



# INTERNATIONAL CONTEMPORARY FURNITURE FAIR

WELCOME TO ICFF  
EXHIBITOR ONBOARDING

LIVE Q&A

FEB. 12th  
2026





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Brand Director



**ODILE HAINAUT**  
Brand Director



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Partnerships and PR



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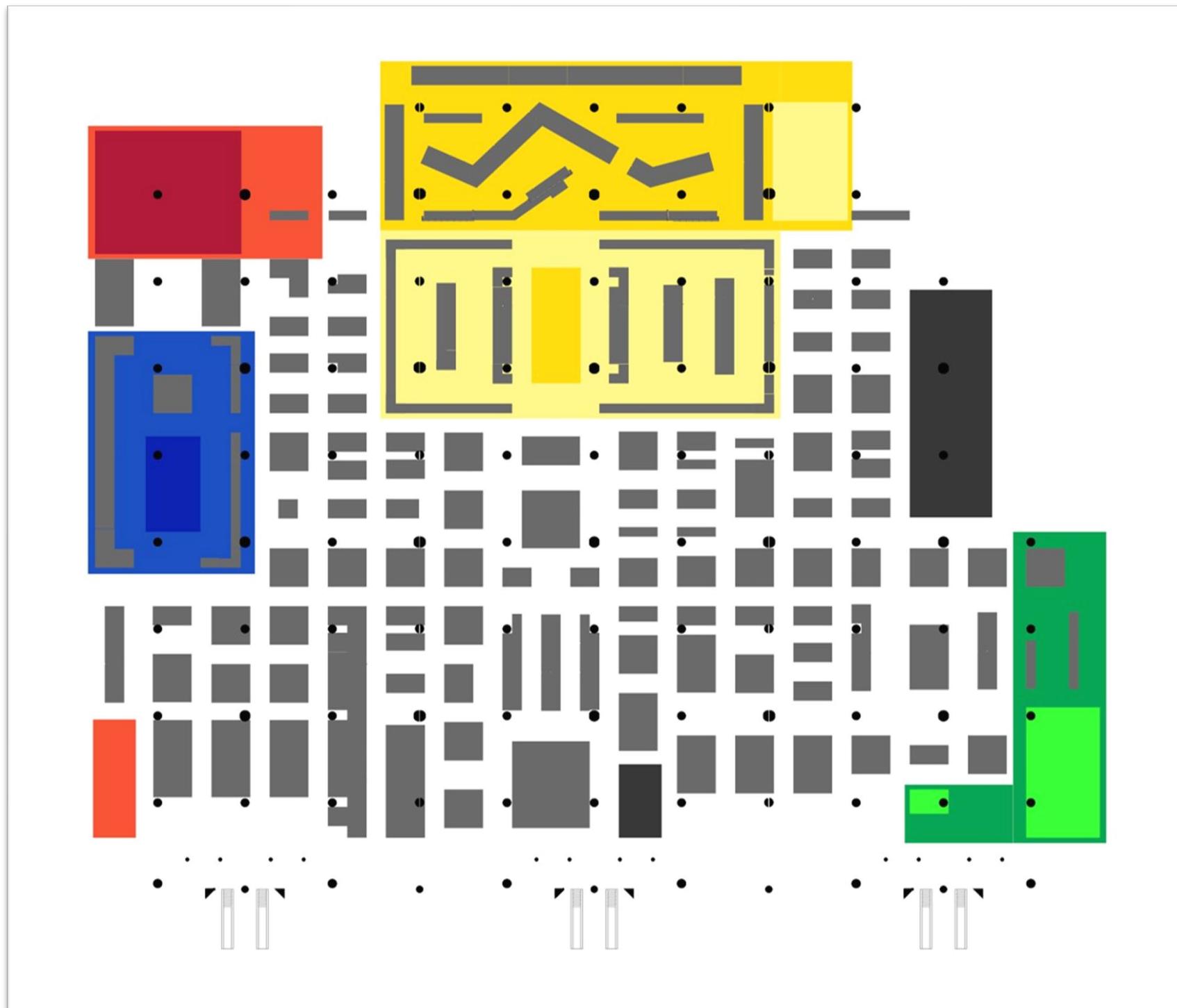
**ADRIANNE WILLIAMS**  
Operations Coordinator



**KAITIE KELLY**  
Conference Manager



**TRACEY ROBERTS**  
Operations Manager





## **ICFF 2026**

### **Complimentary Marketing Opportunity**

Submit your product images for inclusion in ICFF attendee marketing efforts and press outreach!  
If you have any new products released in the last 6 months, please make note of this in your submission.

Please submit high res images that are at least **300 dpi** and **768 px wide**. No more than 5 photos at a time will be considered and please do not submit zip files.

Please make sure your photos do not have any text or logos on them.

**When submitting your photos, please use the following naming convention:** CompanyName\_ProductName\_NumberPhoto

**\*\*\*\*Please also provide any necessary photo credit in the space provided to describe your uploaded images.**

Company Name \*

Short Brand Description \*

Website URL \*

Check if exhibiting within Wanted

Contact Name \*

Contact Email \*

Country \*

Instagram username (company)

LinkedIn username (company)

Tell us about your uploaded images \*

Is this a product that was released in the last 6 months? \*

If you are submitting multiple products, specify which products are within 6 months of release.

Please upload your hi-res photo(s). \*

Drop your files here

**Browse**

Questions?

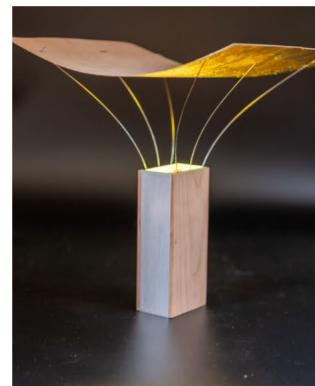
**Marketing Questions:**

Kevin Bienkowski  
kevin.bienkowski@emeraldx.com

**Submit**

**SUBMIT MATERIAL**

### FEATURED EXHIBITORS



A-N-D

BOOTH #1041

Warp & Weft

BOOTH #1011

Sebastian Martinez

BOOTH #W1348

Teak Warehouse

BOOTH #1325

Inch Objects

BOOTH #W1053

Perfeccionistas Studio

BOOTH #435

### ICFF Exhibitor Directory



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## **BENEFITS OF WORKING WITH CUSTOMS BROKER/FREIGHT FORWARDER**

PIBL has 30 years experience handling shipments to ICFF, working with exhibitors, ocean carriers, airlines, U.S. Customs, Port of NY & NJ, Freeman, and the Javits Center

PIBL is located on the Port of NJ, and 16 miles from the Javits Center allowing staff to quickly resolve Customs and Port issues and be onsite within an hour

PIBL has an established system with U.S. Customs and NY/NJ Ports of arrival that allow drivers to retrieve containers and shipments quicker than normal. Avoid extra expenses in demurrage, airline storage, driver waiting time.

Move in and move out process is planned in advance with Freeman and ICFF

PIBL staff onsite for show move-in/move-out to assist and make sure all cargo gets to where it needs to go.

**PIBL (PHOENIX)  
CONTACT INFORMATION  
Begin discussions with PIBL early!**

Contact Phil Hobson:  
PIBL Inc  
1201 Corbin Street  
Elizabeth, NJ 07201  
908-355-8900  
[phobson@phoenixlogistics.com](mailto:phobson@phoenixlogistics.com)

## 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.

## LOGISTICS

### **Shipping and Move-in:**

#### **DATES & TIMES**

##### Move-in\*

Thursday, May 14*	8:00 a.m. – 5:00 p.m.
Friday, May 15	8:00 a.m. – 5:00 p.m.
Saturday, May 16	8:00 a.m. – 5:00 p.m.

\*Please refer to the Freeman targeted move-in map on Freeman's website [here](#)

### **Shipping Options – Advanced to Warehouse or Direct to Show Site**

- Advanced shipments accepted April 15 – May 6
- Direct to Show Site should be scheduled to arrive during move-in times.

*Page 17 of the Exhibitor Service Manual*

### **Hand Carry Rules & Procedures:**

- Individuals moving materials must be employees of the exhibiting company and must be badged.
- The loading and unloading of vehicles are limited to vehicles no larger than a standard van.
- All vehicles are allocated 45 minutes, and the time limit will be strictly enforced.
- Hand-carried items can be brought in through the front of the building (east side) only through the inner roadway and only during specified hand carry move-in times.
- All vehicles must be parked perpendicular to the curb and staged with the back of the vehicle against the curb or as directed by Javits Center Public Safety.
- Exhibitors display items which can be hand carried by one person.
- Exhibitors display items which can be moved on a two-wheel hand truck or baggage cart.
- Hanging clothing racks with four wheels are allowed for moving hanging garments.
- For the outbound, pre-pack all exhibit items before staging a vehicle curbside.

## BOOTH SET UP - LABOR

***Can I set up my booth myself or do I need to hire labor?***

### **Work Exhibitors May Do Themselves**

Exhibitors may erect and dismantle displays which do not exceed 250 square feet and can be erected and/or dismantled by employees of the exhibiting company, without tools and ladders. 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. When unsafe set-up or dismantle conditions exist, the Javits Center may elect to suspend the exceptions listed above and Javits exhibit building labor will complete the set up at the exhibitor's expense.

Carpenters perform crating and recrating, and all work involved in the erection and dismantling of exhibits, displays, backgrounds and booths; all work requiring the use of bolts and screws or nail fasteners; tying, hanging or nailing, taping of flags, banners, signs, tile and rug-laying, skidding and re-skidding; application of adhesive graphics; handling and delivery of furniture, carpeting, modular interlocking booth systems and other contractor owned and leased equipment; pad wrapping, protection work, ramp protection; and installing draperies, including but not limited to wall draperies, table skirting, booth equipment draperies, flag and bunting and party decorations. They also do certain other unskilled work. Carpenters are represented by the International Brotherhood of Carpenters and Joiners, New York District Council. Carpenters are hired from Freeman or exhibitor appointed contractors.

## BOOTH SET UP (continued)

### ***How do I add additional wall panels to my booth?***

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.

### ***How to I go about hanging items for my booth layout?***

- If you have items that need to be hung that require power, such as pendant lighting, the power and electrician labor can be ordered through The Javits Center's [Exhibitor Ordering Portal](#). Please be sure to have a booth diagram specifying your needs. All hanging with power will need to be done by an electrician.

If you have questions, please reach out to:

**Carol Castellaneta**

Assistant General Foreman, Electrical Solutions

[ccastellaneta@javitscenter.com](mailto:ccastellaneta@javitscenter.com)

212.216.2378

- If you have items that need to be hung that does not include power, you will need to hire labor through Freeman and can be done through [FreemanOnline](#) or reaching out to [Solutions@freeman.com](mailto:Solutions@freeman.com).

## BOOTH SET UP (continued)

### ***Is there a place where I can rent display pedestals?***

Pedestal solutions can be ordered through [FreemanOnline](#) or reaching out to [Solutions@freeman.com](mailto:Solutions@freeman.com).

### ***Is there storage during the show for my empty crates, boxes, packaging materials?***

Yes, once you complete your booth set-up and have your empty crates/cartons, packaging materials organized, please see the Freeman Service Desk located in room 1A02 to retrieve empty stickers. An empty sticker should be placed on each piece you need stored. Leave the labeled empties organized or on a pallet and Freeman will be around to pick them up.

Please note, empty storage is not accessible during the event, DO NOT keep merchandise in these storage containers.

### ***Is power included in my booth?***

All power needs should be ordered through The Javits Center's [Exhibitor Ordering Portal](#)

*\*If you have a booth package, power is included only for your booth package lighting.*

### ***How do I order additional lighting for my booth package?***

If your booth package comes with LED par cans, additional par cans can be ordered through The Javits Center's [Exhibitor Ordering Portal](#).

If your booth package comes with track lights, additional track lighting can be ordered through [FreemanOnline](#).

### ***Is WiFi available in the exhibit hall?***

Internet and WiFi is available for purchase through The Javits Center's [Exhibitor Ordering Portal](#)

### ***How do I order booth cleaning? Is it included with my booth package?***

Booth cleaning is not included in your booth package, it will need to be ordered through [FreemanOnline](#). Show Management only provides aisle cleaning. Booth cleaning and vacuuming is the responsibility of the exhibitor.

## MOVE-OUT

### DATES & TIMES

Tuesday, May 19 5:00 p.m. – 11:59 p.m.  
(all freight operations and loading of trucks will stop around 10:00 p.m.)

Wednesday, May 20 8:00 a.m. – 2:00 p.m.  
(all Material Handling Forms need to be turned in by 12:00 p.m., booths clear by 2:00 p.m.)

At the close of the show Freeman will begin to return empties. This process will take a few hours, please bring patience!

Once your items are all packed up and have arranged your shipping, please see the Freeman Service Desk and complete your Material Handling Authorization (MHA) Form. This will release your shipment and give permission to Freeman to pick up your shipment from your booth space and deliver it to the dock and load your truck.

Exhibitor Hand Carry Hours: Tuesday, May 19, 5:00 p.m. – 10:00 p.m.

# ICFF



Image Courtesy of Jenna Bascom

## LIVE Q&A

**EXHIBITOR RESOURCE CENTER**

**VISIT**

**ICFF EXHIBITOR SERVICES MANUAL**

**DOWNLOAD**

**WANTED EXHIBITOR SERVICES MANUAL**

**DOWNLOAD**

**FREEMAN ONLINE ORDER SITE**

Order prior to April 17th to receive discounts on booth

**VISIT**