



WANTED EXHIBITORS KIT

Welcome to the WANTED Exhibitor Service Manual. This document is designed to guide WANTED exhibitors, including Look Book, Launch Pad and Schools participants, through the planning process for exhibiting at ICFF.

Inside, you'll find key deadlines, along with links to additional resources, online ordering portals, and downloadable, printable order forms for your convenience.

We encourage you to review this manual thoroughly, with particular attention to the sections relevant to your booth. Please don't hesitate to reach out with any questions or if you need clarification on any aspect of the information provided.

For more additional information for all ICFF exhibitors please refer to the [ICFF Exhibitor Manual](#).

[WANTED](#) is a feature of ICFF and occupies about 20,000 sq. ft. of the show floor.

WANTED spotlights the best of North American design (Look Book), international emerging talent (Launch Pad), and international school and student work (Schools Showcase and Schools Workshop).

For any questions onsite, contact Adrienne Williams at the Exhibitor Service desk on the show floor during load in/out or the Show Office during the show. Email, Adrienne.williams@emeraldx.com

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GENERAL INFORMATION

EXHIBIT HALL LOCATION

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

DATES & TIMES

Move-in*

Friday, May 15 8:00 am – 5:00 pm

Saturday, May 16 8:00 am – 5:00 pm

**All booths must be set by 9:00 am on Sunday, May 17*

**Items may arrive between Thursday and Saturday only. Please check the Load In section for more information.*

**Launch Pad designers will set-up on Saturday May 16 unless otherwise communicated to individuals*

Show Day

**Exhibitors will have access to the show floor at 8:00am each morning and for 30 minutes after the show closes each day.*

Sunday, May 17 9:00 am Press Preview (exhibitors must be ready on their booth)

Sunday, May 17 10:00 am – 6:00 pm

Sunday, May 17 5:30 pm ICFF Awards Ceremony at The Main Stage.

Monday, May 18 10:00 am – 6:00 pm

Tuesday, May 19 10:00 am – 5:00 pm

Move-out

Tuesday, May 19 5:15 pm – 11:59 pm

Wednesday, May 20* 8:00 am – 2:00 pm

**ALL Launch Pad are requested to move out on Tuesday. Launch Pad and Schools booths must be cleared ASAP because of their location on the floor.*

SHOW MANAGEMENT CONTACT

[Adrienne Williams](#), WANTED Operations Coordinator

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

PRE SHOW

Before you arrive at the show site:

- ✓ Attend the pre-show webinars
- ✓ Familiarize yourself with the [Exhibitor Console](#).
- ✓ Submit Certificate of Insurance ([More information](#))
- ✓ Register yourself and staff through the Exhibitor Console prior to Move-In. Badges can be picked up on site at Registration.
- ✓ Coordinate hotel and travel
- ✓ Update ICFF Directory Exhibitor Profile and/or listing

SHOW PLANNER (TIMELINE)

February 12	Exhibitor Onboarding Webinar 1 (Open House, Intros, Exhibitor Directory Updates, Shipping Live Q&A)
February 18	WANTED (Look Book/Schools) Exhibitor Onboarding Webinar
March 5	Exhibitor Onboarding Webinar 2 (Show Services with Freeman)
March 31	Submit Booth Layout Look Book Floor Plan Submission Form Launch Pad Floor Plan Submission Form Design Schools Floor Plan Submission Form
April 9	Exhibitor Onboarding Webinar 3 (Mobile App Training)
April 15	Advance Freight Receiving Start
April 15	Update Show Directory (Exhibitors Console)
April 17	Freeman Discount Price Deadline (Furniture, Rigging, Labor)
May 1	Javits Order Deadline (Electrical, Internet, Plumbing, Catering)
May 6	Advance Freight Deadline
May 7	Know Before You Go Webinar
May 14	Show-site Freight Receiving Start
May 17	Show Opens
May 19	Exhibitor Move-Out, 5:00 pm
May 20	Exhibitor Move-Out, cleared by 2:00 pm

FREIGHT & DELIVERIES

OPTION 1 - Advance shipping – extra cost:

For an additional fee per pound, you may ship in advance to the Freeman warehouse prior to May 6, 2026. Your freight will then be delivered directly to your booth.

Warehouse Address (freight will be accepted starting April 15 – May 6)

Exhibiting Company Name / Booth #

ICFF 2026

C/O Freeman

140 Central Avenue, Ste 130, Kearny, NJ 07032

*Additional charges will be incurred if sent to Advanced Warehouse

Please contact [Freeman](#) directly to ship in advance to the Freeman Warehouse.

OPTION 2 – Direct to site – No extra cost:

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

Exhibiting Company Name / Booth #

ICFF/WANTED 2026

Jacob K Javits Convention Center

C/O Freeman

369 12th Ave, New York, NY 10008

Drayage charges are included with each booth; there is no extra cost to ship direct to site.

Small box deliveries (i.e. UPS, FedEx, USPS, DHL, etc.) will be billed to the exhibitor.

Freight Delivery Dates:

Friday, May 15 - 8:00 a.m. – 4:00 p.m.

Saturday, May 16 - 8:00 a.m. – 4:00 p.m.

Driver check in: 6:00am – 11:00am.

All shippers must check in during this window of time

Any shipments arriving at the loading dock **MUST** have your exhibiting name and Booth #. If your shipper does not know this information, it will be turned away. It is advisable that you are present when your freight is delivered.

Please review the full Shipping Packet (emailed separately) and share this with your shipper as well. This packet contains labels for your freight as well as a delivery map for the loading dock at the Javits.

OPTION 3 – Hand carry – No extra cost

Jacob K Javits Convention Center

Enter at 38th St. and 11th Ave

Please note: No equipment, such as dollies, is permitted, and you must offload from a personal vehicle. No box trucks or commercial vehicles.



This is the easiest method and strongly recommended.

Self-Unloading / Hand Carry Policy

The Javits Center has designated the Inner Roadway (enter at 38th St. and 11th Ave., circled in red above) as the official area for exhibitor self-service hand carry move-in and move-out. Security will be on site to direct traffic, and a representative must remain with the vehicle at all times. Unattended vehicles will be ticketed and/or towed.

During move-in and move-out, the Inner Roadway (the shuttle bus loading area) will be fully available for hand carry operations. Exhibitors must be badged and may unload items from privately owned vehicles (cars, vans, or SUVs) directly to the exhibit halls. Only two-wheeled baggage carts (with plastic or rubber wheels) or four-wheeled hanging garment racks are permitted; hand carts and dollies are not allowed. Vehicles must be unloaded within 30 minutes and then moved promptly.

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.

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.

EMPTY CRATES / BOXES STORAGE

Your empty boxes or crates will be stored at no cost at the Javits.

Note that "empties" return can take the full night on Tuesday night. If you are planning to move out early, try to find another storage option.

More details below.

INTERNATIONAL SHIPPING & CUSTOMS

For exhibitors who will be shipping internationally, the show recommends [Phoenix International](#). Please visit the [Freeman Shipping site](#) to start a quote and for more information.

LOAD OUT

Load Out Hours:

Tuesday, May 19 - 5:00* pm – 11:59 pm

Wednesday, May 20 - 8:00 am – 2:00 pm

*No de-installation until 5:15pm on Tuesday, May 19

It is important that you stay after the show closes to fully pack your items and load them out on Tuesday night.

You may leave packed crates in the booth overnight to load out on Wednesday morning. If you carry in hand, you will need to hand carry out on Tuesday night. All freight must be picked up and removed from the

venue by 2:00 pm on Wednesday, May 20, 2026. Any materials left onsite after that time will be shipped to the Freeman warehouse at the Exhibitor's expense.

Please note that union electricians will start removing show lighting fixtures on Tuesday May 19 at 5:30pm. You must remain present in your booth to move your objects if need be.

Load Out Tips

- Pack all of your items on Tuesday night after the show closes.
- Exhibitors should completely pack and load out Tuesday night unless a commercial carrier is picking up your freight.
- If you are able to store any soft pack items such as cardboard boxes or bubble wrap in your hotel during the show, please do so as "empty" return can take the full night on Tuesday night.

EMPTY CRATE RETURN

Empty container labels will be available at the Exhibitor Services desk. Exhibitors will need to affix "empty" labels to any crates and/or packaging that they would like stored during the fair. All previous labels must be removed from the container. Containers marked with "empty" stickers will be removed by fair personnel and brought to storage.

All crates and skids must be tagged and removed from the exhibit floor ***no later than 5:00 pm on Saturday, May 16, 2026***. 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.

Empty containers will start to be returned **after 5:00 pm on Tuesday, May 19th**. Please note that it can take up to eight (8) hours to return all the empties. We recommend that you store any packing materials in your hotel, if possible

BOOTH REGULATIONS

Deadline to book Freeman Labor: April 17, 2025

If labor is required, schedule it for Friday to take advantage of lower rates. Print and bring confirmations for all labor and electrical orders. You (or a designated representative) must be present to receive freight and during any scheduled labor.

LABOR RESTRICTIONS

No power tools or ladders may be used by exhibitors at any time.

Exception: a two-step ladder may be used by booth employees

For Carpentry Labor: Prices and links for booking Freeman Labor available [HERE](#)

Any booths larger than 250 sq ft:

All exhibit building must be completed by Javits Center Union Carpenters. They are responsible for uncrating and crating exhibits, building and dismantling all exhibits and booths, laying carpets and other flooring covering, hanging non-electric signs, banners and drapes, and distributing contractor owned or leased furniture. **Exhibitors may only unpack, pack, and arrange their merchandise within their exhibit.** Under no circumstance may an exhibitor use tools or ladders beyond a two-step ladder.

Booths of 250 sq ft or less may install and dismantle their exhibit and flooring as long as no tools and only a two-step ladder are used, and only employees of the exhibiting company are the ones doing the work.

Carpentry Labor Price:

\$284.75 per hour standard time (Friday during the day)

\$383.00 per hour overtime (Friday after hours and Saturday)

\$398.75 per hour standard, if ordered after April 17 or onsite (Friday during the day)

\$536.25 per hour overtime, if ordered after April 17 or onsite (Friday after hours and Saturday)

Prices billed in one-hour increments. Prices will increase after the April 17 deadline.

For Electrician Labor: Prices and contract for booking Electrician Labor available [HERE](#)

Javits Center Union Electricians install and remove all booth outlets as well as lighting pieces, chandeliers etc.

Exhibitors may do the following:

- Plug in their own devices and equipment for properly ordered 110 volt electrical service of 1500 watts or less.
- Install their own light bulbs into their own fixtures.
- Install and dismantle their own light exhibits in booths 100 square feet or less without the use of tools or ladders — provided that the service order is for no more than 500 watts.

Electrical Labor Price:

\$167.70 per hour Standard Time (Friday during the day)

\$219.90 per hour Overtime (Friday after hours and Saturday)

To order electrical labor, please contact Carol Castellano- ccastellaneta@javitscenter.com

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
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.

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.

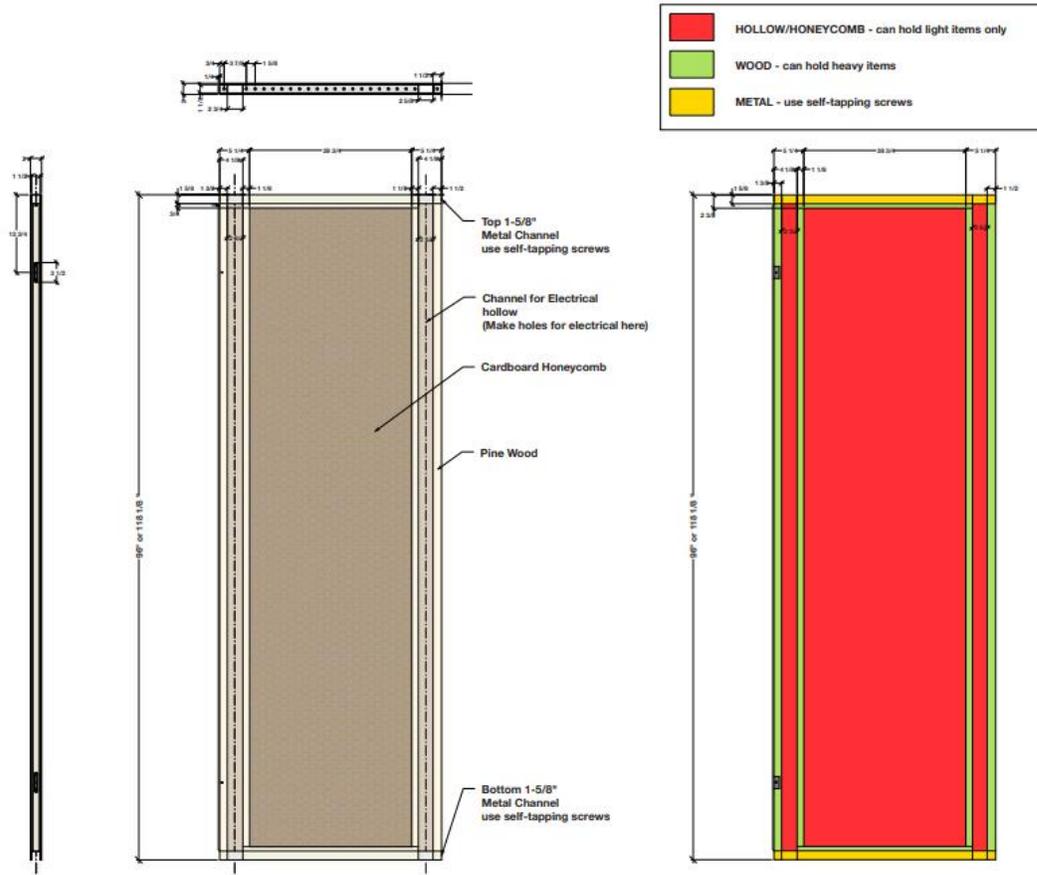
BOOTH PACKAGE

Please refer to your Booth Logistics Packet for your exact booth package. Your Booth Logistics Packet will contain the dimensions of your booth walls or display, number of lights included, and placement on the floor plan. This packet will be shared with you on March 9.

BOOTH WALLS

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)

Booth walls are 9 feet and 8 inches high, 1.5 inches thick, and come pre-painted white. Both drywall screws and finishing nails may be used; we recommend using 1" long dry wall screws.

Should you wish to nail, screw or drill into the hard wall for product installation, all tools, materials and supplies are the responsibility of the exhibitor; included union labor to operate any tools.

Additional hard wall panels may be purchased for your booth. Please note any additional panels on your proposed floor plan and then contact Freeman for further information.

WALL DAMAGE

A certain amount of wear and tear is expected through regular use of the wall system. Painting booth panels is not considered excessive damage and will not result in a charge, unless a textured paint is used such as eggshell. Excessive damages to package booth panels will result in a panel repair and refurbish charge of \$434.20 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
- 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
- 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.

A panel deemed to be damaged will be subject to a replacement charge of \$434.20 per panel.

PAINTING GUIDELINES

Booths will come pre-painted white. Exhibitors may choose to paint their booth themselves (only Look Book and Schools). Exhibitors must provide all paint and supplies such as paint rollers, trays, and drop cloths. The use of a ladder is forbidden; only a two-step stool is allowed. Only employees of the booth (no outside contractors) are allowed to paint the booth. There is no damage fee to paint the walls, unless textured paint is used such as eggshell. Exhibitors may paint their booths during set up Friday May 15 - Saturday May 16.

If you do not wish to paint your booth yourself, you may hire Freeman to paint your booth for you. To order labor for your booth, please order through the Freeman store online. We suggest scheduling labor for at least 2 hours via the [Freeman portal](#). All paint material and supplies should be provided by Exhibitor's for Freeman.

Launch Pad booths CANNOT be painted.

LIGHTING & POWER

Light: Some booths will receive track lighting. Please refer to your booth kit to see if your booth space will come with lighting and if so, how many. Lights are LED 30 Watt flood bulbs.

Power: Power is not included in your booth space. Booth power may be purchased through the Javits site [here](#).

Please note that you will need to know how many Watts of power you will require from each power source. You will also be required to upload a diagram noting exactly where in your booth you would like the power.

- 500 Watt Outlets are \$144.00 (before tax) if ordered before: May 1
- 1000 Watt Outlets are \$237.75 (before tax) if ordered before: May 1

RIGGING & HANGING

If you have an overhead light system in your booth (please check your booth kit), you may hire additional labor to hang lightweight items from that beam (10-15 pounds). This would be for any single object such as a pendant light. Large, heavy objects with ceiling display panels will need to be rigged directly to the venue ceiling. In order to hang an item from the beam, please complete the following steps:

- Be sure to submit your proposed floor plan here. Include the weight of the piece and if it requires power.
- If the piece does NOT require power, [hire Freeman](#) install labor to hang and deinstall the piece from the beam.
- If the piece requires power, please contact ccastellaneta@javitscenter.com to arrange hanging the piece, powering the piece, and unhooking the piece.
- If the piece requires power, [please also order an outlet here.](#)

Please note that exhibitors are responsible for all materials and hardware necessary to hang their objects.

If you do not have any overhead light system in your booth space or if you have a very large, heavy object with ceiling display panels, you will need to hang directly from the Javits Center ceiling. In order to hang an item from the Javits ceiling, please complete the following steps:

- If you require scheduling Rigging Labor directly from Freeman. [Please order Freeman labor here.](#)
- If your piece requires power, [please order power here.](#)
- Please contact ccastellaneta@javitscenter.com to arrange hanging the piece, powering the piece, and unhooking the piece.

FLOORING

The floor is dark grey unpolished concrete.

Exhibitors may purchase carpet through Freeman for their booth space through the [Freeman online store](#) here or may bring their own flooring. Exhibitors with exhibit spaces of 250 square feet or less may install their own flooring as long as the installation is completed by employees of the exhibiting company only.

Please note that there may be electrical wiring for the show running through your booth space. The exact placement of the wires will be determined the day before set up. While the electrical team will install these wires as discretely as possible (they cannot be moved), we do recommend exhibitors plan for a way to conceal the wire, if it is important to you and you feel it may affect your display.

BOOTH SIGNAGE

All WANTED exhibitors will receive signage in your booths. LaunchPad, Schools and Look Book booths will be provided with basic booth signage listing the booth number.

Look Book and Schools Exhibitors may bring their own vinyl graphics or have them printed with Freeman through their [online store](#). Exhibitors may apply their own graphics to the wall provided that they remove

them cleanly at the end of the show and they do not need a ladder to install the graphics. If a ladder is required, exhibitors will need to hire Freeman labor to install their signage for them. If you would like to bring your own sign, graphics must be pre-approved by Show Management (Adrienne.williams@emeraldx.com).

AV EQUIPEMENT

You may review AV equipment available to rent [HERE](#)

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 16, 2026. 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 exception 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.

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 services through the Javits, please complete their [cleaning request form](#).

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 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 booth past the move-out dates/times as published in the Exhibitor Manual.

ADDITIONAL INFORMATION

You may review the full ICFF [Exhibitor Service Manual here](#).
Visit the [Exhibitor Resource Center](#) on the ICFF website for more information.

EXHIBITOR DIRECTORY LISTING

Please log in to the [Exhibitor Console](#) to complete your Directory Listing.

EXHIBITOR BADGES & ATTENDEE PASSES

Exhibitors must register themselves and their staff through the [Exhibitor Console](#) prior to Load In. Each exhibitor will need to pick up their badge on-site at Registration. Each exhibitor may register up to 4 badges for those who will be present to work the booth.

Exhibitors will also be emailed directly from the Nvytes platform with a custom link to share with guests and attendees. Please do not request Exhibitor Badges for guests. Exhibitor Badges are for booth employees only. Attendee passes are for guests.

FLYERS & PROMOTIONAL MATERIALS

Exhibitors are not allowed to distribute or display any promotional materials (print or electronic) anywhere in the Javits Center apart from their own booth and/or official promotional areas.

PHOTOGRAPHY & FILMING

Exhibitors may only record their own exhibits on Show Days only

FOOD & BEVERAGE

Please note that there is a strict policy against outside food and beverages. Any exhibitor who wishes to host a hospitality event in their booth will need to order catering directly through [Cultivate at Javits Center here](#).

WIRELESS INTERNET

There is free wireless internet service available in the lobby of Javits Center only, not within the exhibit hall. It is for basic email usage and light internet browsing only. If you require internet within your booth space, there are additional varying speeds that you may purchase onsite or in advance starting at \$8 per day per device. To order faster internet in advance, please order through the [Javits Exhibitor's Portal](#).

SECURITY

Show Management provides 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. To order in-booth security services for your exhibit, please order additional security through the [Javits Exhibitor Portal](#). Security is required for any before or after hours' hospitality function within your booth.

JAVITS EXHIBITOR PORTAL

Exhibitors may use Javits online exhibitor's portal to order Booth Power, Cleaning, Wireless Internet and rigging labor. [Please register and log in here](#).

INSURANCE

Each exhibiting company must have general liability insurance, automotive liability insurance and workmen's compensation coverage. Click [here](#) to login to the Exhibitor Console and electronically upload your insurance documents. Please note that exhibitors must be covered during load-in, open show days, and load-out. [See a sample Certificate of Insurance \(COI\) here.](#)

If you do not have insurance for the event, you can purchase coverage through Marsh/TotalEvent for \$65 plus tax. [Click here to learn more and enroll.](#) Please note that exhibitors still must upload their purchased COI from Marsh to the [Exhibitor Portal.](#)

Please find descriptions of the various types of insurance below:

- Workers' Compensation insurance, unless you are the sole proprietor. Sole proprietor is a business entity that is owned and operated 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.

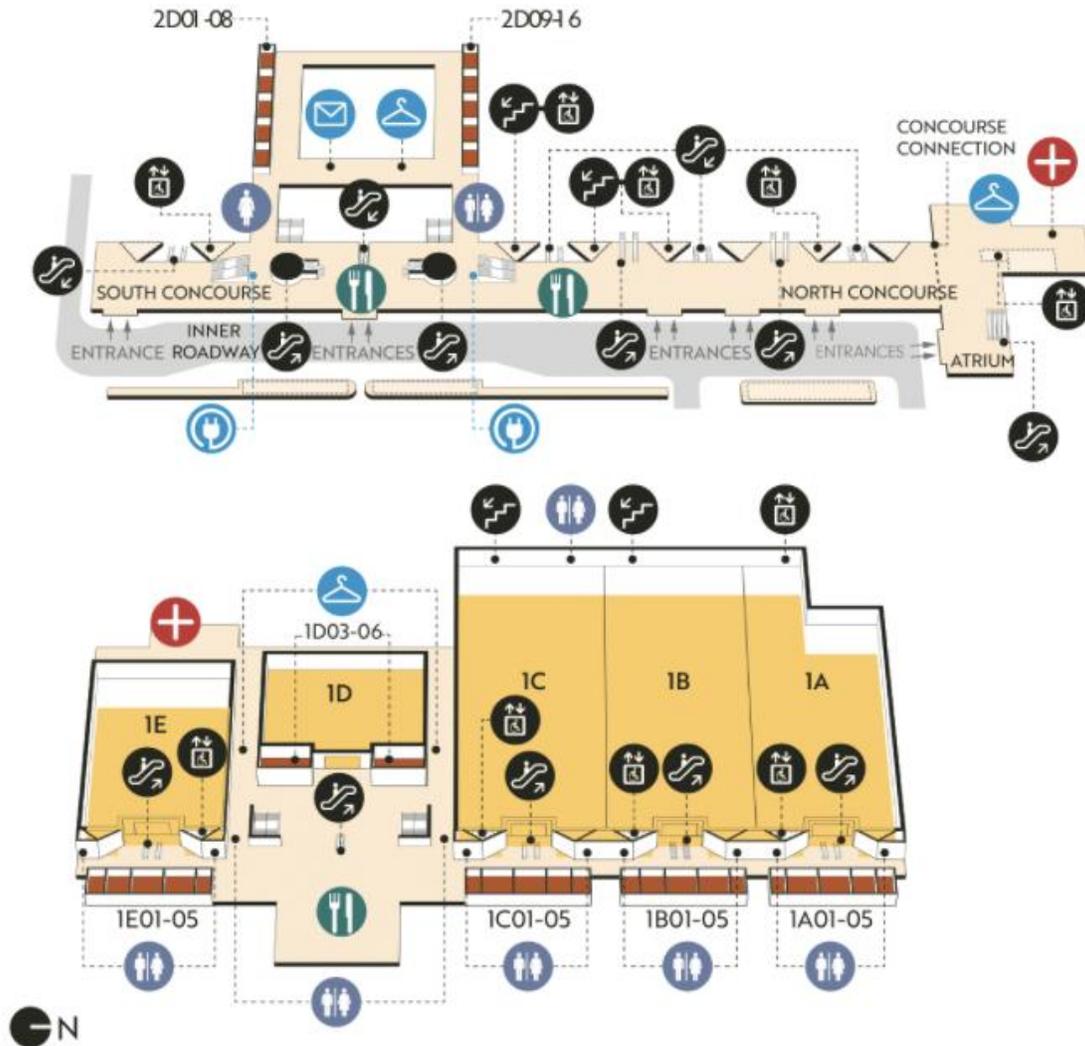
STORAGE FOR PERSONAL BELONGINGS

Please note that there is no central storage area for personal belongings. The Javits Center has a coat check that will be open during the show in the main hall. We suggest incorporating an aesthetically pleasing and discrete box or storage item in your booth to place your bag/personal items.

PARKING

There is no parking at the Javits Center. [You may find different parking options here.](#)

KEY LOCATION



Registration – North Concourse

First Aid – Level 1, 1D corridor and Level 2, Atrium, North Javits

FedEx Office – Level 2 above the special events hall

Freeman Service Desk – 1A02/1A03

ICFF Sales Office – 1B03

ICFF Show Office – 1C03

Security Office – 1B02

Coat Check – Level 2 Concourse by FedEx