



## MAIN MENU

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**Welcome** to the ICFF 2025 Exhibitor Services Manual! The information in the pages below is designed to help guide exhibitors through the planning process of exhibiting at ICFF 2025. Schedules and deadlines as well as links to additional information, online ordering sites, and downloadable printable order forms are included for your convenience.

The **Main Menu** is designed so clicking on a topic will automatically transport you to that section of the manual. Also, each page includes linked tabs at the top to help you navigate back to the Main Menu or another section of the manual.

We encourage you to thoroughly review this document, especially those areas that pertain to you and your booth and ask questions about any areas you need further clarification on.

## GENERAL INFO

### DATES & TIMES

#### Move-in\*

Thursday, May 15*	8:00 a.m. – 5:00 p.m.
Friday, May 16	8:00 a.m. – 5:00 p.m.
Saturday, May 17	8:00 a.m. – 5:00 p.m.

*\*Please refer to the Freeman targeted move-in map for more information*

#### Show Day

Sunday, May 18	10:00 a.m. – 6:00 p.m.
Monday, May 19	10:00 a.m. – 6:00 p.m.
Tuesday, May 20	10:00 a.m. – 5:00 p.m.

#### Move-out

Tuesday, May 20	5:00 p.m. – 11:59 p.m.
Wednesday, May 21	8:00 a.m. – 2:00 p.m.

### EXHIBIT HALL LOCATION

Javits Center – Level 1, Hall 1A/B/C  
429 11th Ave, New York, NY 10001

This is a non-smoking building.

### SHOW MANAGEMENT CONTACTS

[Click here](#) for a full list of Show Management.

### VENDORS

Click on vendors to get more information.



#### EXHIBITOR SERVICES

Freeman

[ORDER ONLINE](#)

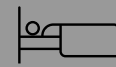
[CONTACT INFO](#)



#### ELECTRICAL

Javits Exhibitor Services

[ORDER ONLINE](#)



#### HOUSING

Official Provider

[EVENTSPHERE](#)



#### FLORAL/PLANTS

Big Apple Florist

[ORDER FORM](#)



#### INTERNET

Javits

[ORDER ONLINE](#)



#### CATERING

Cultivated

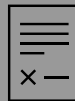
[ORDER ONLINE](#)



#### SECURITY

A&M Security

[ORDER ONLINE](#)



#### INSURANCE

Marsh/Total Event

[ORDER ONLINE](#)

[SAMPLE COI](#)



#### LEAD RETRIEVAL

INFO COMING SOON!



#### AUDIO VISUAL

Metro AV

[ORDER ONLINE](#)



#### BOOTH CLEANING

Freeman

[ORDER ONLINE](#)



#### INT'L FREIGHT

PIBL

[ORDER FORM](#)

## SHOW PLANNER

Click on items to get more information and link to the website or form.

**March 21**

[SUBMIT BOOTH LAYOUT](#)

**April 16**

[UPDATE SHOW DIRECTORY LISTING](#)  
[WAREHOUSE SHIPPING BEGINS](#)

**April 18**



[FREEMAN EARLY BIRD DEADLINE FOR ONLINE ORDERS](#)

FURNITURE  
 RIGGING  
 LABOR  
 WASTEBASKET

**May 3**



[JAVITS ORDER DEADLINE](#)

ELECTRICAL  
 INTERNET  
 PLUMBING  
 CATERING

### BEFORE YOU ARRIVE TO SHOWSITE



Submit Certificate of Insurance



Coordinate Hotel & Travel



Register Booth Personnel in Advance



Update Show Directory Exhibitor Profile and/or listing

### OPTIONAL SERVICES



Floral



AV



INTL FREIGHT



CATERING



INTERNET

### ONCE YOU ARRIVE

PICK UP BADGE

CHECK FREIGHT

ADVANCED ELECTRICAL

RIGGING (structures only – no hanging banners/signage)

### SHOW MANAGEMENT APPROVAL



Hanging Structures Request Approval by April 16, 2025 *\*hanging signage is not allowed*



Hiring an Exhibitor Appointed Contractor (EAC) Submit form by April 16, 2025.

## INSURANCE

ICFF 2025 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 2025 before the show.

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 the exhibitor's obligations under this paragraph.

The following three types of insurance are required:

- **Workers' Compensation** insurance unless you are the sole proprietor. A 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 worker's 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 for 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 be named as additional insured, Emerald (Show Management), Javits (Facility), and Freeman (General Service Contractor). If requested, copies of additional insured endorsements, primary coverage endorsements, and complete copies of policies satisfactory to Emerald, 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 canceled without a 30-day advance written notice to Emerald.

The following MUST be contained on the certificate: [CLICK HERE FOR AN EXAMPLE](#)

"Producer" – Name, Address, and Phone Number of the insurance carrier

"Insured" – Company Name, Address, Phone Number, and Booth Number

"Description of Special Items" – Emerald (Show Management), Freeman (Official Service Provider), Javits Convention Center (Facility), and ICFF (Show) are hereby named as additional insured, except for Workers' Compensation. 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 May 18-20, 2025, in New York, NY.

### NEED GENERAL LIABILITY INSURANCE?

Marsh/TotalEvent Insurance offers General Liability Insurance for \$65 plus tax. Order Insurance [here](#).



#### *Certificate Holder Information should be listed as:*

ICFF 2025  
31910 Del Obispo, Ste 200  
San Juan Capistrano, CA 92675  
Attn: Tracey Roberts

#### REPORTING

In the event of damage or loss of property, or an accident or injury, it is your responsibility to contact your insurance broker or carrier immediately.



Submit your insurance documents online through the [Exhibitor Console](#). Be sure the name of the attachment reflects the name of the insured exhibiting company.

## BOOTH REGULATIONS

### CONSTRUCTION/DESIGN

- Premium booth package will be provided with a hard wood wall system. The walls are 10' 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 package wall system of 10' must be approved by Show Management and 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 12' – 16' in height **depending on their booth location**, contact Show Management for approval ([tracey.roberts@emeraldx.com](mailto:tracey.roberts@emeraldx.com)).
- Exhibitors who wish to have an enclosed ceiling or even partial coverage of their booth must submit a detailed request by March 21, 2025, to Show Management for approval at ([tracey.roberts@emeraldx.com](mailto:tracey.roberts@emeraldx.com)). Javits Rules & Regulations will apply.
- We are requesting all exhibitors submit a copy of their booth design/layout to Show Management no later than March 21, 2025. Please use this [link to submit](#) all renderings.

### PENINSULA, ISLAND, OR LARGER BOOTHS

#### Booth Height Restrictions

- Island booths that are 399 Sq. Ft. and smaller may extend their back wall, side walls and fascia 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 fascia of their exhibits up to 12'- 16' in height **depending their booth location**, contact Show Management for approval ([tracey.roberts@emeraldx.com](mailto:tracey.roberts@emeraldx.com)).
- Exhibitors who wish to have an enclosed ceiling or even partial coverage of their booth must submit a detailed request in advance by March 21, 2025, to Show Management for approval. Submit to [tracey.roberts@emeraldx.com](mailto:tracey.roberts@emeraldx.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 an identification sign or other copy that would detract from the adjoining exhibit. If the exhibitor does not comply after a written warning has been issued, Show Management reserves the right to order a cover from Freeman. Exhibitors 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

- The maximum weight support is specified on the coming pages. If items exceed the maximum weight, please contact Freeman for additional wall support options and associated costs.
- All dimensions shown on following pages are inside dimensions for all booths.
- Peninsula booths cannot sustain weight on their walls as is. **It is required to order additional reinforced walls.** Please contact Freeman for assistance.
- 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.

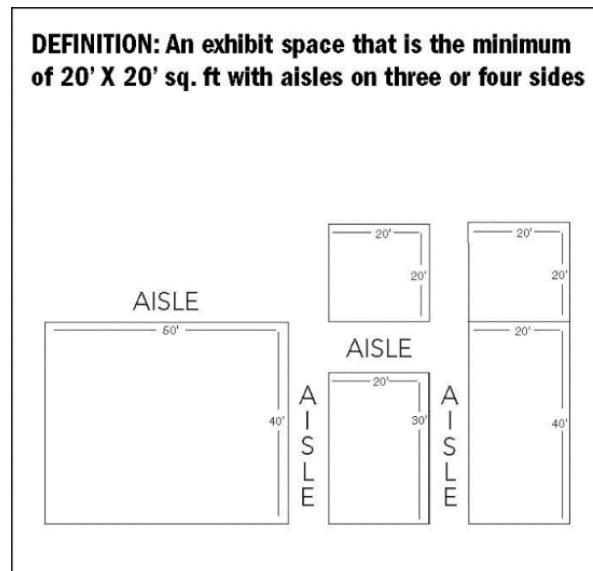
\*Configurations may require additional center support walls based on booth location

## Hanging Structures

All rigging must be pre-approved by Show Management ([tracey.roberts@emeraldx.com](mailto:tracey.roberts@emeraldx.com)). It is the exhibitor's responsibility for all production and labor costs incurred to produce, install, and dismantle hanging structures. **No banners/hanging signs are permitted at ICFF.**

Whether suspended from above or supported from below, all hanging items should comply with all ordinary use-of-space requirements.

- Items being hung may be hung at any height however the combined height of the hanging structure and the booth structure cannot exceed the height limitations for specific hall the booth is in. **All requests must be approved by Show Management to ensure hanging structures meet the ceiling limitations in halls 1A/1B/1C of the Javits Center.**
- Hanging items 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 structures. The exhibitor must complete the online hanging structure form in the [exhibitor console](#) 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 structures unless otherwise noted.
- Linear and end-cap booths do not qualify for hanging structures.



## Lighting/Truss

Exhibitors intending to use hanging light systems should submit drawings to Show Management for approval. For optional lighting orders and additions, please reference the [Freeman Service Kit](#) or [Javits Online Ordering](#).

## Balloons or Inflatables

Helium balloons and products are not allowed.

## 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 ([tracey.roberts@emeraldx.com](mailto:tracey.roberts@emeraldx.com)) for questions you may have regarding exact specifications relative to your booth size and structure.



## BOOTH PACKAGES:

- **RAW SPACE** – include the space and show site material handling (drayage)
- **STANDARD with PACKAGE** – includes white hard walls, show site material handling (drayage) and basic lighting.
  - Lighting includes one LED par can light per 10x10 of space. The LED par can will be hung in the aisle and will be directed and centered to spread light throughout a 10x10 space.
  - **ALL LIGHT INCLUDED IN THE BOOTH PACKAGE HAS A STANDARD PLACEMENT** – any movement requests of the booth package lights will be at the expense of the exhibitor.
- **5x15 or 5x20 STANDARD with PACKAGE** - includes white hard walls, show site material handling (drayage) and basic lighting.
  - Lighting includes one LED par can light per 5x10 of space. The LED par can will be hung in the aisle and will be directed and centered to spread light throughout a 5x10 space.
  - **ALL LIGHT INCLUDED IN THE BOOTH PACKAGE HAS A STANDARD PLACEMENT** – any movement requests of the booth package lights will be at the expense of the exhibitor.
- **5x10 STANDARD with PACKAGE** - includes white hard walls, show site material handling (drayage) and basic lighting.
  - Lighting includes one track with three (3) lights, located on top of the wall, a third back from the back wall.

## 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 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 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.

## 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 (i.e. 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.

## Ordering Additional Wall Panels

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 Representative. If you receive approval in writing from your ICFF Sales Representative, you can order additional hard wood wall panels from Freeman.

Step One: Email your ICFF Sales Representative and provide a rendering showing the additional panels.

Step Two: Once approved, forward your approval email to the Freeman Solutions Team at [solutions@freeman.com](mailto:solutions@freeman.com) and request your additional panel (s).

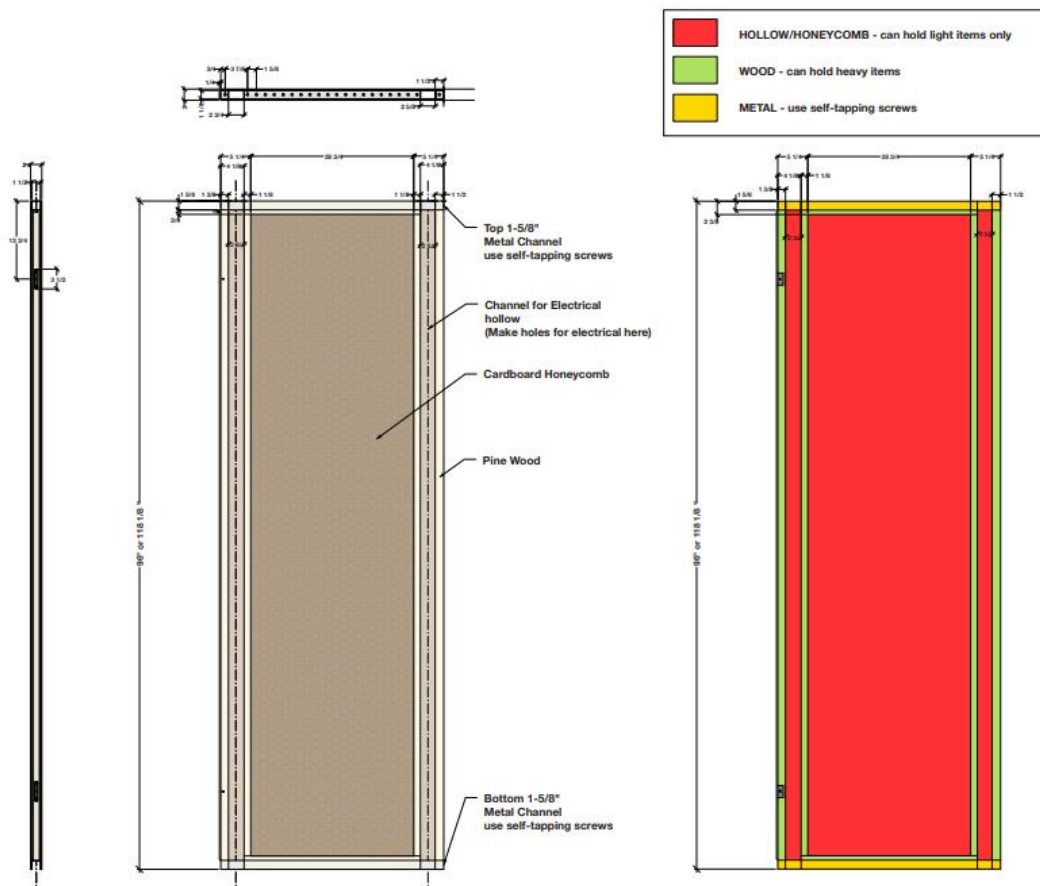
Step Three: Someone on the Freeman Solutions team will reply to your request with pricing per panel and the next steps to order.

In addition, reinforced wall panels are available (and advised) should your display involve the hanging of heavy materials. This will reduce the risk of an accidental display collapse and/or wall damage.



## Easy Wall Panel System – [Click here to view a larger rendering](#)

Easy Panels are modular wood hard wall system. It features cam lock connections that use 7mm allen key, open vertical channels for electrical, metal U-channels on top and bottom for both electrical and light placement. The panels are quick to set up and easy to repair and paint.



### Mounting:

**Red Areas:** 6mm MDF face Hollow or with Honeycomb inside

- In these areas you can use nails and screws to mount lightweight items up to 10kg (22lbs max)

**Green Areas:** 6mm MDF face with Wooden Frame inside

- In these areas you can use nails and screws to mount items up to 30kg (66lbs max)

**Yellow Areas:** 6mm MDF face with 1/8" thick metal U-channel

- In these areas you can use self-tapping screws to mount items up to 30kg (66lbs max)

### Damaged Panels – Exhibitors will be assessed a refurbishing fee if:

- Screw or nail holes larger than 0.25" (6.3mm) in diameter
- Graphics, wall coverings, wallpaper or adhesives not removed
- Any hardware, staples, screws or nails not removed **of any size**
- Use of spray paint, very dark paint colors and permanent markers. Dark colors include: dark gray, black, dark blue, navy and purple. *If you have questions on your paint color selection and would like to know if the paint could be considered dark, please contact Freeman at [solutions@freeman.com](mailto:solutions@freeman.com)*
- Upon move-out, check with the onsite Freeman team to ensure your walls will not be assessed a damaged panel fee. Tip: take photos!
- Damaged panels are \$434.20 per panel and will be billed to you after the event once reviewed by the Freeman team.

## Guidelines for 5'x10' Booths:

### Linear Booth:

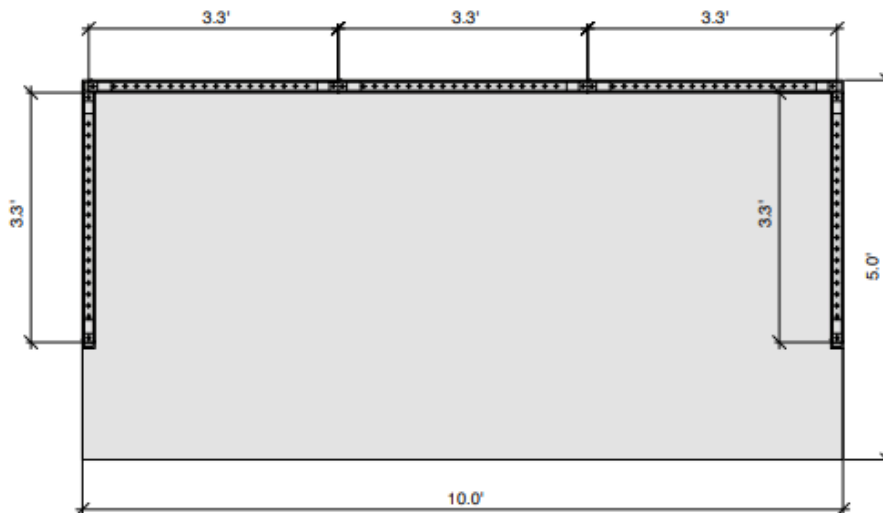
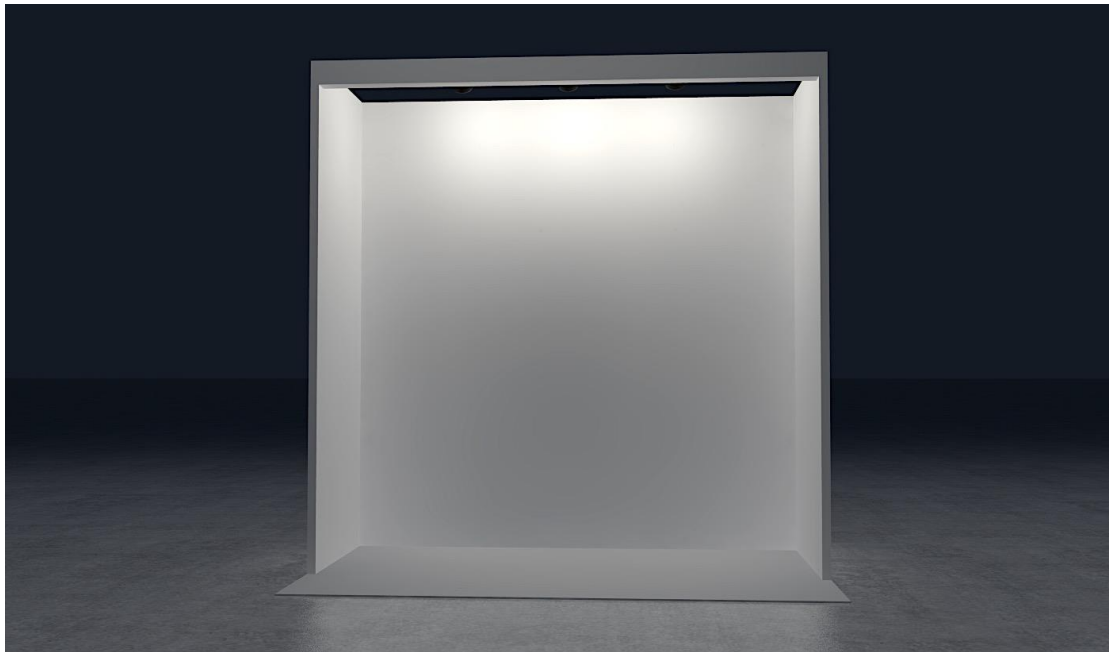
Linear Booths, also called "in-line" booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

### 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:

\*3.3' return panels as seen in views below cannot be removed\*



\*Please note the maximum weight support is specified on the panels 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 ICFE Sales Representative.

**Guidelines for 5'x15' Booths:**

**Linear Booth:**

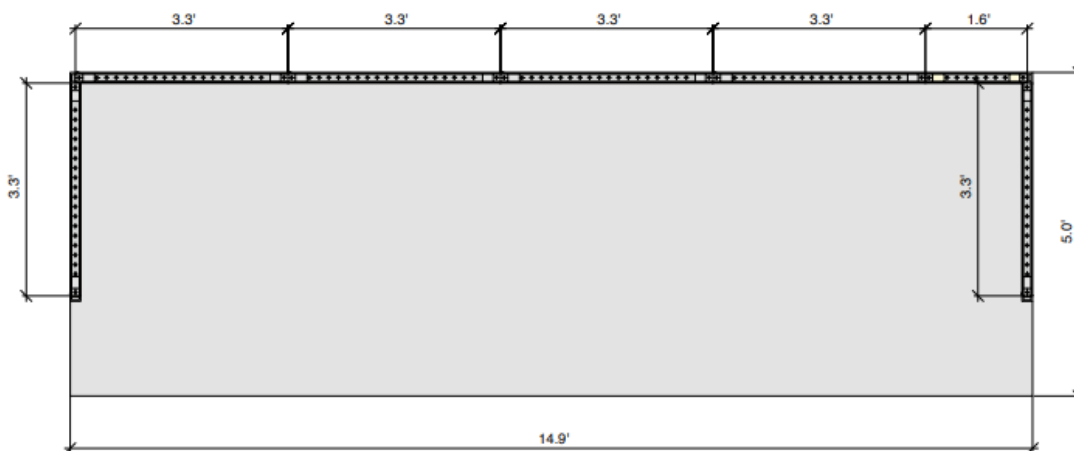
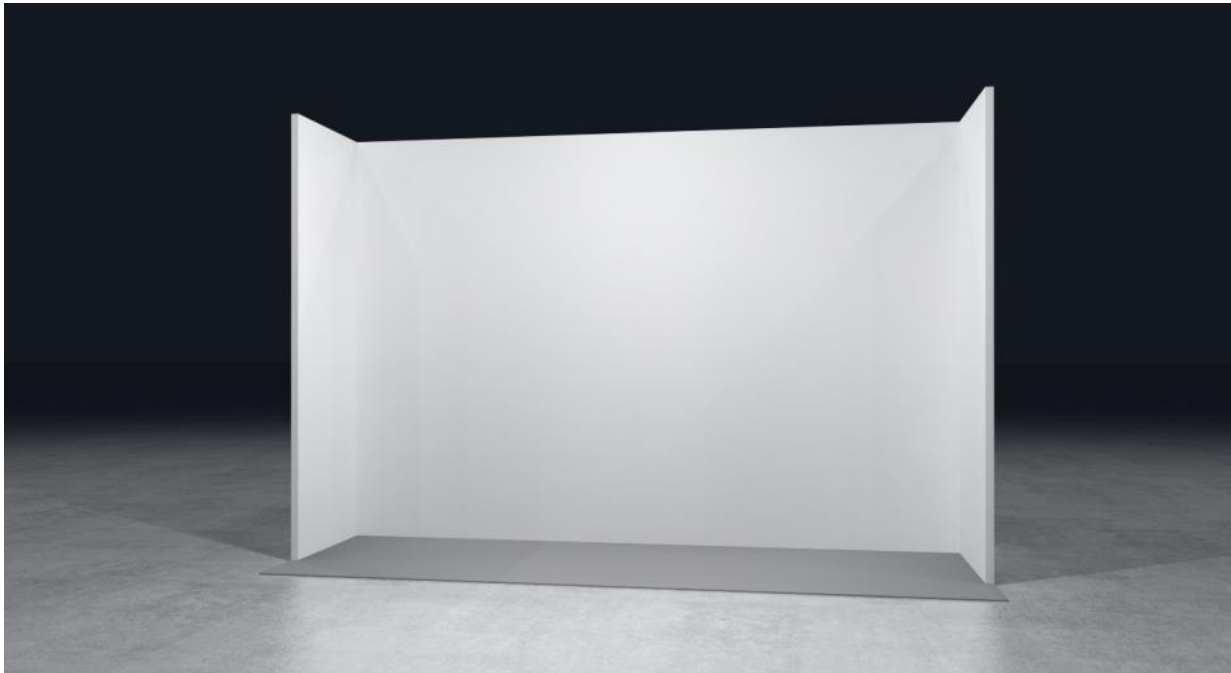
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## Guidelines for 5'x20' Booths:

### Linear Booth:

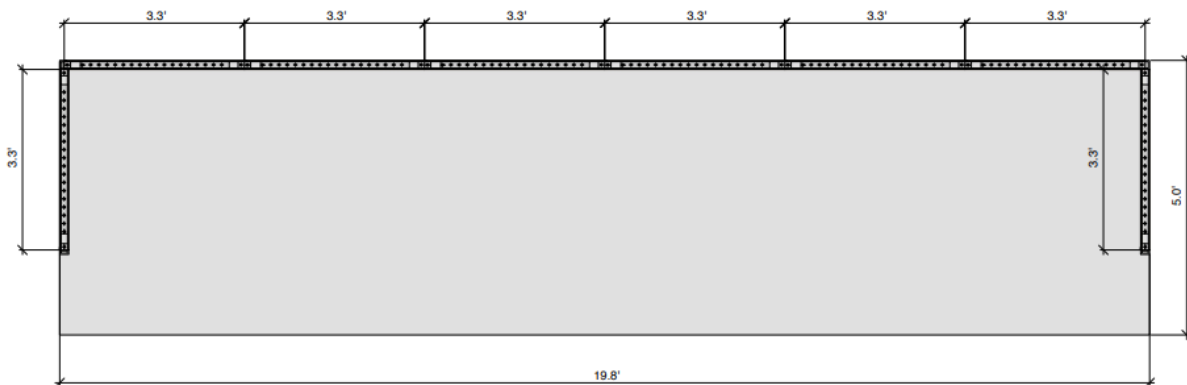
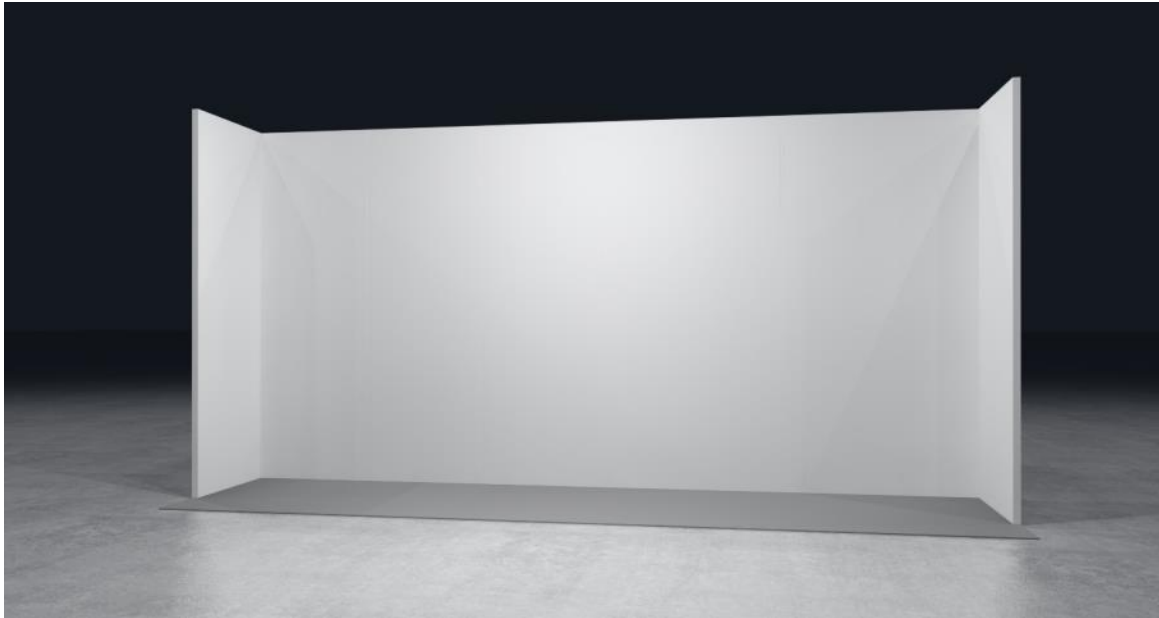
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## Guidelines for 10'x10' Booths:

### Linear Booth:

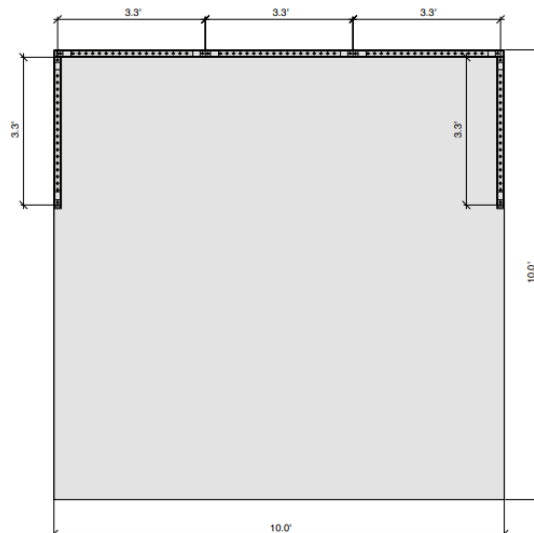
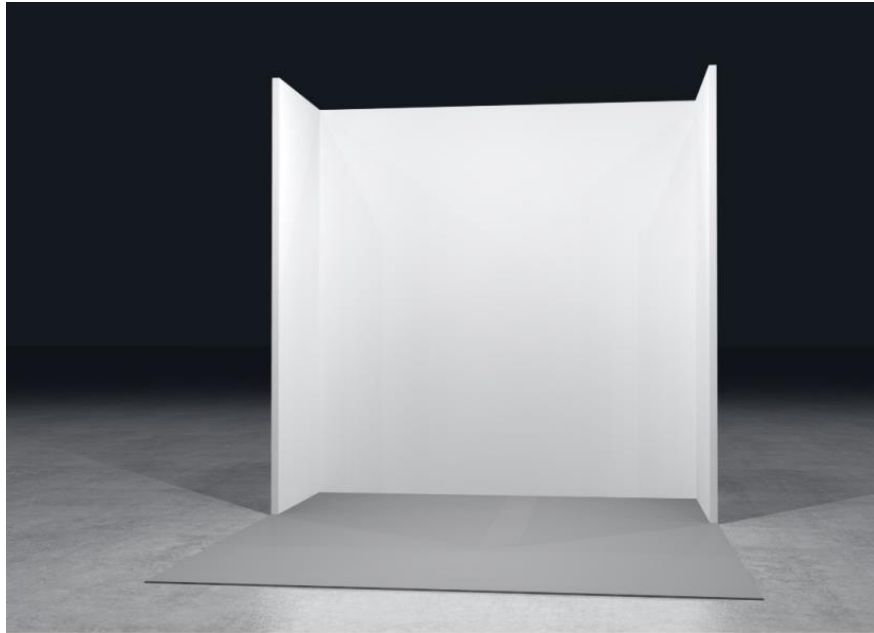
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### Inline/Corner Booth View:

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## Guidelines for 10'x15' Booths:

### Linear Booth:

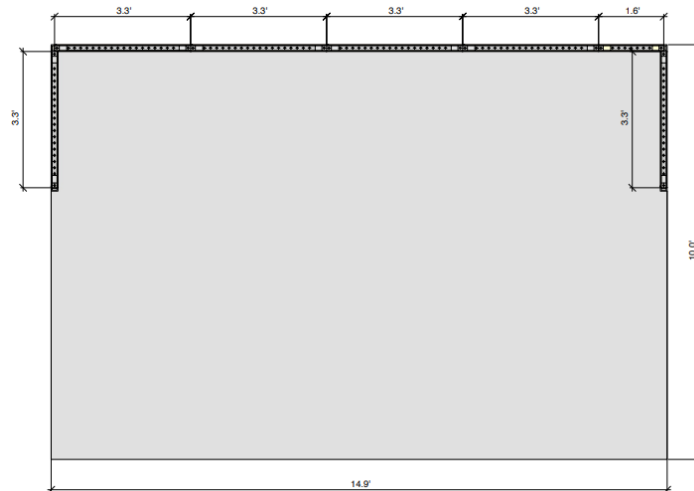
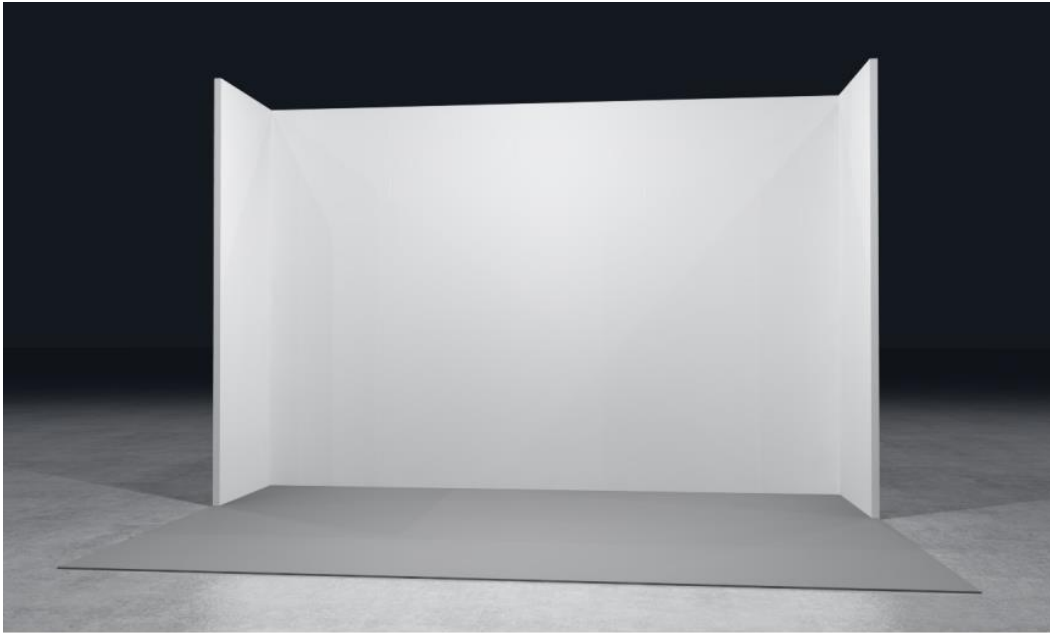
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## Guidelines for 10'x20' Booths:

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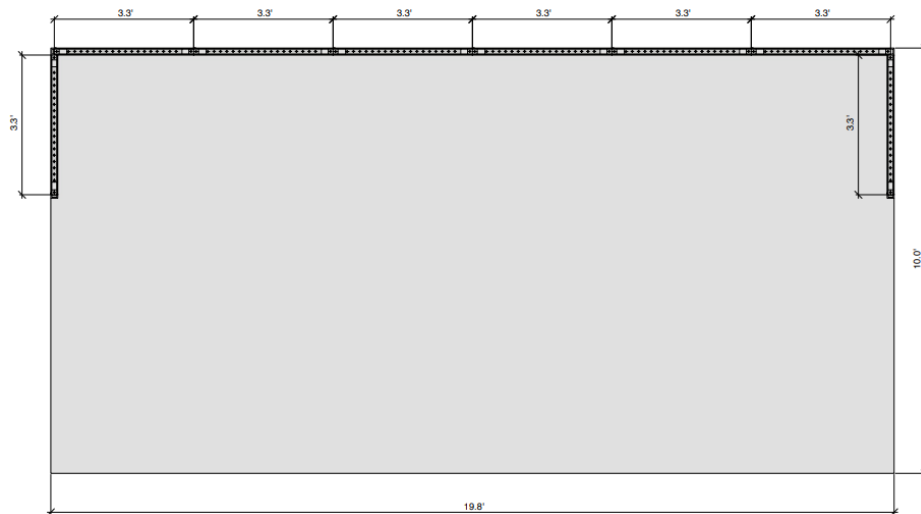
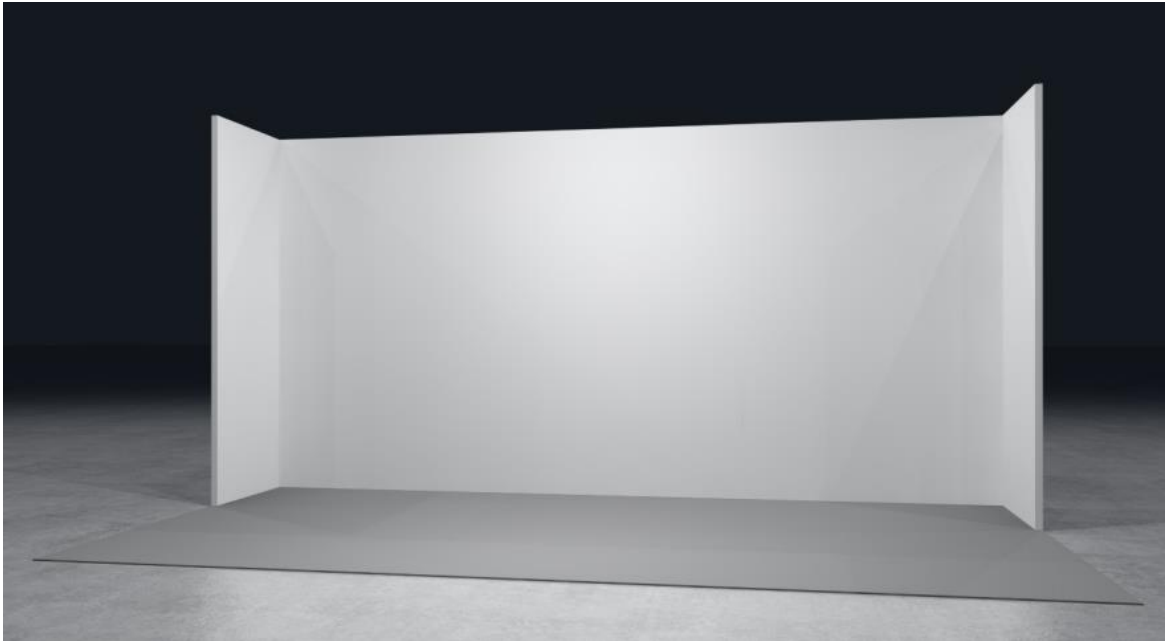
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\*For more detailed information please contact your ICFE Sales Representative.

**Guidelines for 10'x30' Booths:**

**Linear Booth:**

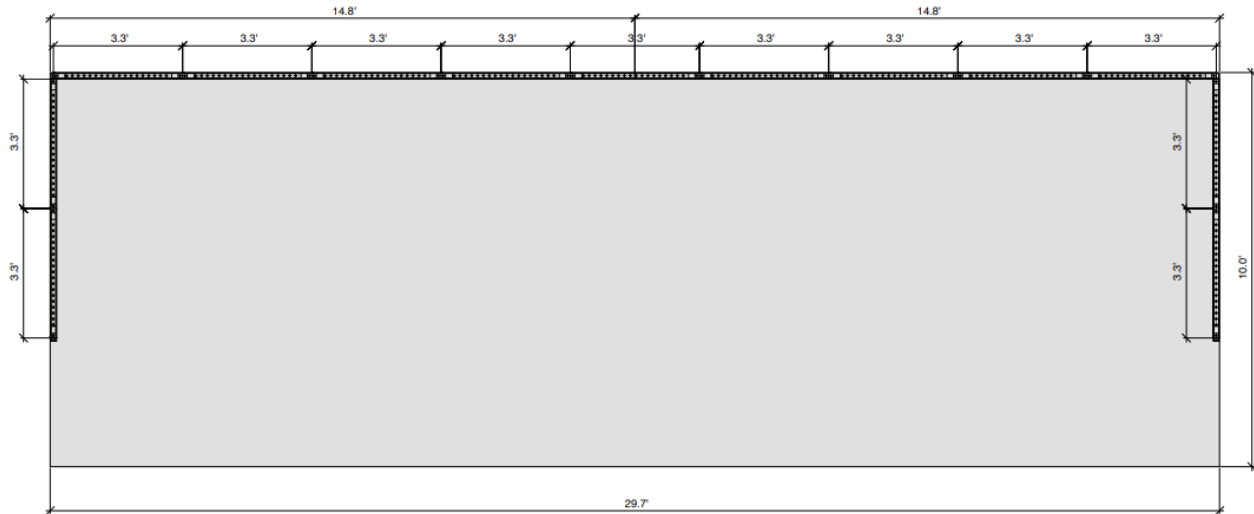
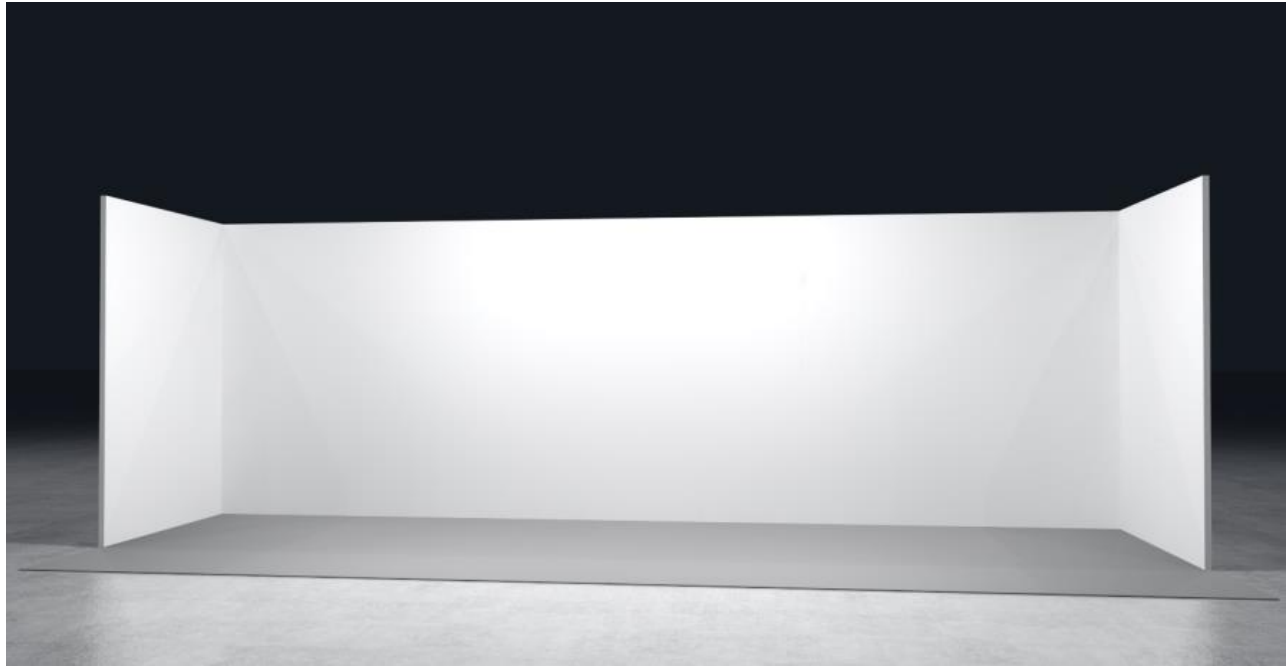
Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

**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:**

\*(2) 3.3' return panels as seen in views below cannot be removed\*



\*Please note the maximum weight support is specified on the panels 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 ICFE Sales Representative.



## FREIGHT & DELIVERIES

**Warehouse Address** (freight will be accepted starting April 16 – May 7)

Exhibiting Company Name / Booth #

ICFF 2025

C/O Freeman

140 Central Ave Ste 130

Kearny, NJ 07032

*\*Additional charges will be incurred if sent to Advanced Warehouse*

**Direct to Site Address** (please refer to the [target move in schedule](#) for freight arrival)

Exhibiting Company Name / Booth #

ICFF 2025

Jacob K Javits Convention Center

C/O Freeman

369 12th Ave

New York, NY 10008

*\*Shipping direct to Javits Drayage charges are included with each booth*

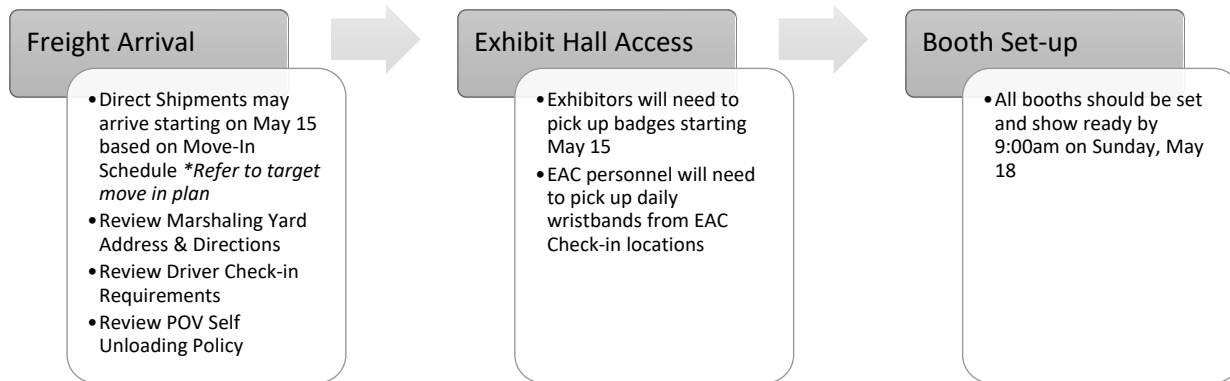
## **Marshaling Yard Directions & Map**

Driver Check-In Step by Step Instructions:

1. The driver must park on 12th Ave and visit the North Freight Check-in office located on 12th Ave.
2. At check-in the driver presents bill of lading (BOL) with Booth#, Exhibitor name, etc. along with certified truck scale weight tickets if available and Freeman supervisor will create receiving reports.
3. Upon checking in, the driver will receive a driver number and be directed to the internal marshaling area or docks as space permits. If marshalled, drivers must wait in their truck until dispatched.
4. Freeman supervisor directs the driver to proceed to assigned dock area where driver is given specific dock # to back into.
5. The driver presents paperwork to Freeman supervisor and is unloaded, gets their DR signed and leaves facility.
6. Office phone number is (212) 216-2780.
7. More information on the marshaling yard and hours can be found in our kit. [Click here.](#)



## Move-in/out Procedures



## Self-Unloading / Hand Carry Policy

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 always remain with the vehicle. Vehicles left unattended will be ticketed and/or towed.

All 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. 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 always remain with the vehicle. Product must be unloaded within 30 minutes and the vehicle must then be moved. Vehicles left unattended will be ticketed and towed.

## Privately Owned Vehicles (POV)

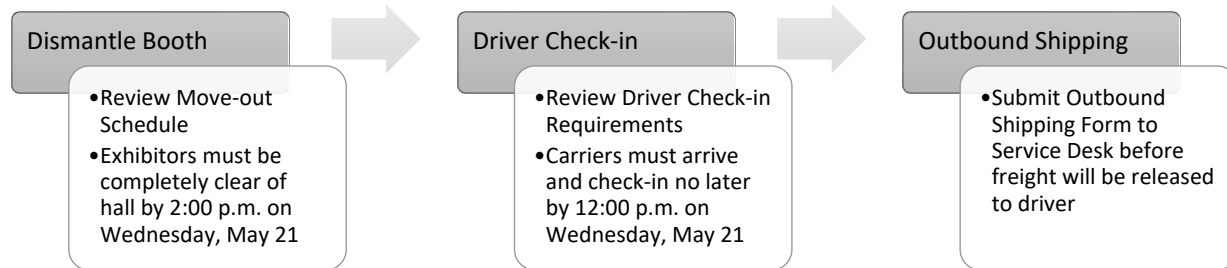
- POV's are vehicles primarily designed for passenger use, such as a car, pickup, small mini-van, or SUV.
- POV's are not closed body trucks with dual wheels, trucks, utility vans, or trailers pulled by another vehicle.
- Personal vans filled with exhibit materials will be required to utilize handling services provided by Freeman.
- POV's can be unloaded and/or loaded by hand or apparel rack. Wheeled carts are not permitted.
- Exhibitors may use nothing larger than a two-wheeled baggage cart (plastic or rubber wheels only) to move their items.
- Pop-up displays – equal to or less than 10 feet in length and capable of being carried by hand by one person may be brought into the building.
- The Javits Center reserves the right to search any box, bag, container, crate, etc. to ensure full compliance with the building's regulations.

*A POV, or Privately Owned Vehicle, is any vehicle primarily designated to transport passengers and not cargo or freight. Qualifying vehicles include pick-up trucks, passenger van, SUV, and taxi*

## Prohibited During Hand Carry Operations

- Power tools, ladders or any other type of carpenter/construction equipment are not permitted in the building, unless specific written approval is obtained in advance.
- Any freight from a vehicle larger than an Econoline van.
- Any freight moved on equipment larger than a two-wheeled baggage cart.
- Any freight that cannot be hand-carried by one person.

## Outbound Shipping



## Storage

### Overnight 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 products, literature, empty packing containers or packing materials behind back drapes or under draped tables. However, exhibitors may store a daily supply of literature or products 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 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.
- Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.

### Truck Deliveries / Pick-up

Freight moving labor is handled by Javits Teamsters. They are responsible for loading and unloading, moving, and delivering exhibitor freight to and from the exhibitor's booth. All delivering carriers must check in at the Freeman Marshaling Yard prior to show-site delivery. Carriers will be assigned an unloading number according to driver check-in time.

### International Freight

Please refer to the [International Shipping Guidelines](#).

Under no circumstances will Emerald or ICFF provide exhibitors with an EIN #. This must be obtained from your customs broker. If you don't have a customs broker, we highly recommend PIBL, our preferred international customs broker.

## INSTALL/DISMANTLE & LABOR REGULATIONS

### Labor/Union Laws

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:

Union	Definition of Jurisdiction
<b>Teamster Union</b>	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.
<b>Carpenter Union</b>	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.
<b>Electrical Union</b>	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.

### Non-Labor Work

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:

- No tools are used in the assembly or dismantle.
- 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.
- Laying/Rolling out carpet is allowed. **All other flooring must be completed by union labor.**

If you are in doubt, do not wait until you get to the show to ask questions. Contact the Freeman beforehand.

### Forklifts

Forklift labor is an exclusive service provided by Freeman. Forklifts with operators are available at the prevailing rates. Arrangements must be made with Freeman 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.

## LABOR REGULATIONS

	Tasks (Performed by Employees of the Exhibiting Company, NOT 3 <sup>rd</sup> Party)	An Exhibitor <u>CAN</u>	An Exhibitor <u>CAN NOT</u>
CONSTRUCTION	Use Power tools or other types of carpenter/construction equipment are not permitted in the building unless specific written approval is obtained in advance, regardless of booth size, includes flooring		X
	Ladders/ Step Stools — Only permitted to perform merchandising	Under 2 steps	Over 2 steps
	Paint	X	
	Installation of vinyl/wall decals		X
	Wallpaper Installation (exhibitors must hire labor to install/dismantle wallpaper)		X
FREIGHT	Move any freight by hand carry — Two-wheeled hand trucks, suitcases and jewelry cases are allowed	If carried by one person	If required more than one person
	Movement of freight	Two-wheeled hand or baggage cart	Four-wheeled dolly or larger
	Move any freight from a vehicle larger than a Sprinter van		X
	Unpack booth and merchandise	Cartons or boxes	Crates
ELECTRICAL	Plug in their own devices and equipment for properly ordered 110-volt electrical service of 1500 watts or less	X	
	Install track lighting (Electricians MUST install all track lighting!)		X
	Install light bulbs into fixtures prior to electricians installing the fixtures	X	
	Ladders/step stools to perform electrical work		X

## Building Rules/Guidelines

Please refer to the Javits Center [Operational Policies](#).

### Safety

#### Fire Protection/Fire Marshal Requirements

All exhibit spaces must be in full compliance with the 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 the 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 does not exceed a thickness of 3/16". The Fire Marshall will insist that any foam board not flame proof 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 the people who will be setting up your exhibit, your factory shipping departments, and all lines you represent. [Click here](#) for more information.

#### 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.

## Cleaning

### Clean Floor Policy

All crates and skids must be tagged and removed from the exhibit floor no later than **5:00 p.m. on Saturday, May 17, 2025**. This will allow Freeman and the cleaning provider sufficient time to clear/clean the aisles, as well as provide exhibitors with 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 products 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.

### Excessive/Bulk 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.

### Booth & 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 and 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.

### 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.

The 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.

## DONATIONS

Donation information will be available closer to Show Dates.

## MOVE-OUT

- All exhibitor materials must be removed from the exhibit facility by **Wednesday, May 21, 2025, at 2:00 p.m.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carrier's check-in by Wednesday, May 21, 2025, at 12:00 p.m. In the event your selected carrier fails to show on the final move-out day, Freeman reserves the right to re-route your freight onto another carrier.
- For more information, please refer to the [Freeman Service Manual](#).

## EXHIBITOR APPOINTED CONTRACTOR

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.** Completion of the required EAC/I&D form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.

**The EAC/I&D contractor must be licensed, insured, and authorized to work in the Javits.** Contractors must adhere to all rules and regulations of ICFF 2025, the Javits, and the local unions. This includes keeping “no freight aisles” clear, clearing empty crates off the show floor, and being properly badged.



Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC) to set-up or teardown their exhibit, must complete the EAC/I&D form in the [Exhibitor Console](#) by April 17.

Complete this form **only** if you are using the services of an outside contractor to install or dismantle your display. Please fill out the form completely.

All contracted personnel must check-in at Exhibitor Registration before admission to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D.

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 and must always wear badges. It is the exhibitor’s responsibility to make sure that all independent contractors are properly badged before arrival.

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 Javits Center (Facility), Emerald (Show Management), and Freeman (General Service Contractor) must be named as additionally insured by all contractors working in the hall. Show Management must receive the certificate of insurance no later than 30 days before the commencement of installation. 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.

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 authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.



## UTILITIES

### ELECTRICAL REGULATIONS

- 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 cables 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 wires 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.
- See addition Electrical Rules and Regulations [here](#).

### 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.

### 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. Contact [tracey.roberts@emeraldix.com](mailto:tracey.roberts@emeraldix.com) for additional information on plumbing services available.

### INTERNET SERVICES

Internet can be ordered through the [Javits online system](#).

## ONSITE BOOTH GUIDELINES

### DISPLAY

#### 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.

#### Booth Appearance

- 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.

#### Floral

Floral orders can be made through [Big Apple Florist](#).

#### 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.
- 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 the engine's starting system may remain connected.
- External chargers or batteries are allowed for demonstration purposes.
- No battery charging is permitted inside the building.

## DEMONSTRATIONS

### Exhibitor Conduct /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 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.

### 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 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.

### Hospitality & Networking Events

- 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.

### Models / Temporary Staffing/Interpreters

All demonstrators and models must be properly clothed at all times and must confine their activities to their exhibit space. For staffing needs, please refer to the [Exhibitor Staffing Form](#).

## Noise / Music

- 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 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, the exhibitor is responsible for obtaining licensing directly.
- Adherence to these federally mandated copyright licensing laws is of critical importance.

## 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, handouts, contests, lotteries, promotional activities, entertainment, raffles, and drawings.

## ADDITIONAL

### 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.

### Distribution of Promotional Items

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.

### 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.

### 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 the 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.

### Selling at Booth

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.

## Strolling Entertainment

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

## SECURITY INFORMATION

ICFF 2025 Show Management makes every effort to protect exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days, and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, the Javits, agents nor employees assumes any responsibility for such property, loss, or theft.

Exhibitors are solely responsible for the care, custody, and control of their own exhibit space and material. Exhibitors should carry insurance to cover loss or damage to their exhibit material.

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 daily, the services of a private booth guard are available.

When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship computers, monitors, tablets, or 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.

### ***Tips To Help Protect Your Product***

- Monitor your booth when your product is being delivered.
- Hire a security guard to watch your booth overnight.
- Perform an inventory after your product has been delivered and note any damages or missing items.
- Do not list the contents on the outside of your shipping crates/boxes. Use a code to indicate contents.
- After show hours cover your displays with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the show is closed, or your booth is unattended.
- Always staff your booth during show hours (required).
- Staff your booth until your product and/or the floor is cleared during move-out. Once the show has closed, pack as quickly as possible and do not leave your display unattended.



**Review the Security Form  
for more information on  
booth guards.**

[A&M Security Order Form](#)

## REGISTRATION

### STAFF 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.

### ADMISSION POLICY

#### Children

**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.

#### Early Appointments

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.

#### Exhibitor Appointed Contractors (EAC)

For EAC approvals, please upload information in the [Exhibitor Console](#).

#### Guests

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.

## GETTING THERE

### HOTELS

EventSphere is the Official Housing Agent for ICFE 2025. With EventSphere 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 EventSphere. Please refer to your hotel confirmation for individual cancellation policies. Hotel arrangements can be made through EventSphere.

### 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.

### SHUTTLES

No shuttle bus services will be provided.

### RIDESHARE / TAXI

Taxis, Uber, and Lyft are available for anyone choosing to use their services. Drop-off and pick-up will be in designated areas at the Jacob K. Javits Convention Center.

### 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.

## SPONSORSHIP OPPORTUNITIES

For a complete list of sponsorship opportunities, please reach out to Janice Lassiter at 252-513-7177.

## MEDIA

### PHOTOGRAPHY/VIDEO RECORDING

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- 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.
- For hi-res photography, please contact Christie Boyle ([cb@chrysanthemumpartners.com](mailto:cb@chrysanthemumpartners.com)).