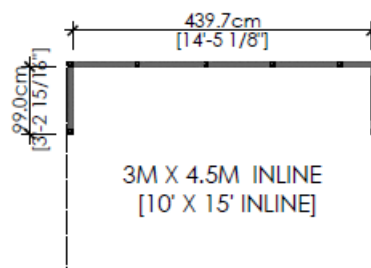
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Inline / Corner Booth View

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Plan View



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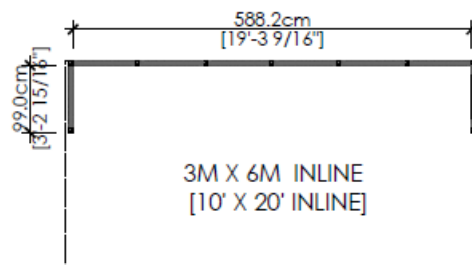
All other guidelines for Linear Booths apply.

Inline / Corner Booth View

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Plan View



All dimensions shown above are inside dimensions

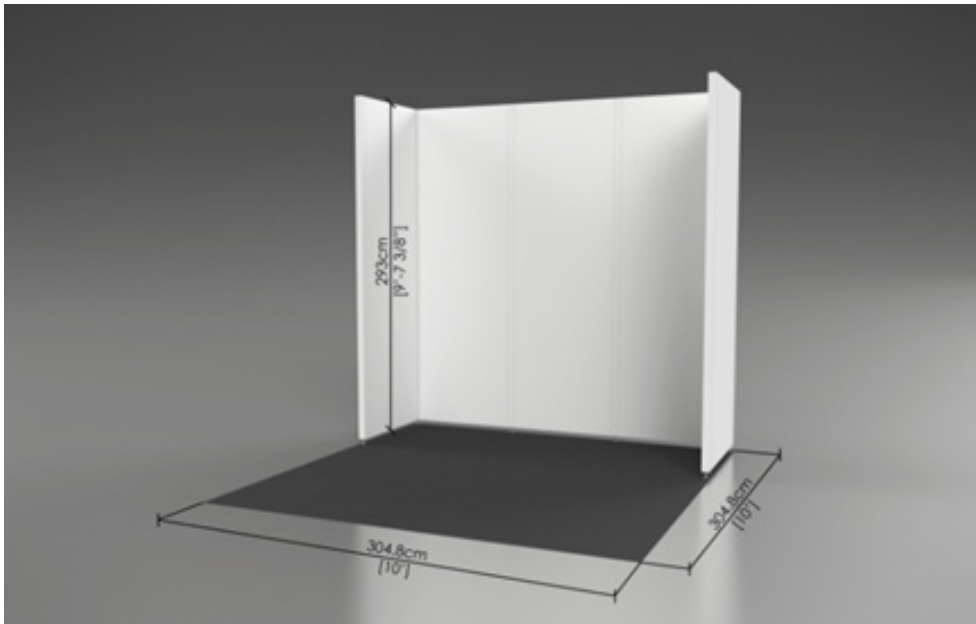
*Please note the maximum weight support is specified on the *VeLoce Wall System* page. If items exceed the maximum weight, please contact Freeman for additional wall support options and associated costs.

*For more detailed information please contact your ICFF Sales Representative

Partially adapted from International Association of Exhibitions & Events “Guidelines for Display Rules & Regulations” 2009 IAEE.

DAMAGED PANEL FEE

Attention ICFF Exhibitors



Excessive damages to package booth wall panels will result in a panel repair and refurbish charge of \$347.30 per panel, which will appear on your Freeman invoice.

Excessive damage includes:

- Screw or nail holes larger than 0.25" (6.3mm) in diameter
- Graphics, wall coverings, wallpaper or adhesives not removed
- Any hardware, screws or nails not removed of any size

A panel deemed to be damaged beyond repair will be subject to a replacement charge of \$694.60 per panel. Cutting holes THROUGH any panel renders the panel a complete loss, and the exhibitor will be responsible for the full replacement cost of the panel.

Painting of booth wall panels is not considered as excessive damage and will not result in a charge.



Insurance Requirements

November 14-15, 2021 • Jacob K. Javits Convention Center • New York, NY

ICFF does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. Exhibitors must maintain insurance that meets the requirements below and provide proof to ICFF prior to the show. [Click here](#) to login to the Exhibitor Portal and then electronically submit your insurance documents.

To protect your property and staff we suggest taking the following steps:

Property Insurance

Contact your insurance broker or carrier to obtain a policy to cover the value of your booth, equipment, product and supplies. If you already have property insurance, confirm that it will extend to your property during shipping and at the show. Many insurance policies only cover property at a listed location or within 1,000 feet of that location. If you use an independent contractor for installation or dismantling, review the agreement carefully to determine what insurance may be available if damage occurs as a result of their negligence.

Insurance Requirements

As stated in your Exhibit Space Agreement, an exhibitor shall, at their own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with exhibitor's obligations under this paragraph. The following three types of insurance are required:

- Workers' Compensation insurance, unless you are the sole proprietor. Sole proprietor is a [business entity](#) that is owned and run by one individual. If you have even one other person in the booth working with you, you will need workers compensation coverage.
 - Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable);
 - Automobile Liability insurance with limits not less than \$500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators. Auto coverage is only required if there is a vehicle in your booth or if you are using a designated loading/unloading area i.e. POV area.
- Comprehensive general liability and automobile liability insurance policies shall name as additional insured ICFF and each of its subsidiaries. These dates cover move-in, show days and move-out. If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies satisfactory to ICFF, shall be furnished to Emerald sixty (60) days before the first day of the Event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be cancelled without 30 days advance written notice to Emerald.
- The following information MUST be contained on the certificate:

- **"Producer"** – Name, address and phone number of insurance carrier
- **"Insured"** – Company Name, Address, Phone number and Booth Number of Company Insured
- **"Coverage"** – Coverage must be provided for Comprehensive General Liability, Automotive Liability, and Workmen's Compensation, complete with policy numbers, effective dates of coverage and limits of coverage.
 1. **Comprehensive General Liability Insurance** – Confirm that you have adequate coverage to protect your interests from potential claims arising from the injury to a person other than an employee at your booth.
 2. **Automobile Liability Insurance** – Confirm that an automobile liability policy is in place for any company owned vehicles used in connection with the show. Confirm that insurance is provided for any non-owned and/or hired vehicles used in connection with the show, including utility vehicles for loading and unloading.
 3. **Workers Compensation Insurance** – Exhibiting companies must have a Workers Compensation policy as required by law to insure your employees in the event of a work-related injury.
- **"Description of Special Items"** – ICFF 2021, Freeman and the Jacob K. Javits Center must be listed as additional insured for the dates November 14-15, 2021.
- **"Certificate Holder"** – Information should be listed as:
 - Emerald – ICFF 2021
 - Attn: Lorrie de Bellis
 - 31910 Del Obispo, #200
 - San Juan Capistrano, CA 92675

ACORD 1.		CERTIFICATE OF LIABILITY INSURANCE			DATE:	
PRODUCER Insurance Company Name Fax: (212) 555-6100 Insurance Company Address 1 Insurance Company Address 2 Attn: Agent Name (212) 555-6102 ext. 1234		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 5px 0;">INSUREERS AFFORDING COVERAGE</div>				
INSURED 2. Exhibiting Company Name Exhibiting Company Address 1 Exhibiting Company Address 2 Attn: Exhibiting Company Contact Name Phone: (212) 555-5349 Fax: (212) 555-9819		INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:				
COVERAGES						
3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/21	01/01/22	EACH OCCURRENCE	\$1,000,000
	FIRE DAMAGE (Any one fire)				\$ 50,000	
	MED EXP (Any one person)				\$ 5,000	
	PERSONAL & ADV INJURY				\$1,000,000	
					GENERAL AGGREGATE	\$2,000,000
					PRODUCTS-COMP/OP AGG	\$2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/21	01/01/22	COMBINED SINGLE LIMIT	\$1,000,000
	BODILY INJURY				\$	
	(Per person)					
	BODILY INJURY				\$	
					PROPERTY DAMAGE	\$
					(Per accident)	
					AUTO ONLY-EA ACCIDENT	
					OTHER THAN	\$
					AUTO ONLY:	\$
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/21	01/01/22	EACH OCCURRENCE	\$1,000,000
	AGGREGATE				\$1,000,000	
					\$	
					\$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/21	01/01/22	X WC STATU- ORY LIMITS	OTHER
	E.L. EACH ACCIDENT				\$1,000,000	
	E.L. DISEASE-EA EMPLOYEE				\$1,000,000	
	E.L. DISEASE -POLICY LIMIT				\$1,000,000	
D	OTHER				Each Occurrence & Aggregate	
5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Emerald (Show Management), Freeman (Official Service Provider), Javits Convention Center (Facility), and ICFF (Show) are hereby named as additional insured, except for Workers' Compensation. Emerald and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Emerald, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Emerald shall be excess and non-contributory. Show date(s) are: November 14-15, 2021 in New York, NY.						
CERTIFICATE HOLDER X		ADDITIONAL INSURED; INSURER LETTER: X			CANCELLATION	
6. Emerald /ICFF 2021 31910 Del Obispo #200 San Juan Capistrano, CA 92675 Attn: Neeta Lakhani				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE <div style="text-align: center; margin-top: 10px;"> 10. </div>		

1. PRODUCER: Name, address and phone number of insurance carrier.
2. INSURED: Company name, address, phone number and booth number of company insured.
3. COVERAGES: Coverage must be provided for Comprehensive General Liability, Automotive Liability (if applicable), and Workmen's Compensation, complete with policy numbers, effective dates of Coverage and limits of coverage.
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME OF ADDITIONAL INSUREDS: Emerald (Show Management), Freeman (Official Service Provider), ICFF (Show) and Javits Convention Center (Facility) as additional insured on a primary and non-contributory basis. Show

- dates are November 14-15, 2021.
6. CERTIFICATE HOLDER: Emerald – ICFF 31910 Del Obispo #200, San Juan Capistrano, CA 92675, Attn: Neeta Lakhani
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Insurance Requirements.
10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.



Exhibitor Insurance Program

EXHIBITOR GENERAL LIABILITY INSURANCE (REQUIRED)

Emerald requires that all exhibitors carry Commercial General Liability with minimum limits of **\$1,000,000 per occurrence, \$2,000,000 aggregate**. Emerald and the Venue shall be named as Additional Insured.

The insurance will be in force during the lease dates of the event/show.

- Provides exhibitors who do not have Commercial General Liability Insurance or who do not want to use corporate insurance.
- Protects foreign exhibitors whose insurance will not pay claims brought in the U.S. Courts
- Cost is \$65.00 USD per exhibiting company – regardless of booth size.

Apply for insurance coverage online

[Click here](#) to purchase General Liability insurance for the November 2021 ICFF.

Visa, MasterCard, AMEX are accepted

Coverage must be purchased prior to the event/show

QUESTIONS?

Total Event Insurance

emeraldexhibitor@totaleventinsurance.com



Labor Rules & Regulations

November 14-15, 2021 • Jacob K. Javits Convention Center • New York, NY

Qualified labor personnel are required to perform various services at the JKJCC. Helpers brought into the Javits Center by exhibitors for the sole purpose of unpacking, setting, styling or packing should not engage in display set-up and dismantle duties reserved for Javits Center carpenters, teamsters, electricians and plumbers. The following guidelines will help you in preparing your exhibit to conform to jurisdictions. Adherence to these regulations can save you substantial money.

EXHIBIT BUILDING

Exhibit building labor is done by JKJCC Apprentice and Journeyman Carpenters. They are responsible for uncrating and crating exhibits, building and dismantling all exhibits and booths, laying carpets and other floor covering, hanging non-electric signs, banners and drapes, and distributing contractor owned or leased furniture and other standardized equipment. The following exceptions apply:

NEW! Exhibitors may install and dismantle their exhibits, and lay carpet/floor covering as long as:

- Booth size is 250 square feet or less and work can be done without tools. Exhibitors may unpack, pack and arrange their merchandise and products in their exhibit. Those performing the work above must be employees of the exhibiting company and must carry identification to verify that fact.
- Exhibitors may be able to erect and dismantle "pop-up" displays and booths which do not exceed twenty-five (25) feet in length and can be erected and/or dismantled by employees of the exhibiting company, using no tools. A "pop up" display at the Javits Center is defined as a self-contained unit which can be hand-carried by one employee. The Center may issue more detailed rules on this from time to time.

Exhibitors may unpack, pack and arrange their merchandise in their exhibit.

When unsafe set-up or dismantle conditions exist, JKJCC may elect to suspend the exceptions listed above and Javits exhibit building labor will complete the work at exhibitor expense.

FREIGHT MOVING

Freight moving labor is handled by JKJCC Teamsters. They are responsible for loading and unloading, moving and delivering exhibitor freight to and from the exhibitor's booth. However, certain items may be brought into the JKJCC through the front of the building by exhibitors. If your POV (personally owned vehicle) fits one of the descriptions listed below **and there is a qualified driver with the vehicle at all times**, you may carry certain items into the JKJCC. Suitable vehicles for the **self-service** hand carry unloading procedure are:

- Automobiles
- Mini vans
- Econoline vans
- Sport Utility Vehicle

Box/cube trucks and vans, or trailers hitched to the above vehicles are prohibited in the self-service hand carry unloading areas. There must be someone representing the exhibitor with the vehicle at all times. There is a 30 minute unloading and loading time. All items brought in through the front of the building must fit into the following categories:

- An exhibitor may hand carry items or use nothing larger than a two-wheeled baggage cart (rubber or plastic wheels only) to move items.
- Hanging clothes racks with four wheels are allowed for moving hanging garments.
- Exhibitors must use the doors and routes designated by show management.
- The persons moving items must have identification showing that they are employees of the exhibiting company.

HAND CARRY DELIVERIES ON 11TH AVENUE

The inner roadway (enter at 38th St. and 11th Ave) has been designated as the official, approved, location for exhibitor self-service hand carry unloading and loading out operations. Security personnel will be on hand to direct you. Once again, the usual rules relating to exhibit self-service hand carry operations will be in place (no trucks). Someone representing the exhibitor must remain with the vehicle at all times. Vehicles left unattended will be ticketed and towed. All of the space in the Inner Roadway (the shuttle bus loading/loading out space) will be available for exhibitor self-service hand carry operations during the move-in and move-out periods (no trucks allowed).

- Javits electricians must install and dismantle all lighting and electrical with one exception; an exhibitor with a 100 sq. ft. booth, having ordered one 500-watt outlet, may hang and dismantle exhibitor owned light fixtures (excluding track lights) without tools or the use of a ladder.
- Exhibitors with six light fixtures or less in a 100-sq. ft. booth, having ordered power and requiring labor and/or utilizing track lighting should expect to pay a fee for installation and dismantling labor.
- Exhibitors with more than six light fixtures in a 100 sq. ft. booth, having ordered power and requiring labor and/or utilizing track lighting will be assessed a minimum fee of \$150.00 (this number will increase as the number of fixtures utilized increases/depending on the complexity of the display) for installation and dismantling labor.
- Additionally, they install and remove all electrical signs, wiring, load centers, disconnects and distribution panels, all communication and video cable between and outside exhibits and under carpets, and all sound systems.
- Javits' electricians will also operate certain sound, light, and video systems.
- You may plug in your own equipment to your rental outlet if you have ordered 110-volt service of 1500 watts or less.
- You may also test and tune your own equipment and run communications wire between devices like modems, CPUs or printers within your booth.

NOTE: Exhibitors may not plug into existing service/service ordered by another exhibiting company. This dangerous practice is a fire hazard and will be monitored closely.

PLANNING YOUR ELECTRICAL SERVICE

Here are some facts and tips to help you save energy when planning your electrical service:

- All Javits electrical service connections are single connections (a multi-box/plug-in strip is an extension cord only and requires electrical wattage).
- As mandated by the electrical code, lighting fixtures may only be powered by service classifications of "up to 500 watts", "501 to 1000 watts" and "1001 to 1500 watts". **Service classifications "1501 to 2000 watts" and 2001 to 2500 watts" are for equipment hook up only and may not be used for lighting circuits.**
- If you have several devices and pieces of equipment spread throughout your booth, you may need to order a separate service for each.
- All electrical equipment must be Underwriter Laboratories (UL) approved.
- Electrical code violations are unsafe, time consuming and costly to correct. So, please feel free to call Javits Show Electric Division at (212) 216-2656 if you have any questions about the New York City codes. A couple of typical code violations are:
 - ◆ Use of multiple attachment plugs, called "cube taps"
 - ◆ Use of plugs and connectors which are commonly used in Europe and Asia
 - ◆ It is a fire hazard to connect more than one multi box or plug-in strip to a single electrical connection
- Be aware of labor charges you may incur. Charges are usually assessed for:
 - ◆ All 208, 460 volt and overhead work
 - ◆ Securing and removing service for booths with three or more separate 110-volt services
 - ◆ **Installing and dismantling exhibitor-owned lights. (An exhibitor with a 100 sq. ft. booth, having ordered one 500-watt outlet, may hang and dismantle exhibitor owned light fixtures –excluding track lights - without tools or the use of a ladder.)**
 - ◆ Installing and removing communications cable between booths or under carpet
 - ◆ Installing, operating and removing sound and light equipment
- Labor is charged in half-hour increments. If the electrical service for your exhibit is complex and you are concerned about labor charges, call the Javits Show Electric Division at (212) 216-2656 for a labor estimate. To place your order, simply call toll-free (877).4.JAVITS (877.452.8487) or visit the JKJCC web-site www.javitscenter.com. **Order forms must be returned to the JKJCC via fax or postmarked by October 30, 2021 to receive the Advance Rate.**

Electrical Service and Fixture Options:

The Javits Center can provide 110-volt service in 500 watt increments up to 2500 watts. Refer to the [Electrical Request Form](#) for information on additional power options, quad boxes and plug-in strips, and the array of lighting fixture rental options available. Please contact the Javits Show Electric Division at (212) 216-2656 for clarification.

Please note, if your Booth Package includes light fixtures, they will be installed automatically, it is not necessary to complete a request for electrical form. However, if you require additional power, you must place an order.



Fire Safety & Regulations

November 14-15, 2021 • Jacob K. Javits Convention Center • New York, NY

United States Fire Department Regulations

For Exhibits, Exhibitions, Displays and Trade Shows – Public & Private

Booth Construction – Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as part of the booth must be made of non-flammable material. The use of decorative paper of any kind is prohibited. All decorative material must be flame-retardant. All electrical wiring and apparatus will be of a 3-wire UL type approved.

Obstructions – Aisles and exits, as designated on approved show plans, shall be kept clean, clear, and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc... shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment – All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant and therefore their use is prohibited.

Combustibles – Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplied shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved storage area. If the show is under a 24-hr approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage -- Storage around fire hose columns, blocking exit doors and behind booth back walls is strictly prohibited.



Online Approval Links

November 14-15, 2021 • Jacob K. Javits Convention Center • New York, NY

Click on the electronic links below, login to the Exhibitor Portal and submit the management approval forms that you require for the 2021 ICFF.

[EAC Service Agreement Form](#)

[Insurance Submission Form](#)

[Exhibitor Appointed Photographer Approval Form](#)

[Hanging Sign Approval Form with Guidelines & Policies](#)

EASY IS NICE, ON ANY DEVICE

FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event.

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move-out process
- Access invoices after the show

HEALTH AND SAFETY

Stay informed on Products, Services and Resources that will help you plan for a safe return to your next event. [Click Here](#) for our Health and Safety Resources.

BOOTH EQUIPMENT

All standard booth will be provided prestige carpet (color choice of black, gray pearl and white), and padding. Booth Package Carpet will be provided at no cost if ordered by October 5, 2021. Orders cannot be finalized without selecting color and returning Booth Package Carpet Form to Freeman. Orders received after October 5, 2021 will incur charges. Please refer to the Booth Package Carpet Color Option Form for rates. No exceptions will be considered.

For all booths, ID signs are not provided; however, a floor sticker with booth number will be provided. Show site material handling charges are included with the exception of Small Packages. See material handling order form for Warehouse and Small Package rates.

Premium booth package will be provided with the 10' veloce wood wall system. See Veloce Wall System and Booth Packages & Display Guidelines.

EXHIBIT HALL CARPET

The exhibit area is not carpeted. The aisles will be carpeted in gray.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by **Wednesday, October 20, 2021**.

EXHIBITOR FREQUENTLY ASKED QUESTIONS

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Thursday	November 11, 2021	8:00 a.m. - 5:00 p.m. *
Friday	November 12, 2021	8:00 a.m. - 5:00 p.m.
Saturday	November 13, 2021	8:00 a.m. - 5:00 p.m.

* Thursday, November 11, 2021 is Veteran's Day and Double Time rates will apply.

Saturday and Sunday are overtime days for all trades at the Javits Center. Any work performed will be billed on Overtime rates. Exhibitors are encouraged to save money by having their booths "show ready" by close of business day on Friday, November 12, 2021.

EXHIBIT HOURS

Sunday	November 14, 2021	10:00 a.m. - 5:00 p.m.
Monday	November 15, 2021	10:00 a.m. - 5:00 p.m.

EXHIBITOR MOVE-OUT

Monday	November 15, 2021	5:00 p.m. - 11:59 p.m.
Tuesday	November 16, 2021	8:00 a.m. - 5:00 p.m.
Wednesday	November 17, 2021	8:00 a.m. - 12:00 p.m.

Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by **Wednesday, November 17, 2021 at 12:00 p.m.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by **Wednesday, November 17, 2021 at 10:00 a.m.**

EXHIBITOR SERVICE HOURS

Our Exhibitor Support team will be available from 8 a.m. - 5 p.m. from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

POST SHOW PAPERWORK AND LABELS

Exhibitor Support will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift & Rigging Labor, and/or Dumpster Fee. Please call Exhibitor Support at (888) 508-5054 for an estimate.

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by **Wednesday, October 20, 2021**. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during** and **after** your show.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the "Create an Account" link. To access Freeman Online without using the email link, visit [FreemanOnline](#).

If you need assistance with Freeman Online, please call Exhibitor Support at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

SHIPPING INFORMATION**Warehouse Shipping Address:**

Exhibiting Company Name / Booth #
ICFF 2021
 C/O Freeman
 140 Central Ave, Ste 130
 Kearny, NJ 07032

Freeman will accept crated, boxed or skidded material beginning **Monday, October 11, 2021** at the above address. Material arriving after **Wednesday, November 3, 2021** will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 2:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
ICFF 2021
Jacob K Javits Convention Center
C/O Freeman
369 12th Ave
New York, NY 10001

Freeman will receive shipments at the exhibit facility beginning **Thursday, November 11, 2021**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Please note: Any materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

PURCHASE TERMS

Freeman's Terms & Conditions apply to all orders submitted to Freeman for any goods or services, and may be amended without notice. To review the current Terms & Conditions, [click here](#).

LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

SERVICE CONTRACTOR CONTACTS / INFORMATION:**FREEMAN**

(888) 508-5054 Fax (469) 621-5618
ExhibitorSupport@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183
International Shipping Services or fax (469) 621-5810 or
Exhibit.Transportation@freeman.com

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call Exhibitor Support at (888) 508-5054.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Exhibitor Support at (888) 508-5054 US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by **Wednesday, October 20, 2021**.

AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for you booth. This can cause serious injury or damage to materials.

Children under 16 years of age are not allowed on the show floor at any time during installation and/or dismantle.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EACs). Thank you for your cooperation

Call Exhibitor Support at (888) 508-5054 with any questions or needs you may have.

Interested in going green and saving money?

Follow these tips to make sure your sustainable booth strategies are cost-neutral or even cost-saving! Leave an impact on the show floor, not the environment.



1 *booth structure*

Option 1 Multiple Use

Use **Forest Sustainable Certified (FSC)** wood to build your booth and crates.

Get creative! Design your booth with a **small shipping footprint** to minimize carbon emissions. Freeman's eye-catching stretch-fabric booth designs pack up small (and light!) for shipping.

Option 2 One-time Use

Rent locally from nearby Freeman offices to reduce both shipping costs and carbon emissions.

2 *carpet*

Option 1 Rent

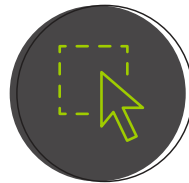
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

Option 2 Color

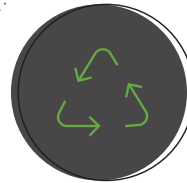
Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.



3 *shipping*



Online + before deadline = better bottom line. Take advantage of early-bird pricing and consolidate shipping when ordering supplies.



Choose reusable shipping padding. Avoid packing peanuts and foam plastic materials that never decompose.



Ship early. Use the 30-day policy to ship materials to the Freeman advance warehouse.

4 *graphics*

Option 1 Multiple Use

Print on a durable substrate **without dates, event names, or locations.**

Option 2 One-time Use

Print on 100 percent recyclable materials like Freeman Honeycomb and Smartbuild Eco, which are just as cost-effective as PVC.

5 *printing*



Reduce printing and **go digital** with your booth literature.



Print locally. Supporting local businesses while reducing shipping? It's a win-win.



Print on at least **50 percent post-consumer recycled paper.**

6

ON SITE

save energy



Use Energy
Star-rated equipment
for audio-visual
equipment and
monitors.



Power down. Turn off
equipment at the end
of each day.



Light up your booth
with CFLs, LEDs, or
other energy-
efficient lighting.



MOVE OUT

train your team

Educate your installation
and dismantling teams
about **recycling and
donation processes.**



8

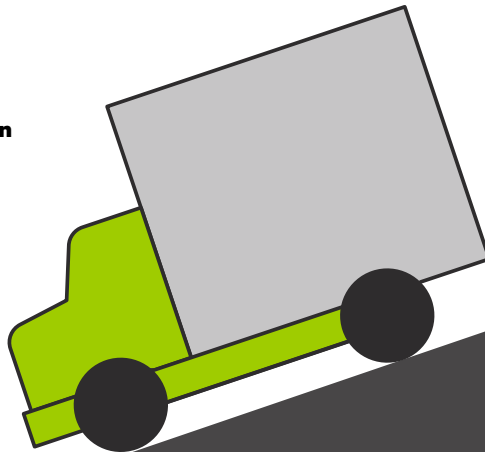
shipping out

Pack in, pack out.

Leave no traces on show site.

Join a caravan.

If you're shipping directly to another
show, ask **Freeman Transportation**
about joining a caravan to your
next show.



leftover materials

Remember to label.

Clearly **label recyclable leftover
material** for disposal.

Donate the rest.

Ask the Freeman Exhibitors Services
desk about local donation programs.

TYPICALLY* DONATE-ABLE

Furniture: Purchased items
Home furnishing: Décor
staging materials

Unused raw materials: Plywood,
subflooring, non-laminate wood

Flooring: 100 square feet of
flooring. Excludes carpet.

Left over giveaways: Pens, pads
of paper, sunglasses, USBs, etc., left
over in your promotional giveaway

TYPICALLY* RECYCLABLE

Cardboard: Used for signs or
shipping boxes

Glass: Green, brown, clear

Plastics: Shrink-wrap or plastic
banding used to secure shipments;
water/soda bottles; plexiglass
(acrylics) clear, smoked, or tinted;
Visqueen used to protect flooring

Metal: Aluminum cans/
steel banding

Paper: Fliers, brochures, programs,
tickets, office paper, newspaper,
magazines, paperboard

Wood: Non-laminate wood

FREEMAN

FREEMAN.COM

PAYMENT INFORMATION

Freeman only accepts payment information electronically. Place your order on [FreemanOnline](#) or follow the steps below to provide your payment information electronically and submit your order forms.

Freeman will no longer accept cash payments for any Freeman services.

1. Submit your payment information

Proceed to our electronic Freeman Pay site to securely submit your payment information

<https://www.freemanpay.com/503460>

2. Submit your order

Upload your order forms through the same link used to submit your payment information

- Both your order and your payment must be received by the discount price deadline date to guarantee discount pricing.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.

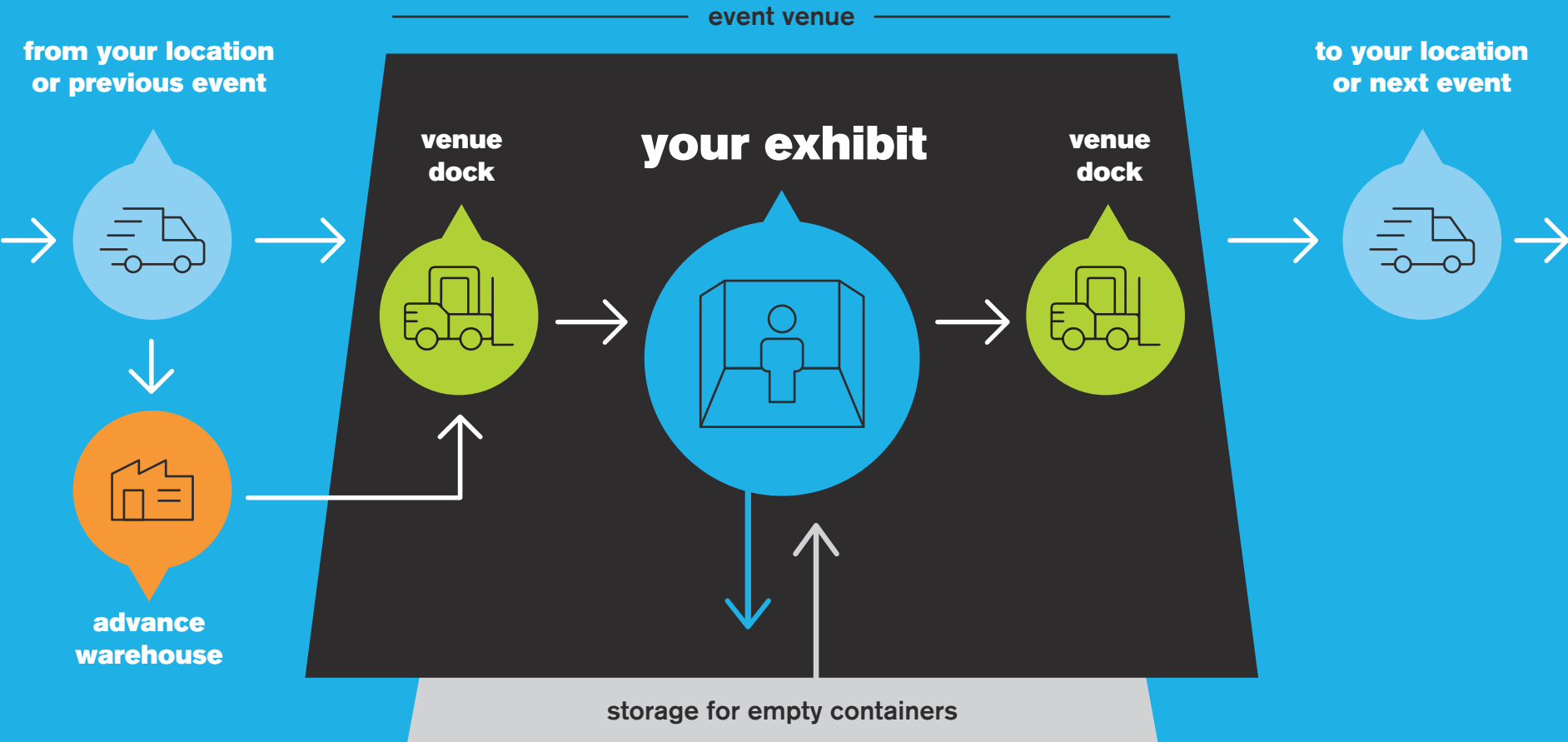
before event

during the event

after event

from your location
or previous event

to your location
or next event



advance warehouse

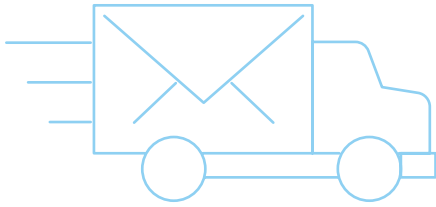
where exhibit materials are
stored before an event

shipping

transport to the venue's shipping
dock then from the shipping dock to
the next event or customer location

material handling

move items from the dock, to the
exhibit, back to the dock after the show



TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

Turn to Freeman for one-stop transportation services. Our all-inclusive round trip standard ground shipping and material handling package means transporting materials to any exhibit location has never been easier or more affordable. Plus, Freeman works directly with you and show site decision makers to streamline the process, so it's faster than ever to get on the road to success.

The Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- PICK-UP AND TRANSPORTATION FROM POINT OF ORIGIN TO YOUR CHOICE OF EITHER ADVANCE WAREHOUSE OR SHOW SITE
- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION
- PRE-PRINTED SHIPPING LABELS AND OUTBOUND PAPERWORK

Benefits:

- TURNKEY PRICING ENSURES PRECISE BUDGETING
- NO ADDITIONAL HANDLING, PICK-UP OR DELIVERY FEES
- NO ADDITIONAL FUEL SURCHARGES OR OVERTIME SURCHARGES
- NO CARRIER WAITING TIME FEES
- EXPERIENCED ON-SITE TRANSPORTATION REPS FROM MOVE-IN THROUGH MOVE-OUT
- LTL (LESS THAN TRUCK LOAD) SHIPPING

*Services apply to destinations anywhere in the Continental U.S.



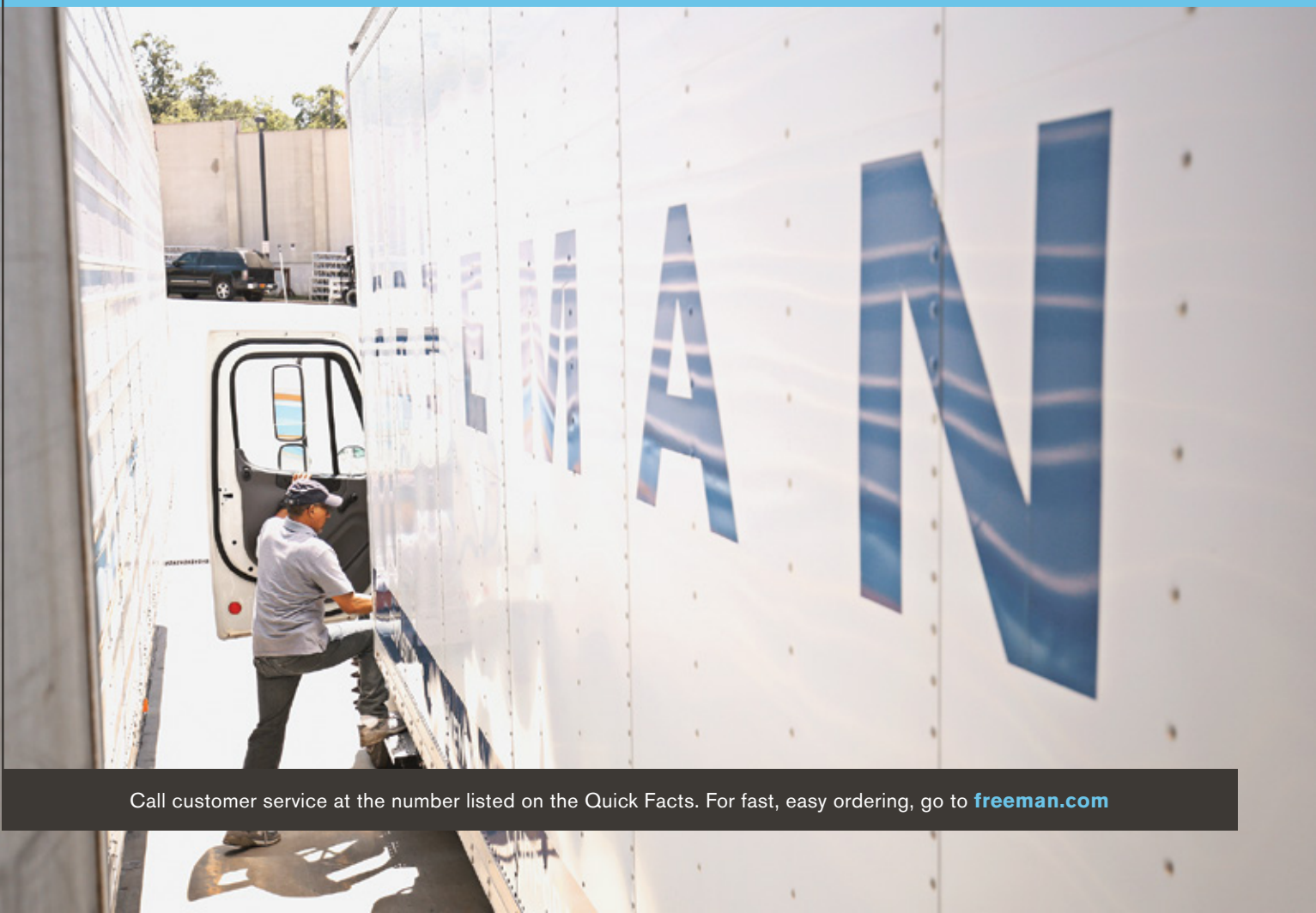
To take advantage, call **1-800-995-3579** or email **exhibit.transportation@freeman.com** for a quote.

RESULTS, DELIVERED

.....

With more than 90 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

Between our all-inclusive pricing and superior customer service, Freeman Exhibit Transportation is the most reliable, convenient and cost-effective solution available. Our team of experts has the ability to quickly respond to changes when necessary, remaining entirely responsive to all of your show requirements, whenever and wherever they arise.



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com

EXHIBIT TRANSPORTATION SERVICES

Freeman Exhibit Transportation is an EPA Smartway Partner and is dedicated to reducing carbon emissions related to the transportation of goods. Renting or shipping items locally saves on carbon emissions and your shipping footprint.

Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- ONE CONVENIENT INVOICE ENCOMPASSING ALL FREEMAN SHOW SERVICES
- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION

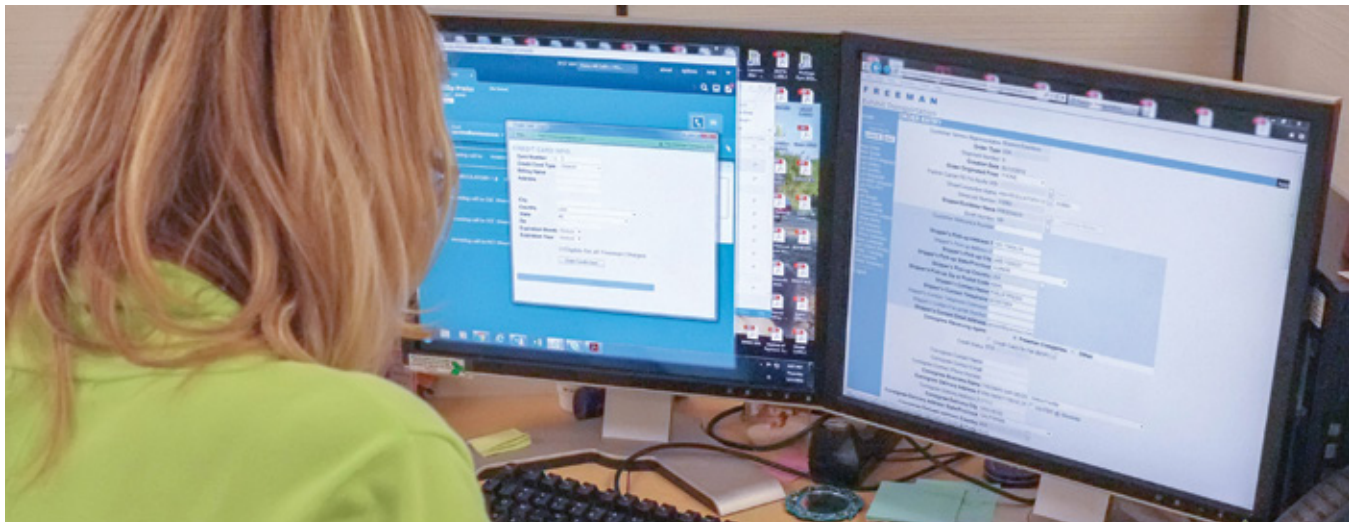
Questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit **freeman.com**

Continental U.S. Exhibitors: Contact our exhibit transportation experts at **800.995.3579** or via email at **exhibit.transportation@freeman.com**

International Exhibitors: Contact our exhibit transportation experts at **+1.817.607.5183** or via email at **international.freight@freeman.com**

DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM



FREEMAN

(800) 995-3579 Toll Free US & Canada
(817) 607-5183 Local & International

ICFF

INTERNATIONAL
CONTEMPORARY
FURNITURE FAIR®

COMPLETE THIS FORM ONLY IF YOU ARE
SHIPPING YOUR EXHIBIT MATERIALS BY
FREEMAN EXHIBIT TRANSPORTATION

exhibit transportation

NAME OF SHOW: **ICFF 2021 / November 14-15, 2021**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

For fast, easy ordering, go to www.freeman.com/store.

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the US must be cleared through customs. Please call for additional information:
(800) 995-3579 Toll Free US & Canada
(817) 607-5183 Local & International

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date:

SHIPPER NAME

SHIPPER ADDRESS

(City)

(State)

(Zip Code)

DESTINATION

- ☐ I will be shipping to the **WAREHOUSE**

FREEMAN / Exhibiting Company Name / Booth #

ICFF 2021

C/O: FREEMAN

140 CENTRAL AVENUE, STE 130

KEARNY, NJ 07032

MUST BE DELIVERED BY NOVEMBER 3, 2021

- ☐ I will be shipping to **SHOW SITE**

FREEMAN / Exhibiting Company Name / Booth #

ICFF 2021

C/O: FREEMAN

JACOB K JAVITS CONVENTION CENTER

369 12th AVE

NEW YORK, NY 10001

CANNOT BE DELIVERED BEFORE NOVEMBER 11, 2021

TYPE OF SERVICE

- ☐ Next Day Air: Delivery next business day by 5:00 PM
- ☐ Second Day Air: Delivery second business day by 5:00 PM
- ☐ 3-5 Day Service: Delivery within 3 - 5 business days
- ☐ Declared Value \$ _____

Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.

- ☐ Standard Ground: Dependent on distance
- ☐ Expedited Ground: Tailored to specific requirements
- ☐ Specialized: Pad wrapped, uncrated, truck load

SHIPPING INFORMATION

Items to be shipped

Number of Pieces	Est. Weight
____ Crates (wooden)	_____
____ Cartons (cardboard)	_____
____ Cases/Trunks (fiber) (color _____)	_____
____ Skids/Pallets	_____
____ Carpet (color _____)	_____
____ Other (_____)	_____
____ Total	_____

Size of largest piece: (H) _____ (W) _____ (L) _____

NOTE: Shipments will be weighed and measured prior to delivery.

OUTBOUND SHIPPING

- ☐ I would like to schedule outbound Freeman Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information **if different from pick up address:**

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freeman.com

or

Fax: (469) 621-5810

**A TRANSPORTATION SPECIALIST
WILL CALL YOU TO CONFIRM
RECEIPT OF SHIPMENT REQUEST
AND FINALIZE DETAILS.**

SHOW # (503460) _____



Nov 14-15, 2021
Javits Center
NYC

International Shipping & US Customs Guidelines



PIBL

Phoenix International Business Logistics, Inc.

Port Elizabeth

1201 Corbin Street

Elizabeth, NJ 07201

<https://www.phoenixlogistics.com/>

Phil Hobson / Sally Mulkeen

Tel 908-355-8900

Fax 908-355-8883

Email phobson@phoenixlogistics.com / smulkeen@phoenixlogistics.com

TABLE OF CONTENTS

Introduction.....	2
U.S. Customs Clearance Process	3
Types of U.S. Customs Entries	4
Consignment Information	5
Importer Security Filing (10 + 2)	5
Ocean and Air Freight Deadlines	6
Required Documentation	6
Restrictions on Wood Packaging Material	7
US Customs Container Seal Requirements	8
Full Container Ocean Shipments.....	9
LCL - Less than Container Load Ocean Shipments.....	9
International Small Package Shipments	9
U.S. Custom's Duty and Processing Fees.....	10
Prohibited Commodities.....	10
Outlays and Payment Conditions	11
Insurance	11
Outbound Shipping Instructions	12
PIBL's Overseas Offices and Affiliates	13
Deadlines and Tariff	14
Important Tariff Notes	15

Forms:

- A) Import Freight Information Sheet**
- B) Importer Security filing form**
- C) PIBL's Worldwide List of Agents**

INTRODUCTION

Phoenix International Business Logistics, Inc. (PIBL) has been appointed the Official International Freight Forwarder / U.S. Customs Broker for ICFF 2021.

We strive to offer each exhibitor exemplary service in concert with our overseas partners. By using PIBL's international network, your company can derive the following benefits:

- Alleviate potential transport and customs clearance problems and insure your exhibit is delivered on time.
- Increase the efficiency and reliability of the entire transportation process
- By establishing an account with a PIBL overseas agent, all charges for services incurred in the U.S. can be invoiced directly to you through our agent. Otherwise, payment for services must be collected from the exhibitor (or their freight forwarder) prior to the delivery of your shipment to the show site.
- PIBL will coordinate the customs clearance of all inbound freight through U.S. Customs and Border Protection (CPB) and will arrange timely delivery to the show site.
- Our licensed personnel are on-site before, during, and after the show to answer questions about customs clearance and to assist you with the re-exportation of freight after the show closing.

Should you have any questions regarding transportation or U.S. Customs issues, we invite you to contact us.

U.S. CUSTOMS CLEARANCE PROCESS

All shipments arriving in the U.S. require clearance from U.S. Customs prior to release from the port, airport or terminal. In order for PIBL to affect customs clearance on your behalf, you must provide a company name under which PIBL can prepare the customs entry. This company can either be a U.S. resident company or an overseas non-resident company.

What PIBL Needs to Act as Your Customs Broker

1. Completed U.S. Customs Power of Attorney Form (available upon request)
2. Import Freight Information Sheet (attached) - return this by facsimile or email to the PIBL coordinating office. If needed, consult with your freight forwarder on how to complete this form.
3. Contact name and phone number

Note: Customs clearance will take approximately 2-3 days. During this time, the freight must remain under customs supervision at the port of entry and under no circumstances can it be delivered to the show site.

About The Power Of Attorney

The PIBL coordinating office must be in possession of your Power of Attorney 48 hours prior to export of seafreight shipments, in order to file the importer security notice with U.S. Customs or immediately upon export of airfreight shipments. It is the exhibitor's responsibility to make available to PIBL all appropriate documentation for customs clearance. **Failure to do so may result in late filing fees and surcharges and/or late delivery to the show site.**

Blank Power of Attorney forms are available upon request.

Timely Deliveries

Although PIBL will do everything possible to insure all shipments are delivered in time for the show, we cannot be held responsible for late or delayed delivery of shipments due to the exhibitor's failure to follow the provided procedures.

TYPES OF U.S. CUSTOMS ENTRIES

Permanent Entries

Permanent Customs entries are reserved for those Exhibitors who are expecting their freight to permanently remain in the United States. U.S. Duty and other applicable processing fees will apply. Shipments with duty liability of less than \$250.00 are automatically cleared as a permanent entry.

Temporary Entries

ICFF 2021 has been designated as an Official International Trade Show by the U.S. Government. This allows international exhibitors to enter freight into the United States duty free for 90 days. Prior to expiration of this 90 day period, the exhibitor must decide whether to Customs clear the goods permanently into the U.S., re-export the goods, or dispose of the goods. Unless instructions are otherwise provided or the shipment is imported under an ATA Carnet, all consignments with duty liability exceeding \$250.00 will be imported under a Trade Fair entry. Shipments with estimated duty liability less than \$250.00 will be entered permanently and the duty invoiced to the exhibitor or their agent. All give-away items, food, beverage, etc., are considered consumables and are therefore unable to be cleared under the Trade Fair Designation.

To prevent violation of the trade fair bond and the assessment of fines and penalties, re-exportation or permanent entry of all goods entered into the United States under trade fair designation must be processed by PIBL. All freight entered under Trade Fair status must remain in bond at PIBL's contracted warehouse after the show until permanent clearance has been processed with Customs and the duty paid or the freight is exported.

**** IMPORTANT NOTE ****

It is not recommended that merchandise intended for temporary or permanent entry into the U.S. be packed and shipped together. U.S. Customs will not accept one customs entry for both permanent and temporary freight. We suggest that such freight be packed and shipped independently under separate commercial invoices and house bills of lading. Questions on this subject can be forwarded to PIBL or our overseas agents.

CONSIGNMENT INFORMATION

Please insure that your shipments are sent on a prepaid basis, marked and consigned as follows.

Consignee

Name of exhibiting company
ICFF 2021 / Booth # _____
C/O Jacob Javits Center
655 West 34th Street
New York, NY 10001

Notify

PIBL - Phoenix Int'l Business Logistics, Inc
Attn: Phil Hobson/Sally Mulkeen
Phone: 908.355.8900 Fax: 908.355.8883

OCEAN FREIGHT/AIR FREIGHT DEADLINES

Ocean Freight (FCL): New York	October 31, 2021
Ocean Freight (LCL): New York	October 21, 2021
Air Freight: Newark or JFK	October 31, 2021

To insure timely delivery to show site, we recommend all shipments arrive in the U.S. by the above dates. PIBL will not charge intermediate storage for airfreight or LCL seafreight shipments that have arrived and are customs cleared within the above provided time frames.

Demurrage, per diem and chassis charges for full containers during the time period between arrival and delivery to showsite must be negotiated with the steamship lines in the country of origin. If arrangements have not been made and confirmed in writing by the steamship lines, PIBL will invoice container and chassis demurrage and per diem charges directly to the Agent or Exhibitor.

Freight arriving after the above dates will be charged additional fees based on services required to ensure timely clearance and delivery of your shipment to the show. It is imperative that the coordinating PIBL office be pre advised of all incoming shipments prior to the freight's arrival in the U.S. If the above deadlines can not be met, please advise our office immediately so we can make arrangements to expedite the customs clearance and delivery of your shipment.

REQUIRED DOCUMENTATION

The following documents must be available for Customs clearance:

- Bills of lading or Airway bills. (*Express release Bills of lading only*)- No Originals.
- Signed Commercial/Proforma invoices in English, giving exact commodity description with Harmonized number, unit value and total value. (NO COMMERCIAL VALUE on Invoices is not accepted by U.S. Customs)
- Completed and Signed Import Freight Information Sheet (Enclosed)
- Packing list in English (May be combined with the commercial invoice)
- Power of Attorney (Available upon request) Not required if you have worked with PIBL previously.
- Any applicable documents, licenses, insurance certificates

IMPORTER SECURITY FILING (10 + 2)

International exhibitors attending trade shows in the U.S. face federal regulations when importing cargo by ocean freight from overseas. On January 26, 2009 the Import Security Filing (ISF) rule, also known as the 10+2 rule, took effect. International exhibitors who fail to follow the new rule from the U.S. Customs and Border Protection (CBP) are subject to fines and penalties. Under the ISF rule, importers are required to submit 10 items of data about their cargo at least 24 hours before it is loaded aboard a vessel at a foreign port. Two additional data items are required by the carrier as well, resulting in what is known as the 10+2 rule. To comply with the new rule, exhibitors are required to provide PIBL or a PIBL agent the following 10 data elements 48 hours prior to loading at the port of origin.

- | | |
|--|---|
| 1. Manufacturer (or supplier) name and address | 6. Consolidator name and address |
| 2. Seller name and address | 7. Importer of record number |
| 3. Buyer name and address | 8. Consignee number |
| 4. Ship to name and address | 9. Country of origin of goods |
| 5. Container stuffing location | 10. Harmonized Tariff Schedule (HTSUS)# |

On July 9, 2013, CBP was authorized to begin full enforcement of the ISF regulation. CBP will begin fining Importers for the submission of an inaccurate, incomplete or untimely filing or for failure to file. Violators will be fined \$5,000 per non filed, late filed, inaccurate filing or inaccurate ISF update. Fines will not exceed \$10,000 per ISF. To expedite the process, contact PIBL or a PIBL agent to request an email

copy of an easy to use "type and send" ISF form or download it from

http://phoenixlogistics.com/f_and_e.html

RESTRICTIONS ON WOOD PACKAGING MATERIAL

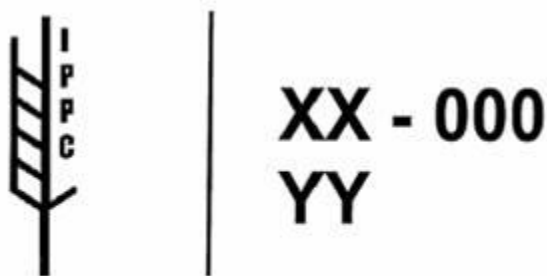
The United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) has revised its import regulation for wood packaging materials (WPM), 7 CFR § 319. The final rule was effective September 16, 2006 with full enforcement commencing on July 5, 2006.

The regulation restricts the importation of many types of untreated wood articles, including wooden packaging materials such as pallets, crates, boxes, and pieces of wood used to support or brace cargo. The regulations currently refer to these types of wood packaging materials as solid wood packing materials, defined as "wood packing material other than loose wood packing material, used or for use with cargo to prevent damage, including, but not limited to, dunnage, crating, pallets, packing blocks, drums, cases, and skids." **Any WPM not meeting the treatment specifications of this rule will be immediately re-exported.**

The rule states that regulated wood packaging materials must be marked in a visible location on each article, preferably on at least two opposite sides of the article, with a legible and permanent IPPC mark that indicates that the article meets the new requirements. U.S. Customs is no longer accepting fumigation certificates as proof of fumigation. All fumigated WPM must be stamped with the IPPC stamp.

Should you have any questions regarding the wood packing material used for your exhibit, please consult your local PIBL agent, in house freight forwarder, or packing and crating company. Additional information on this subject can be found on the USDA Website:

<http://www.aphis.usda.gov/lpa/issues/wpm/wpm.html>



XX represents the ISO country code.

000 represents the unique number assigned by the national plant protection organization.

YY represents either HT for heat treatment or MB for methyl bromide fumigation.

U.S. CUSTOMS CONTAINER SEAL REQUIREMENTS

U.S. Customs and Border Protection is reminding shippers and importers that all loaded containers arriving by vessel at a port of entry in the U.S. on or after October 15, 2008, are required by statute ([6 U.S.C. 944](#)) to be sealed with a seal meeting the [ISO/PAS 17712](#) standard.



The ISO/PAS 17712 standard requires that container freight seals meet or exceed certain standards for strength and durability so as to prevent accidental breakage, early deterioration (due to weather conditions, chemical action, etc.) or undetectable tampering under normal usage. ISO/PAS 17712 also requires that each seal be clearly and legibly marked with a unique identification number. If you have any questions regarding seal requirements, please contact PIBL or one of our overseas agents.

FULL CONTAINER OCEAN SHIPMENTS

Containers must be terminated at the Port of New York/New Jersey. At which point, PIBL will arrange the customs clearance and transfer to showsite

For the purpose of ensuring containers are available for re-export, we ask that you notify PIBL of any full container return shipments prior to arrival of the container in New York / New Jersey. Availability of containers is limited and booking equipment is required 15 days in advance. If arrangements have not been made and containers are not available for loading on showsite, Exhibitor's freight will be removed from showsite and returned to PIBL's contracted warehouse at the exhibitor's expense.

LESS THAN CONTAINER LOAD OCEAN SHIPMENTS

If you intend to utilize the services of a sea freight consolidator for your LCL (less than container load shipments), please be aware of the delays associated with utilizing this service. Freight availability and customs delays range from 5 -20 days. Although PIBL cannot reduce the risk of U.S. Customs examinations, we can expedite the clearance process and delivery to showsite. .

INTERNATIONAL SMALL PACKAGE SHIPMENTS

Small package shipments are defined as shipments less than 50 kgs. Successful customs clearance and delivery of international small package shipments can be a challenge. To reduce delays, additional expenses and possible non delivery of your shipment, we recommend exhibitors utilize our door to door delivery services. In conjunction with our overseas agents, our staff arranges the transportation from origin, the customs clearance, and the delivery of your small package shipment to the show at a competitive price. Please contact us to discuss the best method for handling your small package shipment.

U.S. CUSTOMS DUTY AND PROCESSING FEES

Merchandise entered into the Commerce of the United States is subject to duty, merchandise processing fees and, if imported via seafreight, a harbor maintenance fee. These duties/taxes will be estimated and invoiced by PIBL in accordance with the description provided on your commercial invoice. All U.S. Customs and service fees invoiced by PIBL must be paid prior to freight delivery to showsite.

Duty- Based on commodity description and rate of duty

Merchandise processing fee - .3464 % of FOB value (maximum USD\$ 528.33) Sea & Air

Harbor Maintenance fee - .125% of FOB Value - (No maximum) Seafreight only

Commercial/proforma invoices must include the following information:

- A. Name of Shipper (Exporter or Manufacturer)
- B. Name of Consignee (Exhibiting Company C/O **ICFF 2021 – New York, NY**)
- C. Booth Number
- D. Complete description of merchandise
- E. Harmonized tariff number of each description
- F. Unit Value and total value (No Commercial value statements are not accepted by U.S. Customs)
- G. Invoices must be in English

A display booth with lights, panels, etc., can be grouped and shown as: (example)

“Completed display booth and stand” 9403.20.0020 Value \$5,000.00

PROHIBITED COMMODITIES

Certain commodities are prohibited from import into the United States. We strongly advise you refrain from shipping any items of clothing, hazardous chemicals, paint, or food/beverages with your shipment. However, should you find it necessary to import such merchandise, please send it separately and in advance of your primary shipment.

OUTLAYS AND PAYMENT CONDITIONS

PIBL will advance funds on your behalf for expenses incurred in New York. Unless you have an established account with PIBL or a PIBL partner, these charges are expected to be paid prior to delivery of your shipment to show site.

INSURANCE

In our effort to best service our customers, we must inform you that the liability of your freight forwarders, customs broker and contracted carriers, as well as ourselves, is limited to \$50.00 per shipment under the Freight Forwarder/Customs Brokerage Industry's standard terms covering liability for physical loss or damage to your cargo. In the unfortunate event that your goods are damaged or lost while entrusted to PIBL and if our agents or we are determined liable for the damage or loss, our and their liability will be limited to \$50.00 per shipment.

If you do not wish to run this risk, you have two options. You may declare the value of the goods to us prior to shipment and we and our agents will charge you a significantly higher rate for our services, or you may procure insurance on your own, or through us, for the full value of the goods for the time the goods are entrusted to us and/or our agents, including international door-to-door coverage.

Generally, the premium for such insurance is much less than the higher freight rate that you will be charged if you choose the first option, declaring the higher value.

If you or your insurance broker has any concerns that your present coverage does not fully cover the value of your shipment in the event of loss or damage, please feel free to request full coverage of this shipment in writing to PIBL. Through our underwriters, we have the ability to insure your shipment for the value as indicated in your request.

If you do not wish to exercise either option, or if you are satisfied that the insurance coverage you have arranged through others and not through us is sufficient, you are acknowledging the fact that PIBL has not insured your shipment and has advised you of the liability limitation that will otherwise apply.

.

Outbound Shipping Instructions

These instructions are provided to assist you with the documentation required to remove your freight from the show site. Please contact your PIBL representative with any questions prior to the show closing.

BEFORE THE LAST DAY OF THE SHOW

- Secure a **material handling form or bill of lading** from the appointed show contractor. You must complete this form to help the contractor identify your shipment and tender it to PIBL
- Ensure all show **contractor invoices** have been paid.

ON THE LAST DAY OF THE SHOW

- If you have not received the material handling form or bill of lading from the show contractor, visit the contractor's service desk to request it.
- Complete the form by **adhering to all of the instructions** provided by the contractor.
- You must **indicate PIBL/Phoenix as the carrier** in this manner:
PIBL-Phoenix/Att: (your PIBL representative's name and phone number)
- Each piece that you pack **must be labeled** with a final delivery/consignee address. If you don't have labels, the show contractor can provide blank labels for your use.
- Be sure that the **piece count** that you list on the material handling form precisely matches the number of pieces that you have packed and are shipping.
- The **final delivery address** that you provide on the handling form must match the delivery address on the labels.
- After packing your exhibit, **return the completed material handling form to the show contractor's service desk**. Without this completed form, the show contractor cannot release your shipment to our driver.
Important: Don't leave the material handling form with your freight at the booth, or leave the exhibition center without taking the completed form to the show contractor.
- Call or email your PIBL representative to **advise us of the final piece count**, as well as the time that you dropped off the completed material handling form at the show contractor's service desk.

**Questions? - Call our Export Department at
908-355-8900**

PIBL's OVERSEAS AFFILIATES AND OFFICES

PIBL urges all exhibitors to utilize the transportation services of our overseas partners and affiliates. These offices have familiarized themselves with these Guidelines and are in a position to invoice you directly for all destination and onsite charges. Utilization of the PIBL network will alleviate any delays in New York and increase efficiency of the entire transportation process. The full contact information for each office is enclosed. If an agent is not provided for your country, please contact PIBL for the office nearest your location.

DEADLINES AND TARIFF

A. Important scheduling notes

1. Phoenix is offering **free** storage of LCL and airfreight shipments arriving after October 21, 2021.
2. Cargo arriving after the deadline will be charged additional fees based on the services required to insure timely clearance and delivery to the convention center.
3. Due to the possibility of a high volume of return shipments, please allow additional time for exports from NY/NJ. Expedited export transportation services are available. However, this service must be requested in advance of show closing.

B. Inbound charges

1. Terminal Handling charges and transfer of documents As per outlay
2. Customs clearance fees:
 - a. Permanent entries US 160.00 p/entry
 - b. Temporary entries US 195.00 p/entry
3. Customs examination as per outlay
4. Document messenger services, communication and exhibition coordination fee US 125.00 p/entry
5. Other Gov't Agency releases (If required)..... US 35.00 p/entry
6. Additional Classifications (3 free) US 5.00 each additional
Additional invoice (1 free) US 10.00 each additional
7. * Delivery from JFK/Newark Airport or consol point, to US 35.00 p/100 lbs
Showsite dock. (Based on Greater of volume or weight) US 250.00 Minimum
8. Seafreight container drayage from port of arrival to Showsite dock Quotation required
9. US Customs bond fee US 6.50 per/USD 1,000.00
Minimum US 80.00
10. ISF Filing fee US 35.00 + \$3 p/mnfctr
11. ISF Filing Bond fee US 85.00 each additional
12. Trucker waiting time US 85.00 per/hour /1 hr free

* Discounts available for shipments exceeding 4,000 lbs

C. Outbound charges

1. Export documentation and handling fee:
 - Airfreight US 95.00 p/Bill of lading
 - Seafreight US 135.00 p/Bill of lading
2. Onsite sea/air freight export coordination fee US 85.00 p/cont./shipment
3. Delivery from show site to JFK/Newark Airport or consol point US 35.00 p/100 lbs
(Including intermediate storage) US 250.00 Minimum
(Based on Greater of volume or weight)
4. Cancellation of U.S. Customs Temporary entries US 85.00 p/entry
5. Trucker waiting time US 85.00 per/hour /1 hr free

Return Air/Ocean freight rates will be quoted on a case per case basis.

Above rates apply to services provided during normal working hours. For after-hours, weekend, and/or holiday pick ups or deliveries, add \$125.00 to the above inbound and outbound coordination fees.

D. Important Tariff notes

1. The above tariff applies to each exhibitor and shipment.
2. All rates are based on volume or actual weight whichever is greater.
3. The above rates exclude all U.S. Customs duty, taxes and/or Merchandise Processing Fees, waiting time on show site, any storage charges due to early arrival or delays beyond Phoenix's control, and charges related to the movement of freight once it arrives on the fairgrounds.
4. Unless prior arrangements have been made with our Phoenix overseas affiliate, all freight charges must be settled prior to show opening. Failure to do so will result in a 2.5% outlay charge. Payment may be in the form of cash, American Express or Traveler's checks. *Company checks drawn on foreign banks cannot be accepted.* A 4% processing fee is added to all credit card payments
5. All merchandise brought into the exhibition center must be properly packed. Phoenix will not be held liable for damage caused due to poor packing.
6. C.O.D./Collect return shipments: 15% of freight charges will be added to all C.O.D./Collect shipments.
7. Phoenix will invoice a 15% outlay fee for any/all monies outlaid on behalf of the exhibitor.
8. Rates do not include trucker waiting time while waiting onsite to be unloaded or loaded. Rates are invoiced at a per hourly rate with 2 hours free. The present rate is \$85.00 per hour.
9. PIBL Terms and Conditions of service are available upon request.



PIBL

Port Elizabeth
1201 Corbin Street
Elizabeth, NJ 07201 USA
Tel 908.355.8900 Fax 908.355.8883

IMPORTER SECURITY FILING

BILL OF LADING NO.	<input type="text"/>	ON BOARD DATE	<input type="text"/>
SHIPPER REF NO.	<input type="text"/>	COUNTRY OF ORIGIN	<input type="text"/>
MANUFACTURER NAME	<input type="text"/>		
MANUFACTURER ADDRESS	<input type="text"/>		
CONTAINER STUFFING LOCATION	<input type="text"/>		
BUYER NAME	<input type="text"/>		
BUYER ADDRESS	<input type="text"/>		
SHIPPER NAME	<input type="text"/>		
SHIPPER ADDRESS	<input type="text"/>		
CONSOLIDATOR NAME	<input type="text"/>		
CONSOLIDATOR ADDRESS	<input type="text"/>		
IMPORTER OF RECORD	<input type="text"/>	CONSIGNEE FEDERAL ID NO.	<input type="text"/>
ACTUAL OWNER OF GOODS	<input type="text"/>		
HARMONIZED TARIFF	<input type="text"/>		



PIBL

PHOENIX INTERNATIONAL BUSINESS LOGISTICS, INC.

TRADE SHOW / FINE ART DIVISION

1201 CORBIN STREET

ELIZABETH, NJ 07201

PHONE: (908) 355-8900 FAX: (908) 355-8883



IMPORT FREIGHT INFORMATION SHEET



SHOW NAME:

EXHIBITOR:

HALL NO:

BOOTH NO:

MOVE-IN DATE:

CONTACT(S) AT SHOW:

Email address:

On-Site Cell No:

DEFINITIVE OR TEMPORARY CLEARANCE:

IMPORTER OF RECORD: Name and Address

BILLING PARTY (check one below):

☐

EXHIBITOR

☐

PHOENIX AGENT IN COUNTRY OF ORIGIN

(Confirmation required)

☐

OTHER: (Specify: _____)

Name and Address of Agent:

Importer IRS#: _____ If available

Is your company C-TPAT Certified?: YES ☐ NO ☐

Have you shipped with this agent previously?: YES ☐ NO ☐

PAYMENT CONDITIONS:

Unless prior arrangements have been made with your local PIBL agent, all charges are payable before final delivery to show site. American Express, Visa, wire transfer or company check are all acceptable forms of payment.

FREIGHT ARRIVAL CONDITIONS:

To insure proper U.S. Customs clearance and timely delivery to your booth, freight must arrive by the deadline date provided in the attached guidelines or as confirmed by email.

DELIVERY TERMS:

PIBL is only responsible for delivery of freight to show site dock.

The designated drayage contractor is responsible for all onsite freight movements.

PIBL is not responsible for loss of freight while on show site.

PIBL will not accept collect freight unless advance arrangements have been made in writing.

The below signed Exhibitor/Company guarantees payment of all charges incurred on this shipment in accordance with the above instructions and the Terms and Conditions of PIBL which are available upon request

THANK YOU.

NAME: _____

SIGNATURE: _____

DATE: ____/____/____

PHOENIX INTERNATIONAL BUSINESS LOGISTICS, INC
WORLDWIDE NETWORK OF PARTNERS

Argentina

Global Logistic Transport SRL
Billinghurst 1263 Piso 5° Of. B
1174 - Buenos Aires - Argentina

Contact: Juan Julio Villanueva
Phone: 0054-11-5275-6143
Fax: 54 11 4363-9351
E-mail: julio.villanueva@gltag.com.ar

Australia

Agility Fairs & Events
32 Sky Road
Melbourne Airport VIC 3045, Australia

Contact: Fiona Ostoja
Phone: 61-393303303
Fax: 61-393303337
E-mail: FOstoja@agility.com

Belgium

Kristal bvba
Brucargo, Zaventem
B-1931, Belgium

Contact: Mr. Geert Frere
Phone: (32)2 753073
Fax: [32] 27514720
E-mail: geert@kristal-logistics.com

Brazil

TTI Log International Logistics
137 Avenue Alexandr Mackenzie
Sao Paulo, Brazil 05323-000

Contact: Marcos Krekovski
Phone: (+55 11) 3716-3713
Fax: n/a
Email: MarcosKrekovski@ttilog.com.br

Canada

Phoenix International Business Logistics, Inc
1201 Corbin Street
Elizabeth, NJ 07201US

Contact: Roger Howell
Phone: 908-355-8900
Fax: 908-355-8883
Email: rhoell@phoenixlogistics.com

China

APT ShowFreight Shanghai
RM 901-2, Modern Plaza Tower 1
369 Xian Xia Road
Shanghai, China 200336

Contact: Shirley Xing
Phone: [86]21 6124 0090
Fax: [86] 21 61240091
Email: shirley.xing@aptshowfreight.com

France

Bollore Logistics
4-6 Rue des Deux Cedres-Zone Cargo 3
35700 Roissy En France

Contact: Laurent Canot
Phone: [33] 1-49-19-1593
Fax: [33] 1-49-19-1591
E-mail: laurent.canot@bollore.com

Germany

FAIREXPRESS GmbH Messespedition
Grafenheider Strasse 103
33729 Bielefeld/Germany

Contact: Christiane Roelfs
Phone: 49-521-91144-20
Fax: [49] 52-1911-4411
E-mail: christiane.roelfs@fairexpress.de

Hong Kong

Hansen Exhibition Forwarding Ltd.
Unit-13,13/F New Commerce Centre
19-Onsum Street, Shatin Hong Kong

Contact: Michael Kun
Phone: 852-2367-2303
Fax: 852-2369-0479
E-mail: michael@hansenhk.com

India

Fair Logistics Pvt Ltd – WTO Group
Building No A-185, st Floor
Str No-10 , Road No 4, Mahipalpur,
New Delhi 110037, India .

Contact: Amit Singh
Phone #: +91-11-71859752
Mobile #: +91-9810292403
E-mail: info@fairlogistic.com

Italy

O.T.I.M. S.p.A. – Int'l Fairs Dept.
I-20159 Milano - Via Porro
Lambertenghi, 9, Italy

Contact: Chiara Rossolimo Bergamini
Phone: [39]-02 69912255
Fax: [39] - 02 69912231
E-mail: chiara.rossolimo@otim.it

Japan

Nissin Corporation
5.Sanbancho, Chiyoda-ku
Tokyo, 102-8350, Japan

Contact: Exhibition Team
Phone: 81-3-3238-6500
Fax: 81-3-3238-6508
Email: exhibition@nissin-tw.com

Korea

Eplus Expo Korea
150-14, Samsung-Dong
Gangnam-Gu
Seoul, Korea 135-090

Contact: Charles Hwang
Phone: 82-2-566-0089
Fax: 82-2-566-9514
Email: charles@eplusexpo.com

Netherlands

Fairexx Logistics
De Trompet 2650
1967 DD Heemskerk

Contact: Paul Van Zijl
Phone: 31-251250060
Fax: 31-251250065
E-mail: paul.van-zijl@fairexx.nl

Philippines

Alta Fairs & Exhibits
No. 3 STA. Agueda Ave., Pascor Drive
Philippines

Contact: Kristine Oracion
Phone: 632 551 4646
Fax: 632 831 3054
Email: oracion.kristine@atn.com.ph

Portugal

Ornofe Transitários, Lda.
Via Carlos Mota Pinto, 74 - AU
4470-034 Moreira - Maia, Portugal

Contact: Ricardo Fernandes
Phone: [351]229415015/6
Fax: [351]229415017
E-mail: ricardo.fernandes@ornofe.pt

Spain

International Trade Shows S.A. (ITS, S.A.)
AVDA. Eduard Corbella, 86-88
Barcelona, E - 08440 Spain

Contact: Cristobal Cascante
Phone: 34 93 8713954
Fax: 34 93 8712211
E-mail: cristobal.cascante@itsfairs.com

South Africa

Aspiring Logistics Group
Unit 1, 34 Cincant Street
Cape Town, South Africa 7780

Contact: Rob Muller
Phone: 27 21 9056221
Fax: 27 21 905 6338
Email: rob@aspiring.co.za

PHOENIX INTERNATIONAL BUSINESS LOGISTICS, INC
WORLDWIDE NETWORK OF PARTNERS

Switzerland

BTG Suisse Ltd
Salinenstrasse 61
Pratteln, Switzerland CH-4133

Contact: Dominique Geiser
Phone: 41 61 337 25 73
Fax: 41 61 337 25 79
Email: Dominique.Geiser@btg-suisse.ch

Taiwan

Carrier Logistics Corp.
5F., NO.249-1, SEC. 3 Zhong Xiao East Rd
Taipai 10654, Taiwan, R.O.C.

Contact: Vera Yeh
TEL: 886-2-8773 4747
FAX: 886-2-8773 7545
Email: vera@carrier-logistics.com

Thailand

APT Showfreight (Thailand) Limited
11/24 Rachadapisek Road, Chongnonsee,
Yannawa, Bangkok 10120 Thailand

Contact: Hasnai Kongkaew
Phone: 66 (0) 2285 3060 ext 201
Fax: 66 (0) 2285 3068
E-mail: hasnai@aptshowfreight.com

Turkey

Kita Transport Services Inc.
Kocman Cad. No:33 Gunesli
Istanbul, Turkey 34212

Contact: : Can Yilbasi
Phone: +90 212 410 00 40
FAX: +90 212 410 00 44
E-mail: project@kitalogistics.com

United Kingdom

GBH Exhibition Forwarding Ltd,
10 Orgreave Drive
Handsworth - Sheffield
United Kingdom - S13 9 NR

Contact: Mr. Mark Saxton
Phone: [44] 114-269-0641
Fax: [44] 114-269-3624
E-mail: mark@gbhforwarding.com

Vietnam

APT Showfreight Vietnam Co., Ltd
Unit 301, 3rd Floor, Giay Viet Plaza
180-182 Ly Chinh Thang St, Ward 9, Dist. 3
Ho Chi Minh City, Vietnam.

Contact: Ms. Le Huong
Phone: (84-8) 62905460
Fax: (84-8) 62905406
E-mail: Le.Huong@aptshowfreight.com

WHAT ARE FREIGHT SERVICES?

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As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

HOW DO I SHIP TO THE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.

HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Quick Facts.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt." (one hundred weight). All shipments are subject to reweigh.
- On the Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the rate for the freight category that best describes your shipment. There are four categories of freight:

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

Carpet and/or Pad Only: shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

- All inbound and outbound shipments are subject to overtime charges if the shipments are received, loaded or unloaded during the overtime hours specified on the Material Handling Order Form. This includes both warehouse and show site shipments.
- Add any late delivery or off-target charges listed on the Material Handling Order Form if the freight will be received after the deadlines listed on the Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up "Empty Labels" at the Freeman Service Center. Once the container is completely empty, place a label on each container individually. Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Center at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Center.

- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

WHERE DO I GET A FORKLIFT?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Rigging Order Form for available equipment.
- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Freeman Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the Terms and Conditions, which can be found in the exhibit service manual or online at www.freeman.com.

OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

- Cranes
- Accessible storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return

MATERIAL HANDLING

Let Freeman Online® estimate your material handling charges for you. Log on to www.freeman.com/store select your show and click on "Estimate My Material Handling Costs". From Freeman Online® you can print extra shipping labels, get tips on how to package your freight and much more.

MATERIAL HANDLING SERVICES

CRATED:	Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
SPECIAL HANDLING:	Material delivered in such a manner that it requires additional handling, such as ground unloading.
STRAIGHT TIME:	8:00 AM to 4:30 PM Monday through Friday
OVERTIME:	4:30 PM to 8:00 AM Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

MATERIAL HANDLING RATES

Description	Price Per CWT	200 lb. Minimum
RATE CLASSIFICATIONS:		
Warehouse Shipment (200 lb. minimum)		
Crated or Skidded Shipment.....	\$ 59.00	118.00
Show Site Shipment - Included in booth package with the exception of UPS and FedEx		
Small Package arriving via UPS and FedEx*		
Per Piece	\$ 72.25	
*A small package shipment is a shipment consisting of cartons and envelopes received without documentation. Small package shipments will be delivered without guarantee of piece count or condition. This includes shipments from UPS and FedEx.		
ADDITIONAL SURCHARGES:		
Shipment Delivered after Deadline Date (in addition to above rates)		
Warehouse Shipment after NOVEMBER 3, 2021	\$ 14.75	29.50

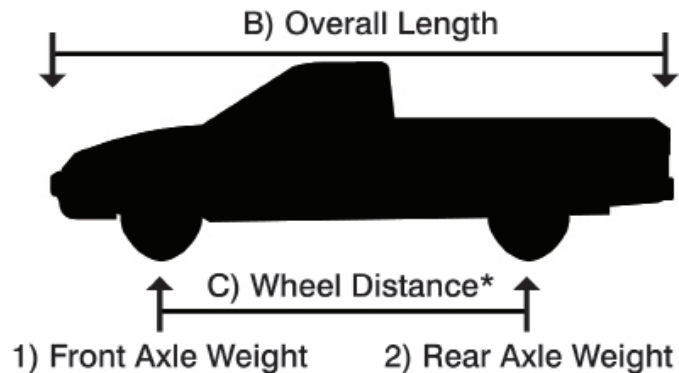
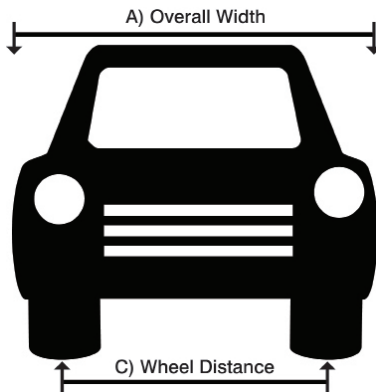
VEHICLE PLACEMENT

You will incur a round-trip fee of \$621.25 per vehicle to place a vehicle on the tradeshow floor. This will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. Freeman will receive equipment at show site and deliver to the designated location. We will also handle the outbound as an inclusive service.

The City fire marshal requires disconnecting the battery, taping the gas tank and placing a protective covering under the vehicle. Check local Fire Marshal rules and regulations for additional requirements.

Be advised that if you are planning to display a vehicle, you are required to provide the information listed on this page.

A Freeman Representative will contact you regarding the delivery of your vehicle onto the tradeshow floor.



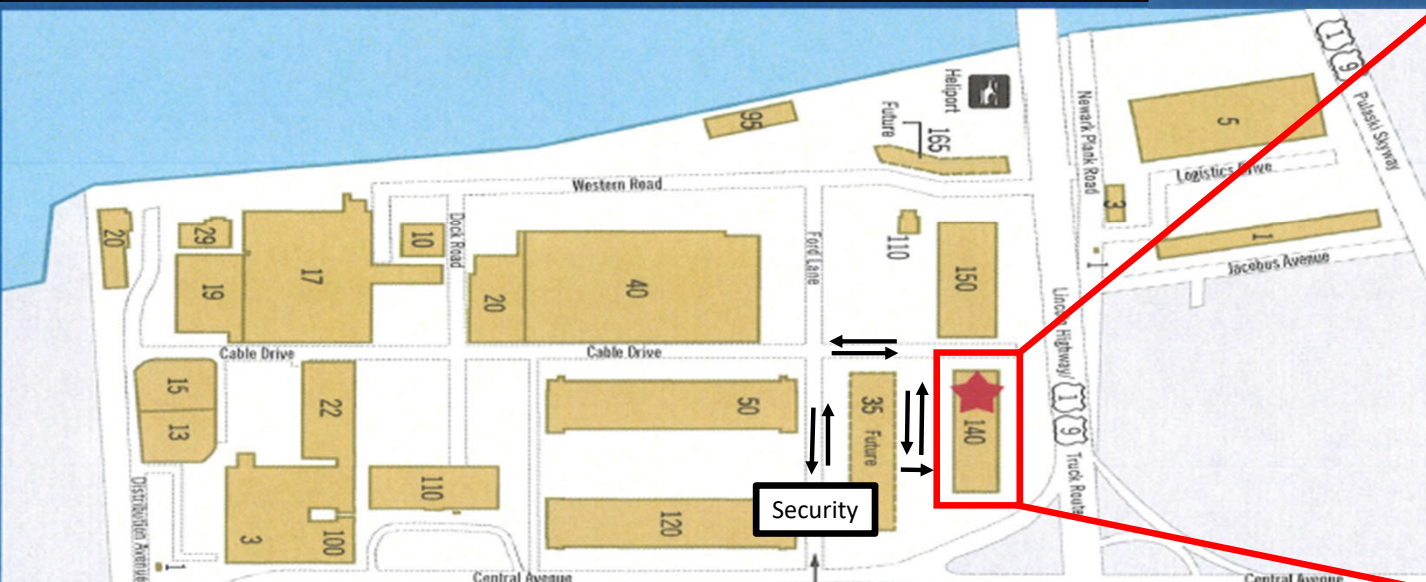
*For dual Axle vehicles measure distance from the front wheel to between the back wheels

Vehicle Description	A. Overall Width	B. Overall Length	Total Sq. Ft.	C. Wheel Distance	D. Wheel Distance	Front Axel Weight	Rear Axel Weight	Total Weight	Price
									\$
									\$
									\$

Delivery Instructions for Freeman NY Warehouse

Driver Check-In Step by Step Instructions:

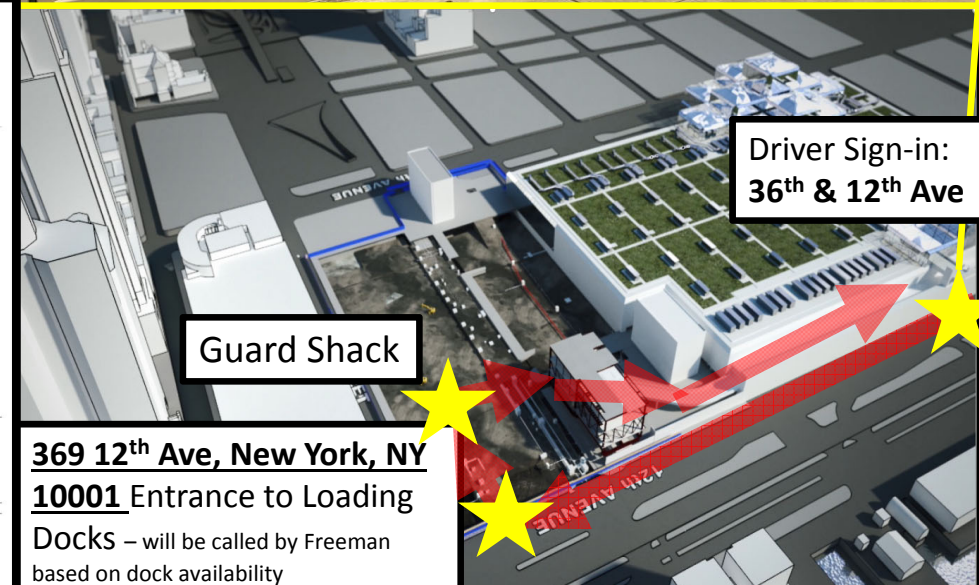
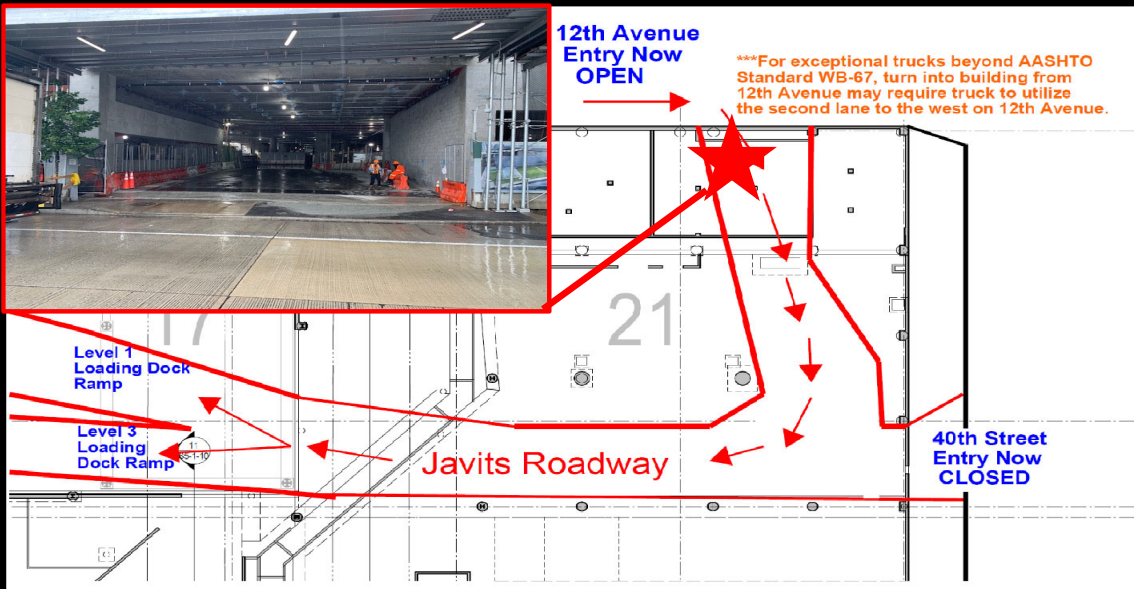
1. Drivers must enter the River Terminal Development Corporate Park via Central Avenue.
2. Upon entering the driver will pass through a security check point, no action required other than waiting for the gate arm to rise. Once through the security check point take a right on Cable Ave and a right into the Freeman warehouse area.
2. Once at the Freeman warehouse, driver presents bill of lading (BOL) with Booth#, Exhibitor name, etc. along with certified scale weights and Freeman supervisor will create receiving reports.
3. Driver receives a Driver# after checking in and returns to his truck and awaits call on his cell phone when there is dock space to unload the truck. If there is a que due to high volume drivers will sign in, receive a Driver# and then be directed to a local truck stop.
4. After the driver is called, proceed to open loading dock as prescribed by Freeman staff.
5. Driver presents paperwork to Freeman supervisor and is unloaded, gets his DR signed and exits the development the same way entered.



Delivery Instructions for Freeman Events at JKJCC

Driver Check-In Step by Step Instructions:

1. Driver must find parking on a NY city street near Javits and walk to the drive check-in area located at 12th Ave and 36th St. (North Office).
2. At check-in driver presents bill of lading (BOL) with Booth#, Exhibitor name, etc. along with certified scale weights if available and Freeman supervisor will create receiving reports.
3. Driver receives a Driver# after checking in and returns to his truck and awaits call on his cell phone when there is dock space to unload the truck.
4. **When the driver gets called, drive to 369 12th Ave, New York, NY 10001 and check in with Javits Security. All drivers must present their drivers license/ CDL to security and retrieve paperwork from the Freeman supervisor located with security.**
5. Freeman supervisor directs driver to proceed to assigned dock area (or truck scale) where driver is given specific dock # to back into.
6. Driver presents paperwork to Freeman supervisor and is unloaded, gets his DR signed and leaves facility (or returns to truck scale) then leaves.
7. Office phone number is **212-216-2780**.



FREEMAN

(888) 508-5054 Fax: (469) 621-5618
ExhibitorSupport@freeman.com



NAME OF SHOW: **ICFF 2021 / November 14-15, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For fast, easy ordering, go to www.freeman.com/store.

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM TO THE FREEMAN SERVICE CENTER.

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: ☐ Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

METHOD OF SHIPMENT

Select a Carrier:

☐ **Freeman Exhibit Transportation**

☐ **Other Carrier**

No need to schedule your outbound shipment.
Charges will appear on your Freeman invoice.

Carrier Name: _____

Carrier Phone: _____

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.
Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select a Level of Service:

☐ 1 Day: Delivery next business day

☐ Standard Ground

☐ 2 Day: Delivery by 5:00 PM second business day

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

Select Desired Number of Labels: _____

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.

outbound shipping

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: OCTOBER 11, 2021

DEADLINE DATE IS: NOVEMBER 3, 2021

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

140 CENTRAL AVENUE

STE 130

KEARNY, NJ 07032

WAREHOUSE

(503460)

EVENT: _____ **ICFF 2021**

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: OCTOBER 11, 2021

DEADLINE DATE IS: NOVEMBER 3, 2021

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

140 CENTRAL AVENUE

STE 130

KEARNY, NJ 07032

WAREHOUSE

(503460)

EVENT: _____ **ICFF 2021**

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE NOVEMBER 11, 2021

TO:

EXHIBITOR NAME

C/O: FREEMAN

**JACOB K JAVITS CONVENTION CENTER
369 12th AVE**

NEW YORK, NY 10001

SHOW SITE

(503460)

EVENT: ***ICFF 2021***

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

F R E E M A N

R U S H

DO NOT DELAY

CANNOT DELIVER BEFORE NOVEMBER 11, 2021

TO:

EXHIBITOR NAME

C/O: FREEMAN

**JACOB K JAVITS CONVENTION CENTER
369 12th AVE**

NEW YORK, NY 10001

SHOW SITE

(503460)

EVENT: ***ICFF 2021***

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: OCTOBER 11, 2021

DEADLINE DATE IS: NOVEMBER 3, 2021

TO: _____

EXHIBITOR NAME

C/O: FREEMAN

140 CENTRAL AVENUE

STE 130

KEARNY, NJ 07032

HANGING SIGN

(503460)

EVENT: _____ **ICFF 2021**

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: OCTOBER 11, 2021

DEADLINE DATE IS: NOVEMBER 3, 2021

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EXHIBITOR NAME

C/O: FREEMAN

140 CENTRAL AVENUE

STE 130

KEARNY, NJ 07032

HANGING SIGN

(503460)

EVENT: _____ **ICFF 2021**

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

FIRST-CLASS FURNISHINGS

Our wide selection of superior custom furniture pieces will suit any budget and design. With outstanding quality control standards and in-house maintenance, plus all-inclusive prices and warehouse locations across the country, you get exactly what you're looking for to make your show a success. Renting furniture from Freeman minimizes your shipping footprint.

**BLACK DIAMOND
ARMCHAIR** **ESSENTIALS**
71090

20"W 21"L 33"H

**BLACK DIAMOND
SIDE CHAIR** **ESSENTIALS**
71089

21"W 23"L 32"H

**BLACK DIAMOND
STOOL** **ESSENTIALS**
71088

22"W 18"L 46"H



**LIMERICK® CHAIR
BY HERMAN MILLER** **ESSENTIALS**

gray 210108

18"W 17.75"L 33"H

Limerick chair is made of 100% recycled content eliminating waste at the end of the life cycle. It is also GREENGUARD certified.

**LIMERICK® STOOL
BY HERMAN MILLER** **ESSENTIALS**

gray 210109

18"W 17.75"L 44"H



FREEMAN

Chelsea Series

**BUTCHER BLOCK-TOP
CAFÉ** **ESSENTIALS**
72063

30" Round 30"H

72064

36" Round 30"H



**BUTCHER BLOCK-TOP
BISTRO** **ESSENTIALS**
720163

30" Round 42"H

720164

36" Round 42"H



Soho Series

**BLACK-TOP
CAFÉ** **ESSENTIALS**
72069

24" Round 30"H

72067

36" Round 30"H

**BLACK-TOP
MINI** **ESSENTIALS**
72066

18" Round 18"H



**BLACK-TOP
BISTRO** **ESSENTIALS**
72070

24" Round 42"H

72068

36" Round 42"H



**BRUSHED ALUMINUM
EASEL** **ESSENTIALS**
220134

26" W 62"H

when open



**CORRUGATED
WASTEBASKET** **ESSENTIALS**
220106



DRAPED OR UNDRAPED TABLES & COUNTERS



ESSENTIALS

TABLES

24"D / 30"H	3'L	4'L	6'L	8'L
Draped	124330	124430	124630	124830
Draped on Fourth Side			12404630	12404830
Undraped	125330	125430	125630	125830

COUNTERS

24"D / 42"H	3'L	4'L	6'L	8'L
Draped	124342	124442	124642	124842
Draped on Fourth Side			12404642	12404842
Undraped	125342	125442	125642	125842

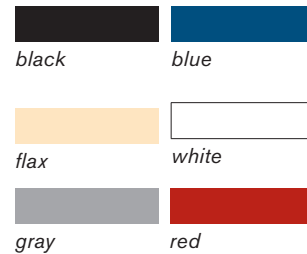


Table-top risers are also available in a variety of sizes. See order form for details.

FREEMAN

(888) 508-5054 Fax: (469) 621-5618

ExhibitorSupport@freeman.com



**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE**

OCTOBER 20, 2021

NAME OF SHOW: **ICFF 2021 / November 14-15, 2021**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

Take advantage of the Online price by ordering at www.freeman.com/store by the deadline date.

FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
SEATING						
___	71090	Black Diamond Arm Chair	152.90	168.20	214.05	___
___	71089	Black Diamond Side Chair	142.60	156.85	199.65	___
___	71088	Black Diamond Stool	163.05	179.35	228.25	___
___	210108	Limerick® Chair.....	101.55	111.70	142.15	___
		by Herman Miller				
___	210109	Limerick® Stool.....	134.85	148.35	188.80	___
		by Herman Miller				

ACCESSORIES & TABLES

Pedestal Tables - Soho Series - Black Top

___	72069	Cafe Table 24"W x 30"H.....	214.80	236.30	300.70	___
___	72067	Café Table 36"x30".....	214.80	236.30	300.70	___
___	72066	Mini Table 18"W x 18"H.....	172.60	189.85	241.65	___
___	72070	Bistro Table 24"x42".....	214.80	236.30	300.70	___
___	72068	Bistro Table 36"x42".....	214.80	236.30	300.70	___

Pedestal Tables - Chelsea Series - Butcher Block Top

___	72063	Café Table 30"W x 30"H	266.70	293.35	373.40	___
___	72064	Café Table 36"W x 30"H	266.70	293.35	373.40	___
___	720163	Bistro Table 30"W x 42"H	266.70	293.35	373.40	___
___	720164	Bistro Table 36"W x 42"H	266.70	293.35	373.40	___

Miscellaneous

___	220134	Aluminum Easel	117.45	129.20	164.45	___
___	220106	Corrugated Wastebasket	25.80	28.40	36.10	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
DRAPE TABLES & COUNTERS						

Draped Tables & Counters - Tables are 24" wide

☐ Black ☐ Blue ☐ Red
☐ White ☐ Gray

___	124430	Draped Table 4'L x 30"H	214.10	235.50	299.75	___
___	124630	Draped Table 6'L x 30"H	236.10	259.70	330.55	___
___	124830	Draped Table 8'L x 30"H	259.75	285.75	363.65	___
___	12404630	4th Side Drape 6'L x 30"H ..	70.25	77.30	98.35	___
___	12404830	4th Side Drape 8'L x 30"H ..	70.25	77.30	98.35	___

___	124442	Draped Counter 4'L x 42"H.	270.20	297.20	378.30	___
___	124642	Draped Counter 6'L x 42"H	304.70	335.15	426.60	___
___	124842	Draped Counter 8'L x 42"H	338.50	372.35	473.90	___
___	12404642	4th Side Drape 6'L x 42"H ..	80.70	88.75	113.00	___
___	12404842	4th Side Drape 8'L x 42"H ..	80.70	88.75	113.00	___

Undraped Tables & Counters - Tables are 24" wide

___	125430	Undraped Table 4'L x 30"H.	66.85	73.55	93.60	___
___	125630	Undraped Table 6'L x 30"H.	82.20	90.40	115.10	___
___	125830	Undraped Table 8'L x 30"H.	97.25	107.00	136.15	___
___	125442	Undraped Counter 4'Lx42"H	97.25	107.00	136.15	___
___	125642	Undraped Counter 6'Lx42"H	111.95	123.15	156.75	___
___	125842	Undraped Counter 8'Lx42"H	128.15	140.95	179.40	___

Special Drape

☐ Black ☐ Blue ☐ Red ☐ White ☐ Gray

___	12103	Special Drape 3'H (per ft.) ..	21.70	23.85	30.40	___
___	12108	Special Drape 8'H (per ft.) ...	25.80	28.40	36.10	___

TOTAL COST

Sub-Total	+	8.875% Tax	=	Total Cost
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Taxes: Due to varying taxes across counties and cities for various categories, applicable taxes will be applied to your order accordingly based on the jurisdictions of the show city.

furnishings

FROM THE GROUND UP

.....

Engage your audience from the moment they set foot in your exhibit with custom carpets. Our colorfast carpeting boasts a consistent shade every time and the padding exceeds industry standards, ensuring that you'll be floored by the quality. Custom options can be ordered and include borders, patterns and logo applications in both our classic and prestige carpeting lines.

Sustainability Tip:



DARKER COLORED CARPETS SUCH AS BLACK AND GRAY AND THE TWO-TONED CARPET ARE MADE OF 20-25% RECYCLED CONTENT. RENTING CARPET FROM FREEMAN MINIMIZES YOUR SHIPPING FOOTPRINT.

- Colorfast carpet technology guarantees a uniform and professional look throughout the life of your exhibit
- Diverse customization options guarantee the fulfillment of your brand standards
- All carpet and padding is manufactured with recycled material
- Rental prices are all-inclusive so there are never hidden charges for material handling or pickup
- Renting carpet from Freeman minimizes your shipping footprint.



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com

PRESTIGE CARPET

Freeman's prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colors are available in a luxurious 40-ounce weight and all nine designer colors are available in a 28-ounce weight.

Freeman's prestige carpet packages include new 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

Custom Options

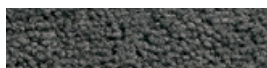
Prestige carpets can also be customized to fit your exhibit needs with unique logos, patterns and borders. Call the phone number on the Quick Facts for assistance.



*black**



cardinal



*charcoal**



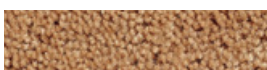
cream



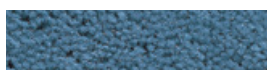
*gray pearl**



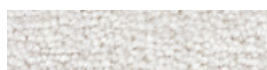
*navy**



toast



wedgewood



*white**

***Colors available in both 28 oz. and 40 oz.**



Sustainability Tip: Prestige carpet is one time use. The carpet for your booth will be brand new and recycled at the end of the show.

CLASSIC CARPET

Custom Cut

Freeman classic carpet is available in a range of colors and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

Standard Cut

Our classic carpet comes in a variety of sizes. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



black



blue



gray



green



latte



midnight blue



plum



red



red pepper



tuxedo

Actual colors may vary slightly

Sustainability Tip: Freeman Classic carpet is reused a minimum of four times before retired from inventory and recycled. Darker colored carpets such as black and gray, as well as the two-toned carpet are made of 20-25% recycled content.

FREEMAN

(888) 508-5054 Fax: (469) 621-5618

ExhibitorSupport@freeman.com



ORDER FORM
DEADLINE DATE
OCTOBER 5, 2021

NAME OF SHOW: **ICFF 2021 / November 14-15, 2021**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

Take advantage of the Online Price by ordering at www.freeman.com/store by the deadline date.

BOOTH PACKAGE CARPET COLOR OPTION

Please use this form to select the package carpet colors for your booth.

Part of your booth package for the upcoming ICFF consists of carpeting. The carpeting is premium grade, 100% recyclable and includes padding and plastic covering. The aisles will be carpeted with black carpet.

- **28-ounce weight.**
- **All carpets, padding and plastic covering contain recycled content and are recyclable.**
- **Environmentally friendly disposal of carpet after usage.**
- **Foam carpet padding**
- **Plastic Covering**

Prestige Booth Package carpet will be provided at NO COST if ordered by October 5, 2021. Orders submitted after this date or onsite will incur additional fees (see rates below).



☐ Black



☐ Gray Pearl



☐ White

Indicate booth size: _____ x _____ = _____ total sq.ft.

☐ NO carpet required

After Deadline @ \$2.40 per sq.ft.

Show Site @ \$3.60 per sq.ft.

If we do not hear from you we will assume that you will be providing your own flooring and no carpet will be installed. Exhibitors opting out of the booth carpet will be left with the Javits Center bare cement floor. If you decide to remove the carpeting during set-up, the removal of the carpet will be subject to time and materials charges. Labor charges will be incurred. Please refer to Installation & Dismantle Labor Order Form.

Make selection Online: <http://www.freemanco.com/store/show/landing.jsp?showID=503460>

booth package carpet color option

FREEMAN

(888) 508-5054 Fax: (469) 621-5618
ExhibitorSupport@freeman.com



**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
OCTOBER 20, 2021**

NAME OF SHOW: **ICFF 2021 / November 14-15, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

Take advantage of the Online price by ordering at www.freeman.com/store by the deadline date.

STANDARD SIZE CARPET & PADDING

- Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.
- Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- All carpet, padding and plastic covering contain recycled content and are recyclable.

10' CLASSIC CARPET , PADDING & PLASTIC COVERING

CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue ☐ Gray ☐ Midnight Blue ☐ Red ☐ Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	10' x 10' Classic Carpet	\$ 301.70	\$ 331.85	\$ 422.40	_____
_____	10' x 20' Classic Carpet	\$ 603.45	\$ 663.80	\$ 844.85	_____
_____	10' x 30' Classic Carpet	\$ 905.15	\$ 995.65	\$ 1,267.20	_____
_____	10' x 10' Carpet Padding - Single Layer.....	\$ 255.45	\$ 281.00	\$ 357.65	_____
_____	10' x 20' Carpet Padding - Single Layer.....	\$ 510.95	\$ 562.05	\$ 715.35	_____
_____	10' x 30' Carpet Padding - Single Layer.....	\$ 766.40	\$ 843.05	\$ 1,072.95	_____
_____	10' x 10' Carpet Padding - Double Layer.....	\$ 510.95	\$ 562.05	\$ 715.35	_____
_____	10' x 20' Carpet Padding - Double Layer.....	\$ 1,021.85	\$ 1,124.05	\$ 1,430.60	_____
_____	10' x 30' Carpet Padding - Double Layer.....	\$ 1,532.80	\$ 1,686.10	\$ 2,145.90	_____
_____	Plastic Covering (price per sqft).....	\$ 1.05	\$ 1.15	\$ 1.45	_____

CUSTOM CUT CLASSIC CARPET

- Order Custom Cut Classic Carpeting by the sqft if your size is not listed above.

Sample: Booth Size: 10 x 25 = 250 sqft \$ 5.10

CHOOSE YOUR CARPET COLOR - 16 oz. Carpet:

☐ Black ☐ Blue ☐ Gray ☐ Midnight Blue ☐ Red ☐ Tuxedo ☐ Latte ☐ Green ☐ Red Pepper

16 oz. Carpet Rental - Price per sqft (100 sqft minimum)

Per sqft	Booth Size: _____ x _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 5.10	\$ 5.60	\$ 7.15	_____

TOTAL COST				
Sub-Total	+	8.875% Tax	=	Total Cost

standard size carpet & padding

FREEMAN

(888) 508-5054 Fax: (469) 621-5618
ExhibitorSupport@freeman.com



**ONLINE PRICE
DISCOUNT PRICE
DEADLINE DATE
OCTOBER 20, 2021**

NAME OF SHOW: **ICFF 2021 / November 14-15, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

Take advantage of the Online price by ordering at www.freeman.com/store by the deadline date.

CUT TO SIZE CARPET & PADDING

- Guaranteed new, high-quality carpet.
- Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.
- Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- All carpet, padding and plastic covering contain recycled content and are recyclable.

PRESTIGE CARPET includes plastic covering, delivery, material handling, installation and removal

CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:

☐ Black ☐ Cardinal ☐ Charcoal ☐ Cream ☐ Gray Pearl ☐ Navy ☐ Toast ☐ Wedgewood ☐ White

28 oz. Carpet Rental - Price per sq. ft. (100 sqft minimum)

					Online Price	Discount Price	Standard Price	Total
1 - 700 sqft	Booth Size: _____ x _____ = _____ sqft				\$ 6.60	\$ 7.25	\$ 9.25	_____
Over 700 sqft	Booth Size: _____ x _____ = _____ sqft				\$ 6.15	\$ 6.75	\$ 8.60	_____

CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

40 oz. Carpet Rental - Price per sq. ft. (100 sqft minimum)

					Online Price	Discount Price	Standard Price	Total
1 - 700 sqft	Booth Size: _____ x _____ = _____ sqft				\$ 7.20	\$ 7.90	\$ 10.10	_____
Over 700 sqft	Booth Size: _____ x _____ = _____ sqft				\$ 6.90	\$ 7.60	\$ 9.65	_____

CARPET PADDING includes delivery, material handling, installation and removal

- Order Carpet Padding by the sqft if your size is not listed on the standard size order form.

Sample: Booth Size: 10 x 25 = 250 sq. ft. @ \$ 2.55

Qty	Description	Price per sqft (90 sqft minimum)	Online Price	Discount Price	Standard Price	Total
_____	Carpet Padding -1/2" (90 - 700 sq. ft.)		\$ 2.55	\$ 2.80	\$ 3.55	_____
_____	Carpet Padding-1/2" (Over 700 sq. ft.)		\$ 2.15	\$ 2.35	\$ 3.00	_____
_____	Double Carpet Padding - 1/2" (90 - 700 sq. ft.)		\$ 5.10	\$ 5.60	\$ 7.15	_____
_____	Double Carpet Padding -1/2" (Over 700 sq. ft.)		\$ 4.30	\$ 4.75	\$ 6.00	_____

TOTAL COST

Sub-Total	+	8.875% Tax	=	Total Cost
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ExhibitorSupport@freeman.com



DISCOUNT PRICE
DEADLINE DATE
OCTOBER 20, 2021

NAME OF SHOW: **ICFF 2021 / November 14-15, 2021**

COMPANY NAME:

BOOTH #:

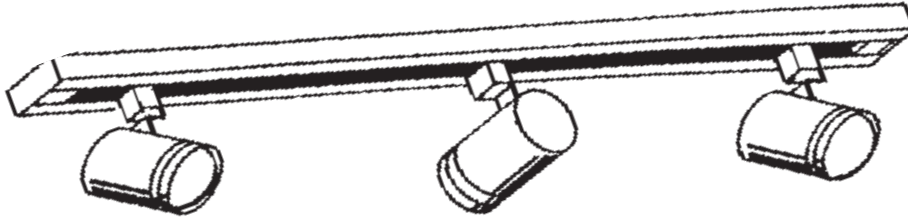
CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For fast, easy ordering, go to www.freeman.com/store.

OPTIONAL RENTAL LIGHTING



<u>QTY</u>	<u>DESCRIPTION</u>	<u>DISCOUNT PRICE</u>	<u>STANDARD PRICE</u>	<u>TOTAL</u>
_____	10' track on light trough with 4 lights	\$702.00	\$982.80	_____
_____	10' track on light trough with 5 lights	\$780.15	\$1,092.20	_____
_____	10' track on light trough with 6 lights	\$857.95	\$1,201.15	_____

Prices listed include electrical power, installation, rental and removal of Freeman track and lights only. Light track default placement will be installed 6" from the back of your booth or angled over back corner(s). If you have a custom wall layout, please contact Exhibitor Support for further assistance. Any adjustments on-site that require additional labor must be ordered through the Javits Electricians and the exhibiting company will be responsible for any cost associated with the on-site labor charges.

TOTAL COST

_____	+	_____	= \$	_____
Sub-Total		8.875% Tax		Total Cost

(503460)

optional rental lighting

SEEING IS BELIEVING

.....

Quality graphics contribute significantly to the impact of your exhibit. With state-of-the-art design and printing capabilities, Freeman brings your banners, signage, and exhibit graphics to life in a larger-than-life way. Our graphics products redefine "high definition," which means your brand has never been seen like this before.

- Photo-quality / high-resolution printing on a variety of rigid and rolled material including honeycomb, foam, Polyfoam, PVC, acrylic, fabric, vinyl and mesh materials
- Grand Format printers provide high-resolution digital printing of single and double-sided banners in virtually any size
- Electronic file transfer, in-house printing, and company-wide procedure standardization allow us to control quality, cost and scheduling on a nationwide basis
- Extensive resources ensure that last minute repairs and replacements are handled efficiently as needed, no matter where your event may be located



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com

CREATING VISUAL EXCITEMENT

Quality graphics contribute significantly to the impact of your exhibit. Vivid colors and sharp images attract attention, build traffic, and communicate messages more effectively. Freeman has invested in the latest printing technology and has the skills to provide you with the finest high-resolution digital graphic reproduction available.

STATE-OF-THE-ART CAPABILITIES

Freeman can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, along with two additional graphic locations for additional support and for special requirements.

SUPERIOR QUALITY CONTROL

Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis. Last minute repairs and replacements are handled efficiently through our nationwide resources.

DEPTH OF RESOURCES

- 5M UV roll printers provide grand format, four-color, high-resolution digital printing of single and double-sided banners up to 16' wide and virtually any size with seams.
- 3M Dye Sublimation printers provide 10' fabric graphics that work perfectly in our SmartWall panel system.
- UV flatbeds print directly to a variety of ridged materials and offer a 100% recyclable graphic when using a cardboard substrate.
- Freeman offers 100% recyclable substrates that can save you money and the environment.
- Large format Eco-Solvent printers produce high quality graphics for wall, carpet and window applications.
- 3M high speed digital cutters allow for precise cutting of multiple panel applications and also custom router graphic panels.
- Computer-aided graphic design & layout available for your assistance.

REPRODUCTION AND INSTALLATION

- Suspended banners
- Accent graphic photo panels
- Large format signage and banners
- Logo reproduction
- Backlit displays and murals
- Four-color carpet image printing



FREEMAN

(888) 508-5054 Fax: (469) 621-5618
ExhibitorSupport@freeman.com



**DISCOUNT PRICE
DEADLINE DATE
OCTOBER 20, 2021**

graphics

NAME OF SHOW: **ICFF 2021 / November 14-15, 2021**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For fast, easy ordering, go to www.freeman.com/store.

GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file.

Please see artwork guidelines for electronic files on page 2 of this form.

Note: All graphics are subject to a 100% Cancellation Charge.

DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high-resolution digital printing virtually any size for banners, signage, exhibit graphics and more.

_____ L X _____ W = _____ sqft
\$ 23.15 per sqft discount price
sqft x or = \$ _____
\$ 34.75 per sqft standard price

- Minimum order per graphic 9 sqft (1296 sqin)
- Double sqft for double-sided graphics
- Round sqft to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sqft.

File Information:

Electronic File Name _____

Application _____

PMS Colors _____

Backing Material:

- | | |
|---|--|
| <input type="checkbox"/> Freeman Foam (Foamcore) | <input type="checkbox"/> Masonite |
| <input type="checkbox"/> Freeman PVC (PVC) | <input type="checkbox"/> Plexi |
| <input type="checkbox"/> Freeman HD Foam (Gatorfoam) | <input type="checkbox"/> Freeman Honeycomb (Eco-Board) |
| <input type="checkbox"/> Freeman Polyfoam (Ultra Board) | <input type="checkbox"/> Other |

The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.

Vertical Horizontal Use Your Judgment For Sign Layout



Special Instructions _____

STANDARD SIZES

CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	52.20	78.30	=
7" x 22"	54.50	81.75	=
7" x 44"	28.30	42.45	=
9" x 44"	85.95	128.95	=
11" x 14"	52.20	78.30	=
14" x 22"	66.85	100.30	=
14" x 44"	134.85	202.30	=
22" x 28"	134.85	202.30	=
28" x 44"	199.60	299.40	=

Note: File conversion, retouching, cloning or color may incur additional labor charges. (See reverse side for graphic guidelines.)

INDICATE YOUR SIGN COPY HERE:

* Please feel free to attach additional sign copy on separate page.



Vertical

Horizontal

Use Your Judgment For Sign Layout



Background Color: _____

Lettering Color: _____

TOTAL COST

Sub-Total	+	8.875 % Tax	=	Total Cost
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CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

Our goal is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer or art department. Artwork must be submitted in the proper resolution and/or file size to produce quality images. Please provide proper color matching information and proofs to ensure accurate color reproduction.

PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

RASTER ART (photos, logos containing any continuous tone images):

- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

VECTOR ART:

- Logos should be vector and have outlined fonts (if provided as bitmap, please use high-res images)

FONTS and LINKS

- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

COLOR

- If PMS color matching is required, please use original Pantone + Solid Coated swatches in your artwork. Modifying Pantone names will result in printing default color (CMYK)
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC file information used to print your samples. Best option would be to include ICC chart on your prints.

ARTWORK IN THE STRUCTURE

- Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop

Always provide the following:

- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

ACCEPTABLE FILE TYPES and SUPPORT FILES

NATIVE FILES:

- AI CLOUD (CC) file with Packaged supporting links and fonts. You may keep images linked but Packaging feature must be used.
- AI (CS6, CS5, CS4...) file with embedded links and outlined fonts
- EPS file with embedded links and outlined fonts
- INDD file with Packaged supporting links and fonts

PRINT FILES:

- High-res PDF-X/4 (preferred)
- AI with PDF content (choose this option when saving file)
- EPS files with embedded links and outlined fonts

RASTER OR BITMAP ART:

- Photoshop EPS (preferred, use 8-bit preview, Max, Quality JPG compression)
- PSD (make sure font layers are rasterized)
- TIFF, JPG (quality 8 and higher)

Mac users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts)

WAYS TO SEND ARTWORK

- When placing an order online, your order confirmation will include a link to our secure file sharing library to upload your graphic files. If your order is faxed in, or if you are working directly with a Freeman team member, a link will be emailed to you when your order is processed.

UNION JURISDICTIONS AT JACOB K. JAVITS CONVENTION CENTER

THERE ARE THREE MAJOR UNIONS THAT HAVE JURISDICTION OVER TRADE SHOWS. THE FOLLOWING SHOULD HELP GUIDE YOU IN CONFORMING TO UNION JURISDICTIONS AND ITS ADHERENCE TO THEM WHEN REQUIRED.

TEAMSTER UNION:

Teamsters handle freight at the exhibit hall. They unload trucks or vehicles and deliver materials to and from booths. They also provide rigging of machinery, moving services and spot machinery in your booth. The normal rigging crew consists of two men and a forklift. Customarily, this service must be ordered in advance at exhibitor's expense.

CARPENTER UNION:

Carpenters handle the erection and dismantling of display and exhibit booths. This also includes all display work. Carpenters uncrate and re-crate machinery or equipment and install and remove all draping and floor covering.

ELECTRICAL UNION:

Electricians handle all electrical work, which includes supply power lines to your booth, connecting equipment to outlets and install signs or headers that are lighted, unless they are permanently a part of the exhibit backwall.

WHAT CAN EXHIBITORS DO WITHOUT UNION PERSONNEL?

Contrary to popular belief, exhibitors are allowed to do some work within the privacy of their own booths. Exhibitors may install and dismantle their own exhibit and lay their own carpet in their own exhibit area as long as the booth size is 250 sq ft or less and the following conditions are met: 1) No tools are used in the assembly or dismantle; 2) Individuals performing the work must be full time employees of the exhibiting company and carry identification to verify this fact. Exhibitors are allowed to unpack and repack their own products (if in cartons, not crates) and are allowed to do technical work on their machines, such as balancing, programming, cleaning of machines, etc. Exhibitors may "hand carry" or use nothing larger than a two wheel baggage cart (rubber or plastic wheels only) to move their items. Exhibitors may move a "pop-up" display (equal or less than 25' in length) capable of being carried by hand by one person. The individuals moving the items must be full time employees of the exhibiting company and must carry identification to verify this fact. We hope the above will help you. If you are in doubt, do not wait until you get to the show to ask questions. Call the Show Manager or Freeman before hand.

GENERAL INFORMATION:

FLAMEPROOFING:

Table coverings as well as all booth equipment must be a non-flammable material. All decorative materials must be fire-resistant and in accord with the standard established by the New York Fire Department. Affidavits attesting to flameproof compliance with New York City Fire Department Regulations must be submitted when requested.

INSURANCE:

Freeman and/or the Association (Exhibit Manager) and/or the Exhibit Convention Site will not be responsible in any way for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to its care. However, every effort will be made to protect exhibitor's property. You are advised to consult your insurance broker for proper coverage on any of your display material from the time it leaves your Company's premises until it returns. In most cases a rider can be added to your present policy for a very nominal cost.

LET US DO THE HEAVY LIFTING

Freeman specialists are ready to assist you with all of your exhibit requests, from beginning to end. And when it comes to installing and dismantling exhibits, we make no exceptions. Whether it's shipping and storage, emergency on-site repairs, basic installation and dismantling or support service coordination, including electrical, furnishings and more, Freeman has the resources and capabilities to ensure the most successful show experience possible.



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freeman.com

Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations focused on incremental improvement to meet rapidly changing market conditions based upon customer feedback
- Post-show evaluations that help identify small changes that make big impacts

ON-SITE SUPERVISION

You may wish to supervise labor on your own, but if you need assistance, Freeman installation & dismantling experts will get the job done as an extension of your team.

If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.





NAME OF SHOW: **ICFF 2021 / November 14-15, 2021**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For fast, easy ordering, go to www.freeman.com/store.

INSTALLATION & DISMANTLE LABOR

Description	Advance Price	Show Site Price
Straight Time: Monday-Friday (1st 8 hours of the worker's shift, regardless of time of day, excluding holidays)	\$216.25	\$302.75
Overtime: (after 1st 8 hours of the worker's shift, regardless of time of day, excluding holidays) & Saturdays	\$291.25	\$407.75
Double Time: Sunday and recognized holidays	\$366.75	\$513.50

• **Show Site prices will apply to all labor orders placed at show site.**

- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

INSTALLATION LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00.

Emergency contact: _____ Phone Number: _____

☐ **Exhibitor Supervised Labor** (Supervisor must check in at the Freeman Service Center to pick up labor)

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	x _____	= \$ _____
_____	_____	_____	x _____	= _____	x _____	= \$ _____
Freeman Supervision (30%/\$45.00) = \$ _____						
8.875% Tax = \$ _____						
Total Installation = \$ _____						

DISMANTLE LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00.

Emergency contact: _____ Phone Number: _____

☐ **Exhibitor Supervised Labor** (Supervisor must check in at the Freeman Service Center to pick up labor)

Supervisor will be: _____ Phone Number: _____

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	x _____	= \$ _____
_____	_____	_____	x _____	= _____	x _____	= \$ _____
Freeman Supervision (30%/\$45.00) = \$ _____						
8.875% Tax = \$ (N/A)						
Total Dismantle = \$ _____						

NAME OF SHOW: **ICFF 2021 / November 14-15, 2021**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

FREEMAN SUPERVISED LABOR

IN ORDER TO BETTER SERVE YOU - Please complete the following information if your display is to be set-up and/or dismantled by Freeman I&D and you will not be present to supervise the installation and/or dismantle.

INBOUND SHIPPING & SET-UP INFORMATION

Freight will be shipped to: Warehouse _____ Show Site _____ Date Shipped _____

Total No. of Pieces: Crates _____ Cartons _____ Fiber Cases _____

Setup Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From Freeman _____ Color _____ Size _____

Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____

Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____

Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

SHIP TO: _____

Select a Carrier:

☐ **Freeman Exhibit Transportation:**

No need to schedule your outbound shipment.
Charges will appear on your Freeman invoice.
Freeman will make arrangements for all
Freeman Exhibit Transportation shipments.

☐ **Other Carrier:**

Carrier Name: _____

Carrier Phone: _____

Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select Level of Service:

☐ 1 Day: Delivery next business day

☐ 2 Day: Delivery by 5:00 PM second business day

☐ Deferred: Delivery within 3-5 business days

☐ Standard Ground

☐ Specialized: Pad wrapped, uncrated or truckload

Freight Charges:

☐ Same as ship to

Bill To: _____

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Inside delivery

☐ Pad wrap required

☐ Do not stack

☐ Lift gate required

☐ Air ride required

☐ Residential

In the event your selected carrier fails to show on final move-out day, please select one of the following options:

☐ Re-route via Freeman's choice

☐ Deliver back to the warehouse at exhibitor's expense

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by the exhibitor.

NAME OF SHOW: **ICFF 2021 / November 14-15, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For fast, easy ordering, go to www.freeman.com/store.

FORKLIFT & RIGGING LABOR

Straight Time: 8:00 AM to 4:30 PM Monday through Friday
Overtime: 4:30 PM to 8:00 AM Monday through Friday, all day Saturday and Sunday
Double Time: Recognized holidays

- **Show site prices will apply to all labor orders placed at show site**
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at the Freeman Service Center to pickup labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part #	Description	Advance Price	Show Site Price
FORKLIFT LABOR			
304050	Forklift/Crew - up to 5,000 lbs - ST.....	\$495.50	\$693.75
304051	Forklift/Crew - up to 5,000 lbs - OT.....	\$650.00	\$910.00
304052	Forklift/Crew - up to 5,000 lbs - DT.....	\$986.75	\$1,381.50
3040100	Forklift/Crew - up to 10,000 lbs - ST.....	\$659.25	\$923.00
3040101	Forklift/Crew - up to 10,000 lbs - OT.....	\$980.50	\$1,372.75
3040102	Forklift/Crew - up to 10,000 lbs - OT.....	\$1,338.75	\$1,874.25

EQUIPMENT

3090600	Forklift Cage.....	\$93.50	\$93.50
3090700	Forklift Boom.....	\$93.50	\$93.50
3090800	Pallet Jack.....	\$93.50	\$93.50

INSTALLATION

Part #	Description	Start Date	Start Time	No. Equip/ People	Approx. Hrs. per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____

Sub-Total \$ _____

8.875% Tax \$ _____

Total Installation \$ _____

DISMANTLE

Part #	Description	Start Date	Start Time	No. Equip/ People	Approx. Hrs. per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: _____

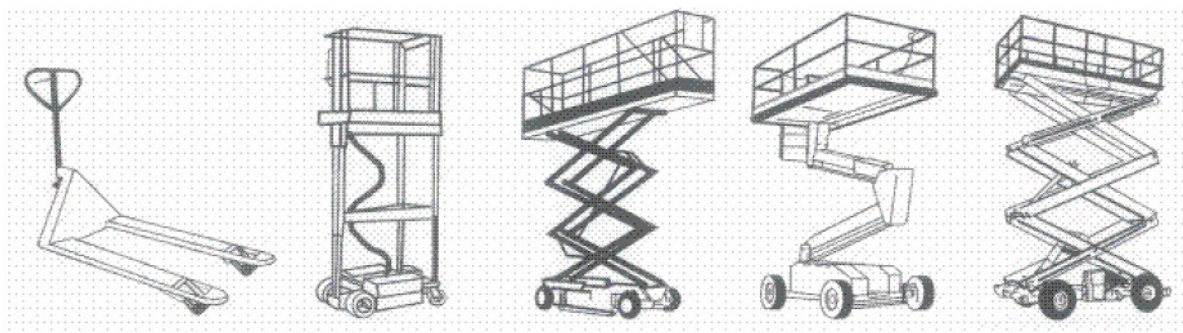
Sub-Total \$ _____

8.875% Tax \$ (N/A)

Total Dismantle \$ _____

MOTORIZED LIFTS AT JACOB K. JAVITS CONVENTION CENTER

ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting equipment for installation or dismantle of booth structures or signs is not permitted by exhibitors or their appointed contractors.

**ALL LIFTS AND MANPOWER MUST BE PROVIDED BY
THE OFFICIAL SERVICE CONTRACTOR**

Thank you for your complete cooperation.

NAME OF SHOW: **ICFF 2021 / November 14-15, 2021**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For fast, easy ordering, go to www.freeman.com/store.

HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to the advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner _____ Metal or Wood _____ Other _____

Shape: Square _____ Triangle _____ Rectangle _____ Other _____

Size: Height _____ Length _____ Width _____

Weight of Sign: _____

Does Your Sign Require Assembly _____

Is Your Sign Designed to Rotate or need electricity?

_____ Yes or _____ No

(If yes, please refer to facility for installation)

Arriving to warehouse _____ or show site _____

Date & Time: _____

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

_____ Feet in from the back Aisle # _____



_____ Feet in from the front Aisle # _____

Number of feet from floor to top of sign: _____

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time

8:00 A.M. to 4:30 P.M., Monday through Friday

Overtime

4:30 P.M. to 8:00 A.M. Monday through Friday,

All day Saturday

Double Time

All day Sunday and recognized holidays

Crew Size - MINIMUM of two people

Materials

Cable, clamps, etc. additional and charged accordingly

Equipment With Crew

- Show Site prices will apply to all labor orders placed at show site
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

	Straight Time	Overtime	Double Time
Lift w/crew			
Advance Price	780.50	939.50	1,074.25
Show Site Price	1,092.75	1,315.50	1,504.00

*Requested Install Date: _____ Time: _____

Installation Estimate

of Crew _____ x _____ @ _____ Rate _____ = _____ Total Estimated Cost

*Requested Dismantle Date: _____ Time: _____

Dismantle Estimate

of Crew _____ x _____ @ _____ Rate _____ = _____ Total Estimated Cost

Assembly Crew/Additional Labor

Per Person/Per Hour			
Advance Price	216.25	291.25	366.75
Show Site Price	302.75	407.75	513.50

*Requested Install Date: _____ Time: _____

Assembly Estimate

of Men _____ x _____ Hours per Person _____ = _____ Total Hours _____ @ _____ Hourly Rate _____ = _____ Total Estimated Cost

*Requested Dismantle Date: _____ Time: _____

Dismantle Estimate

of Men _____ x _____ Hours per Person _____ = _____ Total Hours _____ @ _____ Hourly Rate _____ = _____ Total Estimated Cost

Please indicate method of supervision you require for assembly/disassembly:

- ☐ Freeman
☐ Exhibitor Personnel
☐ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

F R E E M A N

(888) 508-5054 Fax: (469) 621-5618
ExhibitorSupport@freeman.com



**PLEASE INCLUDE THIS FORM
WITH YOUR HANGING SIGN
ORDER FORM**

**STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED
FOR ALL SUSPENDED STRUCTURES**

_____, the contracted exhibitor at the **ICFF 2021 / November 14-15, 2021** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless **EMERALD X LLC, JACOB K JAVITS CONVENTION CENTER, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

FREEMAN structural integrity statement



Dear Exhibitor,

We look forward to welcoming you to the Javits Center.

The **Advance Rate** will only be valid for orders placed and paid **15 days prior to the event opening date**. All orders are to be placed via our online ordering portal [Jake](#).

[Jake](#) is an innovative online ordering system that allows you to place **electrical, technology, cleaning and plumbing** needs- **there are no forms**.

Please see **USEFUL TOOLS** below for **Work Rules** and **Jake Tutorial**.

Please feel free to contact the Exhibitor Solutions Team with any questions regarding [Jake](#) via email at services@javitscenter.com or call us Monday – Friday 9am-5pm, Eastern Time at 877.452.8487.

Thank you,
The Javits Center

Jake

is an online portal which allows you to place your utility orders for an event at the Javits Center. **To get started click here:** [Jake](#) or [Tutorial](#)

**MARKET
EXPRESS**
Catering + Delivery

is the place to go for all of your catering requirements and with timely delivery. **To get started click here:** [MARKET EXPRESS](#). [VIEW MENU](#)

SERVICES

Need assistance choosing the best service options?

We're here to help - Click below.



ELECTRICAL



TECHNOLOGY



PLUMBING



CLEANING



CATERING

USEFUL TOOLS

- ✓ Need assistance navigating Jake? [Click here](#)
- ✓ Work Rule - Exhibit Building. [Click here](#)

MOBILITY VEHICLE RENTAL

We are pleased to announce the Mobility Vehicle program.
Interested in knowing more? [Click here](#)

PARTNERS

Also available for your service requirements:




CULTIVATED



Jacob K. Javits Convention Center 2021 Exhibitor Price List

Effective for events held 1/1/2021 through 12/31/2021

ELECTRIC

	E025 Up To 500 Watts - Javits provided power. Labor included to install at back of in line booths. Jake Service: Electrical--> Tab: Power--> Section: Electric Service Connection (Price per Event)	EACH	Adv Rate: \$130.30	Std Rate: \$190.95 Price per unit Non_Taxable
	E025X UP TO 500 WATTS - 24 hours - Javits provided power. Labor included to install at back of in line booths.	EACH	Adv Rate: \$162.95	Std Rate: \$238.70 Price per unit Non_Taxable
	E026 501 - 1000 Watts - Javits provided power. Labor included to install at back of in line booths. Jake Service: Electrical--> Tab: Power--> Section: Electric Service Connection (Price per Event)	EACH	Adv Rate: \$215.15	Std Rate: \$310.00 Price per unit Non_Taxable
	E026X 501 - 1000 WATTS - 24 hours - Javits provided power.	EACH	Adv Rate: \$268.85	Std Rate: \$387.55 Price per unit Non_Taxable
	E027 1001 - 1500 Watts - Javits provided power. Labor included to install at back of in line booths. Jake Service: Electrical--> Tab: Power--> Section: Electric Service Connection (Price per Event)	EACH	Adv Rate: \$260.55	Std Rate: \$377.95 Price per unit Non_Taxable
	E027X 1001 - 1500 WATTS - 24 hours - Javits provided power.	EACH	Adv Rate: \$325.65	Std Rate: \$472.45 Price per unit Non_Taxable
	E028 Multi Box (4 Outlet) - Javits provided power. Please ensure the order includes: 1500w or less of power. Jake Service: Electrical--> Tab: Power--> Section: Electric Service Connection (Price per Event)	EACH	Adv Rate: \$48.25	Std Rate: \$72.50 Price per unit Non_Taxable
	E029 Plug In Strip (6 Outlets) - Javits provided power. Please ensure the order includes: 1500w or less of power. Jake Service: Electrical--> Tab: Power--> Section: Electric Service Connection (Price per Event)	EACH	Adv Rate: \$48.25	Std Rate: \$72.50 Price per unit Non_Taxable
	E030 1501 - 2000 Watts - Javits provided power. Single plug point (outlet) only Labor included to install at back of in line booths. Jake Service: Electrical--> Tab: Power--> Section: Electric Equipment Connection (Price per Event)	EACH	Adv Rate: \$277.40	Std Rate: \$395.40 Price per unit Non_Taxable
	E030X 1501 - 2000 WATTS - 24 hours - 24 hour option if power is needed overnight. Labor included to install at back of in line booths.	EACH	Adv Rate: \$346.80	Std Rate: \$494.25 Price per unit Non_Taxable
	E031 2001 - 2500 Watts - Javits provided power. Single plug point (outlet) only Labor included to install at back of in line booths. Jake Service: Electrical--> Tab: Power--> Section: Power (Price per Event)	EACH	Adv Rate: \$372.45	Std Rate: \$538.80 Price per unit Non_Taxable
	E031X 2001 - 2500 WATTS - 24 hours - Javits provided power. Labor included to install at back of in line booths.	EACH	Adv Rate: \$465.55	Std Rate: \$673.50 Price per unit Non_Taxable
	E247 1 Phase 208V To 30 Amps - Javits provided power. Labor included to install at back of in line booths. Jake Service: Electrical--> Tab: Power--> Section: Power (Price per Event)	EACH	Adv Rate: \$521.30	Std Rate: \$755.95 Price per unit Non_Taxable



Jacob K. Javits Convention Center 2021 Exhibitor Price List

Effective for events held 1/1/2021 through 12/31/2021



E247X 1 PHASE 208V TO 30 AMPS - 24 hours - Javits provided EACH Adv Rate: \$651.65 Std Rate: \$944.90
power. Labor included to install at back of in line booths. Price per unit Non_Taxable



E248 1 Phase 208V 31-60 Amps - Javits provided power. EACH Adv Rate: \$755.95 Std Rate: \$1,100.00
Labor included to install at back of in line booths. Jake Price per unit Non_Taxable
Service: Electrical--> Tab: Power--> Section: Power (Price per Event)



E248X 1 PHASE 208V 31-60 AMPS - 24 hours - Javits provided EACH Adv Rate: \$944.90 Std Rate: \$1,375.25
power. Labor included to install at back of in line booths. Price per unit Non_Taxable



E249 1 Phase 208V 61-100 Amps - Javits provided power. EACH Adv Rate: \$1,134.00 Std Rate: \$1,649.00
Labor included to install at back of in line booths. Jake Price per unit Non_Taxable
Service: Electrical--> Tab: Power--> Section: Power (Price per Event)



E249X 1 PHASE 208V 61-100 AMPS - 24 hours - Javits EACH Adv Rate: \$1,418.00 Std Rate: \$2,061.00
provided power. Labor included to install at back of in line Price per unit Non_Taxable
booths.



E254 3 Phase 208V To 30 Amps - Javits provided power. EACH Adv Rate: \$601.65 Std Rate: \$876.40
Labor included to install at back of in line booths. Jake Price per unit Non_Taxable
Service: Electrical--> Tab: Power--> Section: Power (Price per Event)



E254X 3 PHASE 208V TO 30 AMPS - 24 hours - Javits provided EACH Adv Rate: \$752.05 Std Rate: \$1,095.50
power. Labor included to install at back of in line booths. Price per unit Non_Taxable



E255 3 Phase 208V 31-60 Amps - Javits provided power. EACH Adv Rate: \$830.80 Std Rate: \$1,202.45
Labor included to install at back of in line booths. Jake Price per unit Non_Taxable
Service: Electrical--> Tab: Power--> Section: Power (Price per Event)



E255X 3 PHASE 208V 31-60 AMPS - 24 hours - Javits provided EACH Adv Rate: \$1,039.00 Std Rate: \$1,503.00
power. Labor included to install at back of in line booths. Price per unit Non_Taxable



E256 3 Phase 208V 61-100 Amps - Javits provided power. EACH Adv Rate: \$1,191.00 Std Rate: \$1,718.00
Labor included to install at back of in line booths. Jake Price per unit Non_Taxable
Service: Electrical--> Tab: Power--> Section: Power (Price per Event)



E256X 3 PHASE 208V 61-100 AMPS - 24 hours - Javits EACH Adv Rate: \$1,490.00 Std Rate: \$2,148.00
provided power. Labor included to install at back of in line Price per unit Non_Taxable
booths.



E232X 3 PHASE 208V 101-200 AMP -24 Hr - Javits provided EACH Adv Rate: \$3,276.00 Std Rate: \$3,276.00
power. Labor included to install at back of in line booths. Price per unit Non_Taxable



E233X 3 PHASE 208V 201-400 AMP -24 Hr - Javits provided EACH Adv Rate: \$5,311.00 Std Rate: \$7,700.00
power. Labor included to install at back of in line booths. Price per unit Non_Taxable



E268X 1 PHASE 460V TO 30 AMPS -24 Hr EACH Adv Rate: \$1,418.00 Std Rate: \$2,061.00
Price per unit Non_Taxable



E269X 1 PHASE 460V 31-60 AMPS -24 Hr EACH Adv Rate: \$1,746.00 Std Rate: \$2,376.00
Price per unit Non_Taxable



Jacob K. Javits Convention Center 2021 Exhibitor Price List

Effective for events held 1/1/2021 through 12/31/2021



E261X 3 PHASE 460V TO 30 AMPS -24 Hr

EACH Adv Rate: \$1,560.00 Std Rate: \$1,952.00
Price per unit Non_Taxable



E262X 3 PHASE 460V 31-60 AMPS -24 Hr

EACH Adv Rate: \$1,862.00 Std Rate: \$2,327.00
Price per unit Non_Taxable



E263X 3 PHASE 460V 61-100 AMPS -24 Hr

EACH Adv Rate: \$1,904.00 Std Rate: \$2,435.00
Price per unit Non_Taxable



E032 1 120 W Flood Lamp Clamp On Assembly - Floodlight with a clamp to clip on. Power included Jake Service: Electrical--> Tab: Lights --> Section: Lighting (Price Per Event)

EACH Adv Rate: \$194.90 Std Rate: \$280.85
Price per unit Non_Taxable



E033 2 120 W Flood Lamp Goose Neck - Floodlight with 2 bulbs. Please note: Attachment to booth may differ from the product image. Power included Jake Service: Electrical--> Tab: Lights --> Section: Lighting (Price Per Event)

EACH Adv Rate: \$234.75 Std Rate: \$338.10
Price per unit Non_Taxable



E082 150 Watt Skanda Light Assembly - Standard Skanda light. Power included Jake Service: Electrical--> Tab: Light--> Section: Lighting (Price Per Event)

EACH Adv Rate: \$206.70 Std Rate: \$295.95
Price per unit Non_Taxable



E080 1 300W Post Light Quartz, Assembly - Standard Post light. Power included Jake Service: Electrical--> Tab: Light--> Section: Lighting (Price Per Event)

EACH Adv Rate: \$212.25 Std Rate: \$308.85
Price per unit Non_Taxable



E055 Led Par-Can Assembly - Standard Par-Can lights. Power included Jake Service: Electrical--> Tab: Light--> Section: Lighting (Price Per Event)

EACH Adv Rate: \$435.70 Std Rate: \$544.55
Price per unit Non_Taxable



E002 Leko Light, 575 Watts Assembly Please ensure the order includes: sufficient capacity electrical power. Installation and removal labor will be billed separately Jake Service: Electrical--> Tab: Light--> Section: Lighting (Price Per Event)

Each Adv Rate: \$157.20 Std Rate: \$157.20
Price per unit Non_Taxable



E287 Pipe package - Pipe and chain for exhibitors own lighting.

EACH Adv Rate: \$104.80 Std Rate: \$104.80
Price per unit Non_Taxable



E076 Show Elec-Lift Per Day - Use of lift charged per day 4 hours or more. Billed after use.

EACH Adv Rate: \$504.35 Std Rate: \$504.35
Price per Day Taxable



E072 Show Electric-Lift Per Hour - Use of lift charged per hour. Billed after use.

EACH Adv Rate: \$126.35 Std Rate: \$126.35
Price per hour. Billed in 1 Hour increments.
Taxable



E038 Electric Wire 12/3 - Priced per foot. Please ensure the order includes: high capacity electrical power Jake Service: Electrical--> Tab: Electrical Equipment--> Section: Other Electrical (Price Per Event)

FOOT Adv Rate: \$1.85 Std Rate: \$1.85
Price per unit Non_Taxable



E003 110v Female/Male Plug - Used as adaptors for Javits supplied power. Please ensure the order includes: high capacity electrical power Jake Service: Electrical--> Tab: Electrical Equipment--> Section: Other Electrical (Price Per Event)

EACH Adv Rate: \$11.45 Std Rate: \$11.45
Price per unit Taxable



Jacob K. Javits Convention Center 2021 Exhibitor Price List

Effective for events held 1/1/2021 through 12/31/2021



E004 208v Male Plug - Used as adaptors for Javits supplied power. Jake Service: Electrical--> Tab: Electrical Equipment--> Section: Other Electrical (Price Per Event) EACH Adv Rate: \$20.20 Std Rate: \$20.20 Price per unit Taxable



E005 208v Female Plug - Used as adaptors for Javits supplied power. Jake Service: Electrical--> Tab: Electrical Equipment--> Section: Other Electrical (Price Per Event) EACH Adv Rate: \$13.55 Std Rate: \$13.55 Price per unit Taxable



E097 Electrician S/T - Labor. Straight time hours include: 7:30 a.m. to 3:00 p.m., Monday through Friday. Jake Service: Electrical--> Tab: Labor 1/2HR Adv Rate: \$76.10 Std Rate: \$76.10 Price per 1/2 hour. Billed in 1/2 Hour increments. Non_Taxable



E098 Electrician O/T - Labor. Overtime hours include: 3:00 p.m. to 7:30 a.m., Monday through Sunday and Holidays. Jake Service: Electrical--> Tab: Labor 1/2HR Adv Rate: \$99.75 Std Rate: \$99.75 Price per 1/2 hour. Billed in 1/2 Hour increments. Non_Taxable



E018 Inspection Fee - Electrical inspection of booth by an Electrician if up to 500 Watts are ordered. Necessary to ensure the amount of power is sufficient for the requirements of the booth. Jake Service: Electrical--> Tab: Light--> Section: Other Electrical (Price Per Event) Hr Adv Rate: \$62.30 Std Rate: \$62.30 Price per unit Non_Taxable



Jacob K. Javits Convention Center 2021 Exhibitor Price List

Effective for events held 1/1/2021 through 12/31/2021

AUDIO/VISUAL



AV035 Name Brand 32 Lcd Hd/Std Wall Mount - LG SMART TV. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day) EACH Adv Rate: \$168.40 Std Rate: \$393.10 Price per unit/day Taxable



AV025 Name Brand 32In Lcd Hd/Std Table Top - LG SMART TV. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling EACH Adv Rate: \$252.75 Std Rate: \$477.35 Price per unit/day Taxable



AV191 Name Brand 32In Lcd Hd With Chrome Tv Stand - LG SMART TV with Dual Post Stand. VGA or HDMI connection. Please note the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day) EACH Adv Rate: \$252.75 Std Rate: \$477.35 Price per unit/day Taxable



AV032 Name Brand 42In Full Hd Wall Mount - LG SMART TV. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day) EACH Adv Rate: \$438.15 Std Rate: \$662.90 Price per unit/day Taxable



AV022 Name Brand 42In Full Hd Table Top - LG SMART TV. VGA or HDMI connection. Please note the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day) EACH Adv Rate: \$522.45 Std Rate: \$747.10 Price per unit/day Taxable



AV188 Name Brand 42In Full Hd With Chrome Tv Stand - LG SMART TV with Dual Post Stand. VGA or HDMI connection. Please note the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day) EACH Adv Rate: \$522.45 Std Rate: \$747.10 Price per unit/day Taxable



AV033 Name Brand 50In Full Hd Wall Mount - LG SMART TV. Only in mp4 format. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day) EACH Adv Rate: \$522.45 Std Rate: \$747.10 Price per unit/day Taxable



AV023 Name Brand 50In Hd/D Table Top - LG SMART TV. Only in mp4 format. VGA or HDMI connection. Please note the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day) EACH Adv Rate: \$606.65 Std Rate: \$831.35 Price per unit/day Taxable



AV189 Name Brand 50In Hd/D With Chrome Tv Stand - LG SMART TV with Dual Post Stand. Only in mp4 format. VGA or HDMI connection. Please note the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day) EACH Adv Rate: \$606.65 Std Rate: \$831.35 Price per unit/day Taxable












AV034 Name Brand 65In Full Hd Wall Mount - LG SMART TV. Only in mp4 format. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day) EACH Adv Rate: \$702.00 Std Rate: \$926.60 Price per unit/day Taxable



Jacob K. Javits Convention Center 2021 Exhibitor Price List

Effective for events held 1/1/2021 through 12/31/2021

	AV024 Name Brand 65In Hd/D Table Top - LG SMART TV. Only in mp4 format. VGA or HDMI connection. Please note the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day)	EACH	Adv Rate: \$786.20	Std Rate: \$1,010.80	Price per unit/day Taxable
	AV190 Name Brand 65In Hd/D With Chrome Tv Stand - LG SMART TV with Dual Post Stand. Only in mp4 format. VGA or HDMI connection. Please note the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day)	EACH	Adv Rate: \$786.20	Std Rate: \$1,010.80	Price per unit/day Taxable
	AV100 Hdmi Splitter - Kopul 1 X 4 model # KOHDSP2014 and Kopul 1x2 model #KOHDSP2012. Used when one source needs to go to more than one monitor. Please note the order includes: HDMI Cable - 10 Feet long and electrical labor for installation and dismantling Includes Javits provided power (up to 500 Watts). Jake Service: Electrical--> Tab: Video--> Section: Video Equipment (Price per Day)	Each	Adv Rate: \$52.40	Std Rate: \$52.40	Price per unit Non_Taxable
	AV026 Name Brand Blue Ray Hd - LG Blu Ray Disc Player Please note the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Video Equipment (Price per Day)	EACH	Adv Rate: \$73.00	Std Rate: \$130.35	Price per unit/day Taxable
	AV027 Name Brand Dvd Player - LG DVD player. Used for product demonstration, ads, etc. Please note the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Video Equipment (Price per Day)	EACH	Adv Rate: \$39.30	Std Rate: \$70.20	Price per unit/day Non_Taxable
	AV019 Name Brand 2Ghz Intel Core Duo Laptop - Lenovo ThinkPad Please note the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Video Equipment (Price per Day)	EACH	Adv Rate: \$292.05	Std Rate: \$516.60	Price per unit/day Taxable
	AV070 Laser Presentation Remote - wireless presenter device up to 50-foot range.	EACH	Adv Rate: \$20.45	Std Rate: \$25.55	Price per unit Taxable
	AV071 Lexmark Color Printer - Color laser, integrated duplex and 2-sided printing, printing speed 42ppm and recommended monthly page volume: 2000-12000. Limited availability please call Electrical solutions to order at (212)216-2645.	EACH	Adv Rate: \$143.15	Std Rate: \$143.15	Price per unit Taxable
	AV056 Cable Tv Package - Cable TV for the booth with 100's of channels available. Please note the order includes: electrical labor for installation and dismantling and Ethernet Cable which is charged per foot. Jake Service: Electrical--> Tab: Video--> Section: Video Equipment (Price per Day)	EACH	Adv Rate: \$1,123.00	Std Rate: \$1,123.00	Price per unit Taxable
	E034 Fiber Optic Drop - Fiber optic connection on the show floor.	EACH	Adv Rate: \$1,573.00	Std Rate: \$1,573.00	Price per unit Non_Taxable



Jacob K. Javits Convention Center 2021 Exhibitor Price List

Effective for events held 1/1/2021 through 12/31/2021

	E039 Fiber Optic Drop Add'l Location - Fiber optic connection on the show floor. Please ensure the order includes: high capacity electrical power Jake Service: Electrical--> Tab: Electrical Equipment	EACH	Adv Rate: \$524.05	Std Rate: \$524.05	Price per unit Non_Taxable
	E035 Fiber Optic Connectors LC Rattlers - Convert multi-mode fiber to single mode fiber.	EACH	Adv Rate: \$524.05	Std Rate: \$524.05	Price per unit Non_Taxable
	AV179 Wired Lavalier Microphone - Shure Brand. Jake Service: Electrical--> Tab: Audio--> Section: Wired Microphone (Price Per Day)	EACH	Adv Rate: \$28.65	Std Rate: \$35.95	Price per unit/day Taxable
	AV178 Wired Table Top/Hand Held Microphone - SM58 Shure brand microphones with table stands. Jake Service: Electrical--> Tab: Audio--> Section: Wired Microphone (Price Per Day)	EACH	Adv Rate: \$28.65	Std Rate: \$35.95	Price per unit/day Taxable
	AV180 Wireless Hand Held Microphone - Shure Brand. Jake Service: Electrical--> Tab: Audio--> Section: Wireless Microphone (Price Per Day)	EACH	Adv Rate: \$152.25	Std Rate: \$190.40	Price per unit/day Taxable
	AV017 Wireless Countryman Microphone - Lightweight microphone for presentations. Jake Service: Electrical--> Tab: Audio--> Section: Wireless Microphone (Price Per Day)	EACH	Adv Rate: \$229.15	Std Rate: \$286.40	Price per unit/day Taxable
	AV181 Wireless Lavalier Microphone - Shure Brand. Jake Service: Electrical--> Tab: Audio--> Section: Wireless Microphone (Price Per Day)	EACH	Adv Rate: \$152.25	Std Rate: \$190.40	Price per unit/day Taxable
	AV182 Wireless Headset Microphone - Shure Brand.	EACH	Adv Rate: \$152.25	Std Rate: \$190.40	Price per unit/day Taxable
	AV059 1 10" JBL EON With Stand - Portable Self-Powered. Installation and dismantling labor included with Javits provided power and SM58 Shure brand microphone Jake Service: Electrical--> Tab: Audio--> Section: Portable Sound System (Price Per Day)	EACH	Adv Rate: \$167.70	Std Rate: \$199.15	Price per unit/day Taxable
	AV060 2-10" JBL Eons With Stand And 1 Wired Microphone - Portable Self-Powered. Installation and dismantling labor included with Javits provided power and SM58 Shure brand microphone Jake Service: Electrical--> Tab: Audio--> Section: Portable Sound System (Price Per Day)	EACH	Adv Rate: \$298.20	Std Rate: \$357.70	Price per unit/day Taxable
	AV061 4-10" JBL Eons With Stand And 1 Wired Microphone - Portable Self-Powered. Jake Service: Electrical--> Tab: Audio--> Section: Portable Sound System (Price Per Day)	EACH	Adv Rate: \$420.65	Std Rate: \$504.35	Price per unit/day Taxable
	AV006 Clearcom / Headset - Single ear standard headset. Jake Service: Electrical--> Tab: Audio--> Section: Misc Audio	EACH	Adv Rate: \$28.65	Std Rate: \$28.65	Price per unit/day Taxable
	AV016 Clearcom Add'l Headset/Belt pack - Additional ClearCom headset with a belt pack. Jake Service: Electrical--> Tab: Audio--> Section: Misc Audio	EACH	Adv Rate: \$28.65	Std Rate: \$28.65	Price per unit/day Taxable
	AV137 Cd Player 5 Disk Cd Changer - Standard CD player. Jake Service: Electrical--> Tab: Audio Visual Equipment--> Section: Misc Audio	EACH	Adv Rate: \$69.05	Std Rate: \$85.95	Price per unit Taxable



Jacob K. Javits Convention Center 2021 Exhibitor Price List

Effective for events held 1/1/2021 through 12/31/2021



AV174 Press Note Box - Used for Press to connect to audio. EACH Adv Rate: \$114.55 Std Rate: \$114.55
Must call to order. Jake Service: Electrical--> Tab: Audio
Visual Equipment--> Section: Misc Audio
Price per unit/day Taxable



AV142 Genter Box (Single Line) - Mainly used in meeting EACH Adv Rate: \$112.30 Std Rate: \$112.30
room situations. Jake Service: Electrical--> Tab: Audio Visual
Equipment--> Section: Misc Audio
Price per unit/day Taxable



Jacob K. Javits Convention Center 2021 Exhibitor Price List

Effective for events held 1/1/2021 through 12/31/2021

TELECOM

Telephone Services



T007 Analog Phone Line For Modem, Fax And Credit Card (Pots) - RJ11 Telephone land line typically used for fax machines and credit card machines that use a phone connection. Customer provides any other device that needs to be connected. Jake Service: Technology--> Tab: Connectivity--> Section: Telephone

EACH Adv Rate: \$326.70 Std Rate: \$423.85
Price per unit Taxable



T051 Speaker Phone W/ Single Line (Voip) - For a Voice over IP (VoIP) Phone and phone number with speaker phone capability. Usage will be billed separately after the event. Jake Service: Technology--> Tab: Connectivity--> Section: Telephone

EACH Adv Rate: \$366.55 Std Rate: \$458.10
Price per unit Taxable



T002 Multi Line Phone (Voip) - A multiple phone line capable Voice over IP (VoIP) Phone and phone number. Usage will be billed separately after the event. Jake Service: Technology--> Tab: Connectivity--> Section: Telephone

EACH Adv Rate: \$458.60 Std Rate: \$573.10
Price per unit Taxable



T079 Tel/Conf Spkr Phone 1 Line - For a Voice over IP (VoIP) Conference Phone unit and phone number with speaker phone capability. Usage will be billed separately after the event. Jake Service: Technology--> Tab: Connectivity--> Section: Telephone

EACH Adv Rate: \$647.75 Std Rate: \$808.80
Price per unit Taxable

Bandwidth Tiers



T013 Credit Card Processing Ethernet Drop 256K - Ethernet 256Kbps data drop for an internet capable Credit Card Terminal. Jake Service: Technology--> Tab: Connectivity--> Section: Internet

EACH Adv Rate: \$83.00 Std Rate: \$111.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T044 T1 Service (1.5 Mbps Managed Service) - An ethernet cable hand off with a dedicated internet speed of 1.5 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet

EACH Adv Rate: \$851.00 Std Rate: \$1,137.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T102 3 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 3 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet

EACH Adv Rate: \$1,242.00 Std Rate: \$1,658.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T073 5 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 5 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet

EACH Adv Rate: \$1,966.00 Std Rate: \$2,621.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T074 10 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 10 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet

EACH Adv Rate: \$3,702.00 Std Rate: \$4,925.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T075 15 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 15 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet

EACH Adv Rate: \$5,110.00 Std Rate: \$6,796.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



Jacob K. Javits Convention Center 2021 Exhibitor Price List

Effective for events held 1/1/2021 through 12/31/2021



T076 20 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 20 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet EACH Adv Rate: \$6,268.00 Std Rate: \$8,337.00 Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T004 30 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 30 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet EACH Adv Rate: \$8,650.00 Std Rate: \$11,505.00 Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T005 50 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 50 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet EACH Adv Rate: \$12,543.00 Std Rate: \$16,682.00 Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T103 60 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 60 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet EACH Adv Rate: \$14,449.00 Std Rate: \$19,218.00 Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T104 75 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 75 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet EACH Adv Rate: \$17,340.00 Std Rate: \$23,062.00 Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T022 100 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 100 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet EACH Adv Rate: \$22,195.00 Std Rate: \$29,519.00 Price per day shown, discounted pricing based on number of days of service. Non_Taxable

Supporting Services



T045 Static Private/Public IP Address - To be ordered if a Public or Private Static IP Address is required. The IP Address will be sent by email and it is the customer's responsibility to configure their equipment accordingly. Please ensure the order includes: a Managed Internet Service Jake Service: Technology--> Tab: Connectivity--> Section: Supporting Services EACH Adv Rate: \$39.00 Std Rate: \$51.00 Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T089 Vlan - Private Network Requires a second VLAN drop (p2p) or a managed service Jake Service: Technology--> Tab: Connectivity--> Section: Supporting Services EACH Adv Rate: \$137.50 Std Rate: \$183.50 Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T098 Technical Support Labor - Customer specific technical support services (ex. to configure and maintain customer equipment or for dedicated technical support beyond the Javits handoff domain). Jake Service: Technology--> Tab: Technology Labor 1/2HR Adv Rate: \$76.60 Std Rate: \$76.60 Price per hour. Billed in 1/2 Hour increments. Non_Taxable

Equipment



T060 8 Port Switch Rental - 8 Port Gigabit Ethernet Switch. Additional labor and material will be charged depending on the proximity (to extend lines beyond the switch) to connect the devices. Please ensure the order includes: electrical power Jake Service: Technology--> Tab: Equipment EACH Adv Rate: \$44.00 Std Rate: \$59.00 Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T061 16 Port Switch Rental - 16 Port Gigabit Ethernet Switch. Additional labor and material will be charged depending on the proximity (to extend lines beyond the switch) to connect the devices. Please ensure the order includes: electrical power Jake Service: Technology--> Tab: Equipment EACH Adv Rate: \$72.00 Std Rate: \$95.50 Price per day shown, discounted pricing based on number of days of service. Non_Taxable



Jacob K. Javits Convention Center 2021 Exhibitor Price List

Effective for events held 1/1/2021 through 12/31/2021



T105 Wireless Router Rental - Wireless router device to be configured by Javits Technology Solutions Additional labor and material will be charged depending on the proximity (to extend lines beyond the switch) to connect the devices. Please ensure the order includes: electrical power Jake Service: Technology--> Tab: Equipment

EACH Adv Rate: \$76.00 Std Rate: \$100.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable

Slow Wi-Fi - Open Unsecured Network - Requires Browser for set-up



T112 Voucher for Basic use (768Kbps/\$8 per day - unsecure for credit card transactions - minimum of 10) - Wi-Fi internet access voucher delivers internet at a maximum speed of 768kbps. This is for very light non-business-critical internet use. Order one voucher per device (minimum of 10 vouchers). Voucher code(s) and instructions will be sent to the email on Account. Jake Service: Technology--> Tab: Wi-Fi

EACH Adv Rate: \$8.38 Std Rate: \$8.38
Price per unit Non_Taxable

Wireless

Commonly Ordered for Simple Demos with no Graphics or for Credit Card Transactions over Wireless



T091 Wi-Fi in booth - up to 1.5Mbps - (up to 5 devices) wireless internet access for up to 5 devices at up to 1.5Mbps upload/download per Device. (moderate usage). MAC Address must be sent to Technology Solutions technology@javitscenter.com / 212-216-5432). Please note, without MAC Addresses, your devices cannot be connected. Jake Service: Technology--> Tab: Wi-Fi

EACH Adv Rate: \$600.00 Std Rate: \$801.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T092 Wi-Fi in booth - up to 1.5Mbps - (per additional device after 5) - Order this item for every additional device above the first 5 devices included with the Wi-Fi package (up to 5 devices). Up to 1.5Mbps per Device. (moderate usage). MAC Address must be sent to Technology Solutions technology@javitscenter.com / 212-216-5432). Please note, without MAC Addresses, your devices cannot be connected. Jake Service: Technology--> Tab: Wi-Fi

EACH Adv Rate: \$83.00 Std Rate: \$111.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T094 Wi-Fi in booth - up to 1.5Mbps - (per Device) wireless internet access per device up to 1.5Mbps. (moderate usage). MAC Address must be sent to Technology Solutions technology@javitscenter.com / 212-216-5432). Please note, without MAC Addresses, your devices cannot be connected.

EACH Adv Rate: \$139.00 Std Rate: \$185.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable

Commonly Ordered for Graphic Intensive Demos or for Light Video Streaming over Wireless.



T202 Wi-Fi in Booth - 5Mbps - (up to 5 devices) Wi-Fi Package - In Booth - 5Mbps (Up To 5 Devices) wireless internet access for up to 5 devices at up to 5Mbps upload/download per Device. (moderate usage). MAC Address must be sent to Technology Solutions technology@javitscenter.com / 212-216-5432). Please note, without MAC Addresses, your devices cannot be connected.

EACH Adv Rate: \$1,175.00 Std Rate: \$1,566.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T203 Wi-Fi in Booth - 5Mbps - (Additional Device after 5) Wi-Fi Package - In Booth - 5Mbps - Order this item for every additional device above the first 5 devices included with the Wi-Fi package (up to 5 devices). Up to 5Mbps per Device. (moderate usage). MAC Address must be sent to Technology Solutions technology@javitscenter.com / 212-216-5432). Please note, without MAC Addresses, your devices cannot be connected.

EACH Adv Rate: \$162.00 Std Rate: \$217.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



Jacob K. Javits Convention Center 2021 Exhibitor Price List

Effective for events held 1/1/2021 through 12/31/2021



T204 Wi-Fi in booth - up to 5Mbps - (per Device) wireless internet access per device up to 5Mbps. (moderate usage). MAC Address must be sent to Technology Solutions (technology@javitscenter.com / 212-216-5432). Please note, without MAC Addresses, your devices cannot be connected.

EACH Adv Rate: \$278.00 Std Rate: \$370.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable

Unrestricted Bandwidth and Unrestricted Devices

Step 1

Create your own Wi-Fi name (SSID) and Password



T020 Wi-Fi Network Name - SSID Please ensure the order includes: a Wi-Fi purchase

EACH Adv Rate: \$446.00 Std Rate: \$595.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable

Step 2

Select Areas of Service



T413 Wifi Hall 1A Mr - Meeting Room Please ensure the order includes: a Wi-Fi address (SSID)

Each Adv Rate: \$396.00 Std Rate: \$467.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T414 Wifi Hall 1A Sf - Show Floor Please ensure the order includes: a Wi-Fi address (SSID)

Each Adv Rate: \$792.00 Std Rate: \$936.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T418 Wifi Hall 1B Mr - Meeting Room Please ensure the order includes: a Wi-Fi address (SSID)

Each Adv Rate: \$220.00 Std Rate: \$259.50
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T419 Wifi Hall 1B Sf - Show Floor Please ensure the order includes: a Wi-Fi address (SSID)

Each Adv Rate: \$881.00 Std Rate: \$1,040.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T423 Wifi Hall 1C Mr - Meeting Room Please ensure the order includes: a Wi-Fi address (SSID)

Each Adv Rate: \$220.00 Std Rate: \$259.50
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T424 Wifi Hall 1C Sf - Show Floor Please ensure the order includes: a Wi-Fi address (SSID)

Each Adv Rate: \$1,101.00 Std Rate: \$1,300.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T428 Wifi Hall 1D Sf - Show Floor Please ensure the order includes: a Wi-Fi address (SSID)

Each Adv Rate: \$792.00 Std Rate: \$936.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T432 Wifi Hall 1E Mr - Meeting Room Please ensure the order includes: a Wi-Fi address (SSID)

Each Adv Rate: \$220.00 Std Rate: \$259.50
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T433 Wifi Hall 1E Sf - Show Floor Please ensure the order includes: a Wi-Fi address (SSID)

Each Adv Rate: \$661.00 Std Rate: \$780.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T443 Wifi Hall D - Level 2 Mr - Meeting Room Please ensure the order includes: a Wi-Fi address (SSID)

Each Adv Rate: \$705.00 Std Rate: \$831.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T445 Wifi North Concourse Please ensure the order includes: a Wi-Fi address (SSID)

Each Adv Rate: \$1,233.00 Std Rate: \$1,456.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



Jacob K. Javits Convention Center 2021 Exhibitor Price List

Effective for events held 1/1/2021 through 12/31/2021



T447 Wifi South Concourse Please ensure the order includes: a Wi-Fi address (SSID) Each Adv Rate: \$396.00 Std Rate: \$467.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T449 Wifi Crystal Palace Please ensure the order includes: a Wi-Fi address (SSID) Each Adv Rate: \$2,114.00 Std Rate: \$2,495.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T455 Wifi Hall 3A Sf - Show Floor Please ensure the order includes: a Wi-Fi address (SSID) Each Adv Rate: \$1,189.00 Std Rate: \$1,403.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T458 Wifi Hall 3B Sf - Show Floor Please ensure the order includes: a Wi-Fi address (SSID) Each Adv Rate: \$1,938.00 Std Rate: \$2,287.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T462 Wifi Hall 3D Sf - Show Floor Please ensure the order includes: a Wi-Fi address (SSID) Each Adv Rate: \$485.00 Std Rate: \$572.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T465 Wifi Hall 3E Sf - Show Floor Please ensure the order includes: a Wi-Fi address (SSID) Each Adv Rate: \$1,498.00 Std Rate: \$1,767.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T467 Wi-Fi Level 4 River Pavilion SF - Show Floor Please ensure the order includes: a Wi-Fi address (SSID) Each Adv Rate: \$1,101.00 Std Rate: \$1,300.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable



T470 Wi-Fi Level 4 – 4AB Terraces Please ensure the order includes: a Wi-Fi address (SSID) Each Adv Rate: \$705.00 Std Rate: \$831.00
Price per day shown, discounted pricing based on number of days of service. Non_Taxable

Additional Items



T301 Captive Portal - Landing Page Marketing tool – Custom splash screen that the visitor of a physical location is obliged to view and interact with in order to access the internet over Wi-Fi. EACH Adv Rate: \$9,995.00 Std Rate: \$12,995.00
Price per unit Non_Taxable



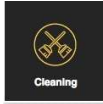
T014 Isdn Bri - ISDN BRI (Basic Rate Interface) with 2 SPIDS. EACH Adv Rate: \$716.25 Std Rate: \$894.70
Jake Service: Technology--> Tab: Connectivity--> Section: Telephone
Price per unit Non_Taxable



Jacob K. Javits Convention Center 2021 Exhibitor Price List

Effective for events held 1/1/2021 through 12/31/2021

CLEANING



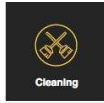
C006 Trash Removal - Exhibitor booth trash outs is a service for the removal of items such as furniture, etc. you would like to discard at the end of the show from your booth space. Price quotes are provided in person during events at the Javits service desk. One of the cleaning show managers will assess the booth and provide you with the quote fee. If a credit card is not on file you will be asked to provide one at the Javits service desk. Abandoned items in booths will be noted and the show manager will determine the cost to be charged post show - \$600.00 minimum.

EACH

Adv Rate: \$0.00

Std Rate: \$0.00

Price is determined on the amount/volume of items to be discarded Taxable



C061 Show Days Cleaning - Vacuuming only (based on the square footage of booth and number of show days).

SQFT

Adv Rate: \$0.297

Std Rate: \$0.379

Price per unit/day Taxable



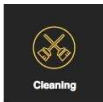
C062 Shampoo Booth Carpet - Carpeting is shampooed as ordered by exhibitors prior to event opening or during overnight hours of event days (shampooing services are not available immediately prior to, or during, event hours). Note: Deep stains from soda, coffee, tea, food and wine may not come out. Exhibitors can request spot shampooing (billing will be at a 100 sq ft minimum).

SQFT

Adv Rate: \$0.584

Std Rate: \$0.759

Price per unit/day Taxable



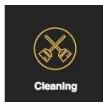
C021 Exh Porter Svc 100-999 - Porter comes to the booth every 2 hours and removes trash, sweeps the carpet with a carpet sweeper, or broom and dust pan. Javits sets the schedule.

EACH

Adv Rate: \$58.15

Std Rate: \$73.05

Price per Day Taxable



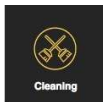
C022 Exh Porter Svc 1000 - Up - Porter comes to the booth every 2 hours and removes trash, sweeps the carpet with a carpet sweeper, or broom and dust pan. Javits sets the schedule.

EACH

Adv Rate: \$86.85

Std Rate: \$109.40

Price per Day Taxable



C049 Exclusive Porter Service - Porter is assigned to the exhibit space for a minimum of 2 hours per day. Exhibitor provides the scheduled times. Example: 12pm to 2pm. Billing is at the prevailing hourly rate for porters. Additional hours can be scheduled as required and all billing is at the prevailing hourly rate for porters. Work performed by porters is as follows: general trash removal, light policing of carpet or other flooring with broom and dustpan or carpet sweeper.

Hr

Adv Rate: \$45.60

Std Rate: \$45.60

Price per hour. 2 Hour minimum per day. Taxable



Jacob K. Javits Convention Center 2021 Exhibitor Price List

Effective for events held 1/1/2021 through 12/31/2021

PLUMBING



P011 Air Single Outlet 1/4" - Single Outlet Air Line

EACH Adv Rate: \$1,179.30 Std Rate: \$1,390.35
Price per unit Non_Taxable



P012 Air Single Outlet 3/8" - Single Outlet Air Line

EACH Adv Rate: \$1,179.30 Std Rate: \$1,390.35
Price per unit Non_Taxable



P013 Air Single Outlet 1/2" - Single Outlet Air Line

EACH Adv Rate: \$1,179.30 Std Rate: \$1,390.35
Price per unit Non_Taxable



P014 Air Single Outlet 3/4" - Single Outlet Air Line

EACH Adv Rate: \$1,179.30 Std Rate: \$1,390.35
Price per unit Non_Taxable



P043 Air Addl Branch Outlet 1/4"

EACH Adv Rate: \$239.40 Std Rate: \$296.80
Price per unit Non_Taxable



P040 Air Addl Branch Outlet 3/8"

EACH Adv Rate: \$239.40 Std Rate: \$296.80
Price per unit Non_Taxable



P041 Air Addl Branch Outlet 1/2"

EACH Adv Rate: \$239.40 Std Rate: \$296.80
Price per unit Non_Taxable



P042 Air Addl Branch Outlet 3/4"

EACH Adv Rate: \$239.40 Std Rate: \$296.80
Price per unit Non_Taxable



P015 Water Single Outlet 1/4" - Single Outlet Water Line

EACH Adv Rate: \$1,149.40 Std Rate: \$1,356.10
Price per unit Non_Taxable



P016 Water Single Outlet 3/8" - Single Outlet Water Line

EACH Adv Rate: \$1,149.40 Std Rate: \$1,356.10
Price per unit Non_Taxable



P017 Water Single Outlet 1/2" - Single Outlet Water Line

EACH Adv Rate: \$1,149.40 Std Rate: \$1,356.10
Price per unit Non_Taxable



P018 Water Single Outlet 3/4" - Single Outlet Water Line

EACH Adv Rate: \$1,149.40 Std Rate: \$1,356.10
Price per unit Non_Taxable



P243 Water Addl Branch Outlet 1/4"

EACH Adv Rate: \$239.40 Std Rate: \$296.80
Price per unit Non_Taxable



P240 Water Addl Branch Outlet 3/8"

EACH Adv Rate: \$239.40 Std Rate: \$296.80
Price per unit Non_Taxable



P241 Water Addl Branch Outlet 1/2"

EACH Adv Rate: \$239.40 Std Rate: \$296.80
Price per unit Non_Taxable



P242 Water Addl Branch Outlet 3/4"

EACH Adv Rate: \$239.40 Std Rate: \$296.80
Price per unit Non_Taxable



Jacob K. Javits Convention Center 2021 Exhibitor Price List

Effective for events held 1/1/2021 through 12/31/2021

	P045 Water - Fill/Drain To 500 Gals	EACH	Adv Rate: \$628.10	Std Rate: \$697.35	Price per unit Non_Taxable
	P046 Water - Each Add'L 500 Gallons	EACH	Adv Rate: \$274.15	Std Rate: \$302.80	Price per unit Non_Taxable
	P019 Drain Single Outlet 1/2" - Single Outlet Drain	EACH	Adv Rate: \$1,172.40	Std Rate: \$1,390.35	Price per unit Non_Taxable
	P020 Drain Single Outlet 3/4" - Single Outlet Drain	EACH	Adv Rate: \$1,172.40	Std Rate: \$1,390.35	Price per unit Non_Taxable
	P021 Drain Single Outlet 1" - Single Outlet Drain	EACH	Adv Rate: \$1,172.40	Std Rate: \$1,390.35	Price per unit Non_Taxable
	P049 Drain - Add'L Connections	EACH	Adv Rate: \$412.00	Std Rate: \$486.30	Price per unit Non_Taxable
	P050 Sink - Cold Water Only - Javits Center Supplied Sink	EACH	Adv Rate: \$1,336.70	Std Rate: \$1,624.25	Price per unit Non_Taxable
	P051 Sink - With 6 Gal Elec Heater - Javits Center Supplied Sink	EACH	Adv Rate: \$1,422.80	Std Rate: \$1,680.60	Price per unit Non_Taxable
	P095 6 Gal Hot Water Heater (Electrical Service Included) - Water Line Not Included. Please ensure the order includes: water supply/source.	EACH	Adv Rate: \$716.70	Std Rate: \$785.30	Price per unit Non_Taxable
	P053 80 Gallon Hot Water Heater Hot Water Heater - 80 Gallons - requires one 30 amp 3 phase 208 service, which is included. Please insure the order includes: water supply/source.	EACH	Adv Rate: \$1,068.45	Std Rate: \$1,286.90	Price per unit Non_Taxable
	P081 Manifold For Air/Water	EACH	Adv Rate: \$203.45	Std Rate: \$237.80	Price per unit Non_Taxable
	P097 Plumber - St(1/2Hr) - One hour minimum labor charge. Additional time charged at 1/2 hour increments. Straight time hours include: 7:30 a.m. to 3:00 p.m., Monday through Friday.	1/2HR	Adv Rate: \$67.10	Std Rate: \$67.10	Price per 1/2 hour. Billed in 1/2 Hour increments. Non_Taxable
	P098 Plumber - Ot(1/2Hr) - One hour minimum labor charge. Additional time charged at 1/2 hour increments. Overtime hours include: 3:00 p.m. to 7:30 a.m., Monday through Sunday and Holidays.	1/2HR	Adv Rate: \$132.10	Std Rate: \$132.10	Price per 1/2 hour. Billed in 1/2 Hour increments. Non_Taxable



Jacob K. Javits Convention Center 2021 Exhibitor Price List

Effective for events held 1/1/2021 through 12/31/2021

MEDICAL



M030 Mobility Vehicle Rental, Small Up To 200 Lbs. - Pick up EACH
and drop off scooter at the concierge desk. ID required and
payment in advance.

Std Rate: \$94.00
Price per day Taxable



M031 Mobility Vehicle Rental, Medium 201 To 300 Lbs. - Pick EACH
up and drop off scooter at the concierge desk. ID required
and payment in advance.

Std Rate: \$116.00
Price per day Taxable



M032 Mobility Vehicle Rental, Large Over 300 Lbs. - Pick up EACH
and drop off scooter at the concierge desk. ID required and
payment in advance.

Std Rate: \$138.00
Price per day Taxable



M033 Manual Wheelchair - NO CHARGE EACH

Std Rate: \$0.00
No Charge Non_Taxable



M034 Manual Wheelchair - Large - NO CHARGE EACH

Std Rate: \$0.00
No Charge Non_Taxable



Jacob K. Javits Convention Center 2021 Exhibitor Price List

Effective for events held 1/1/2021 through 12/31/2021

SECURITY



B053 Event Security Services - Security services consist of security guard coverage; two- way radios for event management with direct connect to Javits Center Security and Event Solutions; canine explosive detection teams during open event hours; supervision and other related services as Contractor deems appropriate. Security services will be provided for all licensed space for the duration of the license agreement. Additional security services may be available at prices to be determined at the time of request.

Hr

Adv Rate: \$0.00

Std Rate: \$0.00

Price is determined on a case by case basis, according to the level of effort required by Javits Taxable



B007 Javits in Booth Video System - The Javits Center's in-booth video system provides live-stream footage of your booth enabling you to access sales activity, product placement, etc. The discrete camera design works seamlessly into your booth, virtually unnoticed - the corresponding app gives you 24-hour access to booth activity at your fingertips. With our latest offer, you're always on-site, even from afar. Package includes: palm-sized, mountable 2 Megapixel HDTV security camera, mobile app set-up and Wi-Fi connection for one device, 24-hour access for four days and 14 days of cloud storage. Additional camera and storage options available. Place your order with a Javits Exhibitor Solutions Representative.

EACH

Adv Rate: \$357.35

Std Rate: \$456.05

Price per unit Taxable



Complete Sound, Lighting and Video Service
52 Forest Ave., Suite 6, 2nd Fl., Paramus, NJ 07652
P 201-340-2290; Fax 201-340-2108; C 201-954-3320
E-Mail: info@metromultimedia.com

PAYMENT AUTHORIZATION FORM

DISCOUNT DEADLINE: 10/29/2021

ICFF NY
NOVEMBER 14 – 15, 2021
JACOB K JAVITS CONVENTION CENTER

Company:	Booth:
Address:	
City, State Zip:	Phone:
Ordered by (Print):	
Email Address:	Fax:
ESTIMATED TOTALS	
Audio Equipment Total	
Projection Total	
Video and Data Display Total	
Labor Total	
<i>Sub Total Estimate due MetroMultimedia</i>	\$
<i>Sales Tax Due on Sub Total Amount</i>	\$
Delivery & Pick Up	\$ 150.00
<i>Total Due MetroMultimedia</i>	\$
PAYMENT AUTHORIZATION	

YOUR SIGNATURE OF THIS PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND ON YOUR ORDER FORMS

Company Check – Make payable to MetroMultiMedia, and reference **ICFF NY**. Mail to: 52 Forest Ave, Suite 6, 2nd Floor, Paramus, NJ 07652

****Please Note** – Returned checks are subject to a \$35.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACK UP.**

Wire Transfers – If paying by wire transfer please contact MetroMultiMedia for wire transfer information and include a \$40.00 wire transfer fee.

ALL WIRE TRANSFERS REQUIRE A CREDIT CARD BACK UP.

Credit Card – For your convenience, MetroMultiMedia Services will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by you or your representative. These charges may include all MetroMultiMedia charges, and any charges that MetroMultiMedia may be obliged to pay on your behalf, including without limitations, any material handling and/or labor charges. Please Complete the information below.

<input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER															Exp. Date		
Account Number																	
Security Code					Visa/MasterCard/Discover (3 Digits), Amex (4 Digits)												

Cardholder Name (Please Print): _____

Cardholder Billing Address: _____

City/State/Zip: _____ Phone: _____

***The cardholder names above hereby authorize MetroMultiMedia to charge my credit card for the actual costs of the services estimated above and any additional services and amounts including, but not limited to, labor to install or remove equipment and/or material handling charges. If there is any intent to commit fraud, I will be held to the full extent of the law.

Cardholder Signature: _____ Date: _____

PAYMENT POLICY: MetroMultiMedia requires payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made prior to completion of event. NO CREDITS WILL BE MADE AFTER THE CLOSE OF THE EVENT. Checks **must** be in US Dollars and drawn on a US Bank.

TAX EXEMPT STATUS: If you are exempt from paying sales tax, you must provide a certificate of exemption for the state in which services are to be provided, with your order.

EQUIPMENT: You are responsible for payment on any MetroMultiMedia rental equipment.

CANCELLATIONS – EQUIPMENT CANCELLATIONS NOT RECEIVED 48 HRS BEFORE DELIVERY DATE WILL BE CHARGED 100% - ** NO EXCEPTIONS **



Complete Sound, Lighting and Video Service
52 Forest Ave., Suite 6, 2nd Fl., Paramus, NJ 07652
P 201-340-2290; Fax 201-340-2108; C 201-954-3320
E-Mail: info@metromultimedia.com

MetroMultiMedia Order Form

DISCOUNT DEADLINE: 10/29/2021

ICFF NY
NOVEMBER 14 – 15, 2021
JACOB K JAVITS CONVENTION CENTER

Company Name: _____ Booth #: _____ Booth Size: _____
Address: _____ City: _____ State: _____ Zip: _____
Contact Name: _____ Phone: _____ E-Mail: _____
Delivery Date/Time: _____ Pick Up Date/Time: _____
On Site Contact Name: _____ On Site Contact Phone: _____

Audio Equipment	Qty.	Early Rate	Show Rate	# of Days	**Total
1 Speaker Sound System (Speaker, Stand, Mixer, PCDI)		\$160.00	\$200.00		
2 Speaker Sound System (Speakers, Stands, Mixer, PCDI)		\$272.00	\$340.00		
Wireless Microphone (____ Lavalier, ____ Handheld ____ Headset)		\$130.00	\$162.50		
8 Channel Audio Mixer (required with use of wireless mic)		\$60.00	\$75.00		
Large Venue Sound Systems are available upon request		Please Call	Please Call		
Projection	Qty.	Early Rate	Show Rate	# of Days	**Total
3k Lumen LCD Video / Data Projector (Conference Room)		\$250.00	\$312.50		
4.5 Lumen LCD Video / Data Projector (In Booth)		\$415.00	\$518.75		
Tripod Projection Screen ____ 5' ____ 6' ____ 7' or ____ 8'		\$50.00	\$62.50		
Projector Stand		\$15.00	\$18.75		
Custom Projection and Lighting Packages are available upon request		Please Call	Please Call		
Computers & Accessories	Qty.	Early Rate	Show Rate	# of Days	**Total
Lenovo Desktop Computer HD/DVD/RW w/ Monitor		\$275.00	\$343.75		
Apple Mac Mini		\$85.00	\$106.25		
Lenovo Laptop Computer FULL HD		\$160.00	\$200.00		
MacBook Pro 15"		\$250.00	\$312.50		
Apple iPad2		\$65.00	\$81.25		
iPad Floor Stand (stand only available with order of iPad2)		\$75.00	\$93.75		
Video and Data Display	Qty.	Early Rate	Show Rate	# of Days	**Total
Please select Source for Monitor: ____ PC Laptop ____ MAC Laptop ____ DVD Player ____ Media Player ____ Other: _____					
32" Flat Panel Display ____ Table Top ____ Wall Mounted		\$160.00	\$200.00		
42" Flat Panel Display ____ Table Top ____ Wall Mounted		\$285.00	\$356.25		
50" Flat Panel Display ____ Table Top ____ Wall Mounted		\$450.00	\$562.50		
60" Flat Panel Display ____ Table Top ____ Wall Mounted		\$525.00	\$656.25		
70" Flat Panel Display ____ Wall Mounted		\$590.00	\$737.50		
90" Flat Panel Display ____ Wall Mounted		\$1,200.00	\$1,500.00		
40" Touch Screen Panel Display ____ Wall Mounted		\$500.00	\$650.00		
55" Touch Screen Panel Display ____ Wall Mounted		\$850.00	\$1,062.50		
*Dual Post Floor Stand for Flat Panel Monitors (for 40" through 70" sizes only)		\$60.00	\$75.00		
*Dual Post Floor Stand Shelf for Laptop		\$15.00	\$18.75		
Media Player (required for USB playback)		\$30.00	\$37.50		
Additional monitors, touchscreens and video walls are available upon request		Please Call	Please Call		
Total Audio, Projection & Video and Data Display					\$
A labor charge of \$70.00 per hour may be added depending on the type and quantity of equipment ordered.					Labor Total
Grand Total Equipment Rental and Labor					\$

Please Note:

Drayage Costs (if applicable) are not included in delivery costs.

To receive a confirmation of your order prior to event, please e-mail: info@metromultimedia.com.

Show rate applies if order is received after deadline date. **** Rates listed are per day.**

In venues where union rules are in effect, delivery and pick up times may vary depending on availability of laborers.

*Dual Post Floor Stands and Shelves are only available with order of Flat Panel Display Monitors.

SUBTOTAL = _____ + TAX @ 8.875% = _____ + \$150.00 Deliver & Pick-Up = TOTAL _____

Payment Authorization Form must accompany order.

Equipment Cancellations not received 48 Hrs. before delivery date will be charged 100% - ****NO EXCEPTIONS****



**JACOB K. JAVITS
CONVENTION CENTER
ICFF**

November 14-15, 2021

228 E 45th St, New York, NY 10017 Phone 800.554.0001 Fax 212.687.5939


Company/Exhibitor:						
Contact:						
Address:						
City:		State:		Zip:		
Phone:		Fax:				
Booth #						
On-Site Contact Name:						
On-Site Contact Phone Number:						
Contact E-mail Address:						
Company Web Address:						
RENTAL PRICES						
QTY	ITEM	VARIETY	PREORDER	AT SHOW	TOTAL	
	2 -3' green plant		\$45.00	\$50.00		
	4' green plant		\$50.00	\$60.00		
	5' green plant		\$65.00	\$75.00		
	6' green plant		\$85.00	\$95.00		
	8' green plant		\$120.00	\$150.00		
	10" fern		\$50.00	\$60.00		
	Bromeliad		\$40.00	\$45.00		
*Please note, all plant heights are approximate.						
PURCHASE PRICES						
QTY	ITEM	VARIETY	PREORDER	AT SHOW	TOTAL	
	Potted Mums	Yellow White Lavender Bronze	\$25.00	\$30.00		
	4" Flowering Plant		\$15.00	\$20.00		
	6" Flowering Plant		\$30.00	\$35.00		
PLEASE CIRCLE STYLE						
	Flower Arrangement Seasonal	One-Sided Tall Round Low	\$50 \$60 \$100 \$125	\$75 \$150		
	Flower Arrangement Tropical	One-Sided Tall Round Low	\$60 \$75 \$125 \$150	\$100 \$200		
Notes/Colors:					Subtotal	
					Delivery	\$30.00
					8.875% Tax	
					Grand Total	
Use this space only to schedule a designer to visit your booth for Custom Floral Designs						
Date/Time:		Booth:	Contact:			
Orders cannot be accepted without Sales Tax or a Tax Exempt Form. All orders must be paid in full (check or credit card) PRIOR to show, unless prior arrangements are made.						
Credit Card #			Exp:			
Name:						
Return this form with your check to: Big Apple Florist or Fax to 212.687.5939 or Email to Comments@bigappleflorist.com ** YOUR ORDER MUST BE RECEIVED NO LESS THAN 1 WEEK PRIOR TO THE SHOW TO ENSURE AVAILABILITY** If you don't receive an email confirmation 1 week prior to the show, we did NOT receive your order. Please call 212.687.3434 ** For assistance the day of the show, please call 917-231-6030						

ICFF NY November 14 - 15, 2021

Jacob Javits Convention Center | New York, NY



Choose the solution that will *instantly* capture contact & demographic data

NEW Features!	Order Lead Retrieval	on or before 9/7/21	from 9/8/21 to 10/20/21	after 10/20/21	number of units	TOTAL			
	SWAP® Mobile App (1 - 3 users)	\$ 549	\$ 579	\$ 599		\$			
	Handheld Badge Scanner (RT2000)	\$ 549	\$ 579	\$ 599		\$			
	Tablet (Android Device)	\$ 479	\$ 499	\$ 549		\$			
	Add SWAP Mobile App Users to any above products (after purchase of initial lead option)	\$ 149 each				\$			
	Bluetooth Printer Order 1:1 for all SWAP Mobile Users, Handheld Scanners and Tablets purchased	\$ 100	\$ 125	\$ 150		\$			
	Developer's Kit (Real Time Data Services) Click here for more information	\$ 800				\$			
	Delivery of Reader to Booth (Post show pickup not available)	\$ 200				\$			
<div><div><div><div>Safe & Secure</div><div>Your Safety is our Top Priority!</div><div>Learn more about Exhibiting Safely</div></div></div><div><div>Sub-Total</div><div>Processing Fee*</div><div>Total with 8.875% Sales Tax**</div><div>TOTAL</div></div></div> <td>\$</td> <td>\$ 9.99</td> <td>\$</td> <td>\$</td>						\$	\$ 9.99	\$	\$
See page 2 for our enhanced product descriptions.						\$			



Your Lead Retrieval Order Confirmation will be emailed to you.

Note: All equipment must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

TERMS AND CONDITIONS:
Purchase Orders are not accepted.

All orders cancelled prior to 30 days of the show will incur a \$100 cancellation fee. Orders cancelled within 30 days of the show will not be refunded.

Click [here](#) for additional Terms and Conditions

* Processing fee waived when order is placed using company's online lead portal.

** Taxable items and rates vary among states and are subject to change. Please call for exact quote.

Order Online Now: <https://exhibitor.experientswap.com>

Exhibiting Company: _____ Booth #: _____

Check if information is for: ☐ Exhibiting Company ☐ Third Party

3rd Party Company (if applicable): _____ Contact Name: _____

Address: _____ City: _____

State/Country: _____ Zip: _____ Email: _____

Phone: _____ Fax: _____

Do not email credit card information

Upon registration for this event, all guests (foreign and domestic) agreed to Terms of Use which include voluntarily sharing their personal information with exhibiting companies via lead retrieval. Maritz Global Events recommends all customers seek their own expert advice for GDPR Compliance concerns.

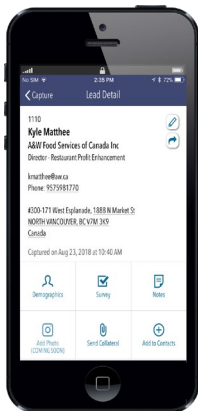
Order Online Now: <https://exhibitor.experientswap.com>

For Assistance Contact:
ExhibitorServices@maritz.com

It is against Maritz Global Events' security policy to accept credit card information via email.

 **Maritz Global Events®**
(formerly Experient)

Which Solution is Right for Your Booth?



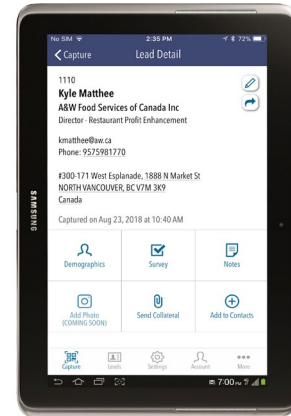
SWAP

- Native app for Android or iOS
- Economical way to get scanning solution into the hands of each salesperson
- Tracks leads by individual
- Supports sending marketing collateral through email
- Printers pair 1:1 with each SWAP mobile device



Handheld Scanner (RT2000)

- High speed
- Ergonomic—left and right hand enabled
- Good for busy booths that require shared devices
- Printers pair 1:1 with each device



Tablet (Android Device)

- Full connectivity with integrated scanning
- Good for booths that require a shared scanning device
- Larger screen is perfect for long surveys or detailed notes
- Printers pair 1:1 with each device

All our badge scanners run on the easy-to-use SWAP platform. Choose the option that's right for your booth or mix and match to create a custom solution.

Every lead choice allows you to:

- Gather data from attendee badges
- Rank leads
- Provide custom surveys
- Add notes to leads
- Access and download data from your secure portal
- Mix and match scanning solutions
- Scan leads with or without data connection
- View and edit data in real time

What's NEW with our badge scanning devices:

- Automated emails to scanned leads
- Printers pair 1:1 with all lead solutions
- Copy over surveys from previous events
- Business card scanning
- Enhanced surveys: new branching functionality to allow for better lead qualification
- Lead matchmaking

Order Online Now: <https://exhibitor.experientswap.com>



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Demonstrators - Host/Hostesses - Costume Characters -
Sales/Assistants - Interpreters/Translators

Company Name	<hr/>		
Contact Person	<hr/>		
Billing Address	<hr/>		
City	State	Country	<hr/>
Phone	<hr/>		
Email	<hr/>		
Event Name	<hr/>		
Position Required	<hr/>		
Number Required	<hr/>		
Dates Required	<hr/>		
Times Required	<hr/>		

PAYMENTS CAN BE MADE VIA CREDIT CARD, CHECK PAYABLE TO METROPOLITAN COMPNIES, LLC AS WELL AS WIRE TRANSFER. FULL BALANCE IS DUE IN ADVANCE OF THE SHOW. A 4 HOUR MINIMUM IS REQUIRED FOR EACH PERSON. SOMEONE WORKING SIX HOURS OR MORE WILL TAKE A 30 MINUTE LUCH BREAK WHICH THE CLIENT IS NOT BILLED FOR.