



## EXHIBITOR/JAVITS INFORMATION & DISPLAY REGULATIONS

Contact Customer Service: Call: 888-605-6059 | [Inquiry@NYComicCon.com](mailto:Inquiry@NYComicCon.com)

Click on the [Vendor Forms & Guidelines](#) section of the online manual to see all approved vendors for this event. For additional information please go on [NYCC FAQs](#).

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### SHOW OFFICE & REGISTRATION

NYCC SHOW OFFICE is located on the 4B Terrace. REGISTRATION is located in the Crystal Palace. These areas will be staffed and operational during the following days and times:

<u>DAY/DATE</u>	<u>SHOW OFFICE</u>	<u>REGISTRATION</u>
Tuesday, October 10	8:00 AM – 5:00 PM	8:00 AM – 5:00 PM – EXHIBITORS ONLY
Wednesday, October 11	8:00 AM – 5:00 PM	8:00 AM – 5:00 PM
Thursday, October 12	8:00 AM – 5:00 PM	7:00 AM – 9:00 PM
Friday, October 13	8:00 AM – 7:00 PM	7:00 AM – 8:00 PM
Saturday, October 14	8:00 AM – 7:00 PM	7:00 AM – 7:00 PM
Sunday, October 15	8:00 AM – 6:00 PM	7:00 AM – 5:00 PM

### EXHIBITOR SERVICE CENTER & GENERAL DECORATING CONTRACTOR

<http://www.javitscenter.com/plan/policies/> - General Decorating Contractors are hired by Show Management. They are generally responsible for the physical planning of the event, the shipment and delivery of exhibition freight, the rental of furniture, carpets and other booth/exhibit equipment and the building and dismantling of most of the exhibits. General Decorating Contractors supply their own on-site management and supervisors and hire freight moving and exhibit building labor from the Javits Center. In order to hire labor directly from the Center, General Decorating Contractors must open an account, which requires, among other things, the posting of a guarantee of payment bond or letters of credit and the fulfillment of certain insurance requirements.

**FREEMAN is the Official General Decorating Contractor of NYCC** and will maintain a full staff on-site at the Exhibitor Service Center during set-up, show days and dismantling. All other Official Show Contractors will also be set up in this area as well. All inquiries regarding booth services and orders should be made at the Exhibitor Service Center, including booth furnishings, labor, freight, utilities, and special show services. Exhibitors who have ordered labor are asked to check-in at this desk when they are ready to install their exhibits. The person in charge of your exhibit should carefully inspect and sign for all work order forms. If you disagree with a bill presented for your signature, question it immediately. If you cannot come to a satisfactory agreement with the contractor, contact Show Management. Do not put it off. Once the show has ended, it becomes very difficult to resolve issues.

### EXHIBITOR SERVICE CENTER HOURS

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



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### **FREEMAN SERVICE INFORMATION**

- **BOOTH EQUIPMENT** - Each **LINEAR** booth (6'x8', 10'x10', 10x20', etc.) will be set with 8' high black back drape and 3' high black side drape. Booths 300 sq. ft. or less will receive (1) 7" x 44" one-line booth identification sign. Booths larger than 300 sq. ft. may receive a 7" x 44" one-line booth identification sign upon request. Peninsula booths will be set with 8' high black back drape.
- **FREEMAN DISCOUNT PRICE DEADLINE DATE** - Order early to take advantage of advance order discount rates, place your order by **September 19, 2023**.

***All billing discrepancies must be addressed at the FREEMAN Service Center during normal show hours. Any other discrepancies can be resolved up to but not to exceed 30 days prior to the last move out day.***

**NYCC** follows the **cubic content rule**, which allows exhibitors to make maximum use of their booth space. Under the cubic content rule, exhibitors may build up to the front of their booths, and up to the maximum allowable height according to booth type as indicated below. ***However, anything above the provided drape heights must be finished, neutral and devoid of copy on any wall adjacent to another exhibitor.*** The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on-site at the show. Please plan your booth display and sign structures accordingly. **Maximum allowable height is also directly affected by the ceiling height of your booth area.**

Hanging signs as well must comply with the **HEIGHT LIMITATIONS** guidelines listed below. This includes all hanging or suspended material such as banners and balloons (where permitted), etc. The top of the sign (or other material) may not exceed the height limitation specific to your type of booth. Booths which qualify to suspend "hanging signs" are only Island, Peninsula or Walk-Through booths of 400 sq. ft. or larger. **Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 ft.**

The maximum height of a display booth at the back wall, including any form of lighting system, signage, or header shall be:

#### **LINEAR BOOTH MAXIMUM HEIGHT LIMIT = 12 FEET**

Bounded by 1 or 2 aisles. Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 feet. Note: side-drape provided is 3 feet high and the back-drape provided is 8 feet high.

#### **PENINSULA BOOTH MAXIMUM HEIGHT LIMIT = 20 FEET**

Bounded by 3 aisles. Exhibit booths must also be at least 20 ft. deep and 20 ft. wide to meet **Show Management's** requirements for hanging signs. Hanging signs in peninsula booths may reach a height limit of 20 ft. to top of sign. Two-sided Signs must be hung 5 ft. from the back wall and the side facing rear of the booth must be clear of copy, logos or other graphics so as not to be an eyesore to neighboring exhibitors. Note: the back-drape provided is 8 feet high.



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### **ISLAND BOOTH MAXIMUM HEIGHT LIMIT = 25 FEET**

**Island Booth** - Bounded by 4 aisles. Booths must also be 20 ft. deep and 20 ft. wide to meet **Show Management's** requirements for hanging signs. Hanging signs in island booths may reach a height limit of 25 ft. to top of the sign.

### **PUBLIC SPACE BOOTH MAXIMUM HEIGHT LIMIT = 17 FEET**

**Booths In Public Space** – Located in the **Crystal Palace, Inner Roadway, North Concourse** and **South Concourse** of the **Javits Center**

## **SHOW SCHEDULE**

- EXHIBITOR MOVE-IN**

Tuesday, October 10

8:00 AM – 5:00 PM – By Target

Wednesday, October 11

8:00 AM – 5:00 PM – By Target

*All crates must be off the floor by end of day.*

*During Exhibitor Move-In/Set-Up. Exhibitors may continue to work on their booths until 9:00 PM however, they must stay within the exhibit hall. Once an individual leaves the Hall, re-entry will be NOT be permitted.*

- SHOW FLOOR HOURS** - Badged Exhibitors will have access to the Exhibit Hall at 7:30 AM each morning October 12 - 15, 2023 and until 9:00 PM each evening October 12 - 15, 2023.

Thursday, October 12

10:00 AM – 7:00 PM - **\*Artist Alley open till 8:00 PM**

Friday, October 13

10:00 AM – 7:00 PM - **\*Artist Alley open till 8:00 PM**

Saturday, October 14

10:00 AM – 7:00 PM - **\*Artist Alley open till 8:00 PM**

Sunday, October 15

10:00 AM – 5:00 PM

- EXHIBITOR MOVE-OUT**

Sunday, October 15

5:00 PM – 10:00 PM - **\*Double Time Rates Apply**

Monday, October 16

8:00 AM – 4:00 PM

Tuesday, October 17

8:00 AM – 12:00 PM

- DISMANTLE AND MOVE-OUT INFORMATION** - All exhibitor materials must be removed from the exhibit facility by **Tuesday, October 17, 2023, at 12:00 PM**. 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 the following times for each day:

- **If you are loading out on Sunday, October 15th, driver check-in no later than 8:00 PM**
- **If you are loading out on Monday, October 16th, driver check-in no later than 2:00 PM**
- **If you are loading out on Tuesday, October 17th, driver check-in no later than 10:00 AM**
- **If your carrier is NOT checked in by 10:00 AM by Tuesday, October 17th then your freight will be re-routed or sent back to the FREEMAN warehouse.**

**POST SHOW PAPERWORK AND LABELS** - The **FREEMAN Exhibitor Services Department** will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping



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form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

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

### **SHIPPING INFORMATION**

#### **Warehouse Shipping Address:**

Exhibiting Company Name / Booth #

**New York Comic Con 2023**

C/O Freeman

140 Central Ave , Ste 130

Kearny, NJ 07032 USA

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning September 12, 2023 at the above address.
- Material arriving after October 03, 2023, will be received at the warehouse with an additional after deadline charge.
- Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.
- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 2:30 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

#### **Show Site Shipping Address:**

Exhibiting Company Name / Booth #

**New York Comic Con 2023**

Jacob K Javits Convention Center

C/O Freeman

369 12th Ave

New York, NY 10001

- Freeman will receive shipments at the exhibit facility beginning October 10, 2023.
- Shipments arriving before this date may be refused by the facility.
- Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.



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

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

### **MOVE-IN/MOVE-OUT**

**MOVE-IN/MOVE-OUT HAS CHANGED FROM PREVIOUS YEARS. PLEASE READ ALL LOAD-IN/LOAD-OUT INSTRUCTIONS THOROUGHLY.**

#### **LEND-A-HAND PROGRAM**

For those exhibitors who are "do-it-yourself-ers" we're offering a little extra assistance. We've secured easier access and additional free labor for both move-in and move-out. Please review the details and qualifications closely.

- **Privately Owned Vehicles (POV) - Defined as cars, pick-up trucks, vans (rental vans are allowed), and other trucks primarily designed for passenger use and no larger than a Ford Econoline Van **MAY participate in the LEND-A-HAND PROGRAM****
- **Box Trucks, Straight Trucks, Bobtails, Contract Carriers, Cube Trucks, U-Haul Trucks, Ryder Trucks, as well as any Trailers hitched to any vehicle **ARE NOT PERMITTED to participate in the LEND-A-HAND PROGRAM** and must also go to the loading dock in the rear of the exhibit hall. All materials loaded in/out of the loading dock will be subject to building charges for the handling of materials**

#### **LEND-A-HAND MOVE-IN**

- **Program Time & Dates**
  - **Tuesday, October 10, 2023, from 9:00 AM – 6:00 PM**
  - **Wednesday, October 11, 2023, from 8:00 AM – 6:00 PM**
- Vehicles may enter at 369 12th Ave and proceed to the Level 3 North loading docks for assisted labor
- Labor assistance via Lend-A-Hand placard at the Level 3 North loading docks is provided at NO Charge. Tipping labor is strictly prohibited
- Exhibitors are still permitted to self-load / unload and move materials using a 2-wheeled hand truck from the POV lane of the Inner-Roadway **ONLY**

#### **LEND-A-HAND MOVE-OUT**

- **Program Time & Dates**
  - **Sunday, October 15, 2023, 6:00 PM – 11:59 PM**
- There will be a sign-in area for assisted labor move-out at the Level 3 North loading docks



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- If you wish to utilize this service, sign in at the predetermined location at the show's conclusion and labor will come to your booth, load your materials and bring it to your vehicle
- Labor assistance via Lend-A-Hand placard at the Level 3 North loading docks is provided at NO Charge and Tipping labor is strictly prohibited

### SHOW DAYS – EXHIBITORS WITH BOXES/INVENTORY

Hand-carry materials are no longer permitted to enter the Crystal Palace, via 11th Avenue due to Lincoln Tunnel congestion concerns. On Show Days Exhibitors with product/boxes are to enter the Javits at the Exhibitor Tent located on 37<sup>th</sup> and 11<sup>th</sup>. Boxes/items will be X-Rayed and standard bag check, weapons detection procedures will take place here. If an Exhibitor is not bringing inventory to the Event on Show Days, please enter the Javits via the Crystal Palace at 35<sup>th</sup> and 11<sup>th</sup> for expedited entry.

### MOVE-IN AND MOVE-OUT FOR SELF-UNLOADING/PRIVATELY OWNED VEHICLES (POV'S)/HAND-CARRY

The hand carry policy, which is outlined below, is designed to maximize exhibitor move-in/out efficiency and minimize traffic congestion. Exhibitors should take notice that 11th Avenue and the adjacent streets around the Javits Center are no longer permitted to be used for staging or unloading hand-carry materials as in years past **by order of the City of New York**. Likewise, hand-carry materials are no longer permitted to enter the Crystal Palace, via 11th Avenue due to Lincoln Tunnel congestion concerns.

Exhibitors whose vehicles are illegally parked will be subject to a fine and/or vehicle towing by the New York City Police Department (NYPD). In an effort to streamline the hand carry process for our exhibitors, the Javits Center's Security and Safety Solutions Department provides all exterior security staffing and oversight for hand carry operations.

- **PERMITTED** - Privately Owned Vehicles (POV) - Defined as cars, pick-up trucks, vans (rental vans are allowed), and other trucks primarily designed for passenger use and no larger than a Ford Econoline Van
- **NOT PERMITTED** - Box Trucks, Straight Trucks, Bobtails, Contract Carriers, Cube Trucks, U-Haul Trucks, Ryder Trucks, as well as any Trailers hitched to any vehicle must go to the loading dock in the rear of the exhibit hall. All materials loaded in/out of the loading dock will be subject to building charges for the handling of materials

### The Javits Center Hand Carry Policy is as follows:

#### Enforcement for Hand Carry Operations:

- The Javits Center's Security and Safety Solutions Department, in conjunction with city and state agencies, will provide security on the inner-roadway and loading docks during all designated hand carry hours of operation;
- The New York City Police Department will provide all enforcement for the New York City streets surrounding the Javits Center;
- The Javits Center reserves the right to search any box, bag, container, crate, etc. to ensure full compliance with the building's regulations; and
- The Javits Center reserves the right to deny entry to anyone not in compliance with all stated policies and procedures.



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- All single occupancy vehicles will be turned away by security personnel – no exceptions. There must be someone representing the exhibitor with the vehicle at all times. Vehicles left unattended will be towed at exhibitor expense.
- Temporary loading and unloading zones are assigned and managed by Javits Public Safety personnel in conjunction with Show Management staff
- Vehicles must be attended by a licensed driver at all times
- Moving company trucks may be loaded and unloaded only on the Javits Center loading dock by Javits Freight Handlers. Such trucks may not be loaded or unloaded in front of the building or on the north end or anywhere else in the vicinity of the Center, as their freight is not considered "hand carry" regardless of its size. Under no circumstances will moving company employees, or any persons other than Javits Freight Handlers or direct employees of an exhibiting company engaged in legitimate "hand carry," be permitted to handle freight on Javits Center property

#### Approved During Hand Carry Operations:

- Individuals moving materials must be employees of the exhibiting company and must carry identification to verify their position;
- Exhibitors moving materials must use doors and routes designated by event management;
- Hand-carried items can be brought in through the front of the building (east side) only through the inner-roadway and only during event specified times;
- Hanging clothing racks with four wheels are allowed for moving hanging garments;
- Standard jewelry cases with four wheels are permitted for moving jewelry and trade product; and
- Pop-up displays – equal or less than 10 feet in length and capable of being carried by hand by one person – may be brought into the building.

#### Prohibited During Hand Carry Operations:

- Any materials originating from any vehicle on New York City streets for the purpose of delivering, staging or collecting exhibitor materials;
- Any equipment, other than a two-wheeled baggage cart (plastic or rubber wheels only), to move their materials;
- Power tools, ladders, vacuum cleaners, or any type of carpenter/construction equipment are not permitted in the building, unless specific written approval is obtained in advance;
- Any freight from a box truck, commercial vehicle or any vehicle larger than a standard van;
- Any freight moved on equipment larger than a two-wheeled baggage cart;
- Any freight that cannot be hand carried by one person; and
- Any freight moved by a moving or freight company, contractor or any persons other than Javits Center freight handlers or direct employees of an exhibiting company engaged in approved hand carry operations.

#### Javits Inner-Roadway:

**NOTE - Due to the construction of tents and activations, Inner-Roadway access may not be available. Access to the Inner-Roadway will not be available on move-out until Monday, October 16, 2023**

- Hand carry operation hours are specific and designated by event management;
- Loading and unloading of vehicles is limited to vehicles no larger than a standard van;
- All vehicles must be issued a Javits Center Placard in order to stage;
- All vehicles are allocated 15 minutes, and the time limit will be strictly enforced;



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- All vehicles must be parked perpendicular to the curb and staged with the back of the vehicle against the curb;
- Hazard lights must be activated while staged;
- Double parking is strictly prohibited and will likely result in a fine or tow;
- Parking or standing on 11th Avenue or any of the secondary streets around the Javits Center is strictly prohibited and subject to fine or tow;
- Pre-pack all exhibit items before staging a vehicle curbside; and
- Failure to follow the above regulations may lead to a fine and/or vehicle towing.

#### **Loading Docks & Truck Marshaling Area:**

- All vehicles transporting freight larger than a standard van, such as, but not limited to, a moving truck or box truck, are required to load and unload via the Javits Center loading docks;
- The loading docks are accessible during designated hand carry hours for all over-sized vehicles and can be accessed without an appointment via the entrance on 12th Avenue and 39th Street;

#### **Expansion Area Access (Hall 3, Event Space, North Lobby):**

- Hand-carry access for exhibitors will always require strict adherence to the published routes and access points;
- Hand-carry access may only occur through the 3A escalator/elevator if the 3A hall is licensed by the same event;
- Via a designated area within the new truck marshaling building;
- The north lobby may not be used to access any part of the Center for the purpose of delivering or removing exhibitor product or materials;
- The use of passenger elevators or escalators within the expansion space may not be used for the purpose of delivering or removing exhibitor product or materials; and
- Specific hand-carry instructions will be published within the show guide.





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### EXCLUSIVE JAVITS CENTER IN-HOUSE SERVICES

<http://www.javitscenter.com/plan/policies/> - The Javits Center maintains exclusivity for certain services which the Center provides itself and for certain services provided by other companies which have a contract with the Center. Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information and be sure to indicate your booth number on all forms.

The following is a list of the companies holding the exclusive rights to perform certain services:

- **Utility Service: Javits Center**
  - Electric
  - Plumbing
  - Telecommunications
- **Trash Removal from Javits Premises: Javits Contractor**
- **Sale of Food and Beverage: Cultivated**
- **Coat and baggage check: Cultivated**
- **Convenience Store: Hudson News**
- **Medical Service: Javits Center**
- **Advertising in Public Areas of the Center: Javits Center**
- **Business Center: FedEx**

The Javits Center's online ordering system [Jake](#) allows you to place electrical, technology and plumbing orders online, **no more forms**.

To get started click here to sign up or log in to [Jake](#). Need assistance choosing the best service options? **Help is an email away, Click below.**



ELECTRICAL



TECHNOLOGY



PLUMBING

More Questions? Contact the **Javits Center** Exhibitor Solutions Team via phone 877.452.8487 Mon-Fri 9am-5pm Eastern Time or email [services@javitscenter.com](mailto:services@javitscenter.com).



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### OFFICIAL CONTRACTORS/SERVICE PROVIDERS

**ALL CONTRACTORS/SERVICE PROVIDERS** will maintain a full staff on-site at the **Exhibitor Service Center**.

Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for a detailed list of companies, the services provided and order forms. Please be sure to indicate your booth number on all forms.

**Notice To Exhibitors Regarding Non-Official Contractors - Show Management** carefully considers the selection of **Official Contractors** based on quality of service, variety of products, price and reputation. Since these contractors frequently work on more than one show with us, they value the business of our customers and provide quality products and services.

Some companies may misrepresent themselves as being an **Official Contractor** so please be sure to check the list below or give us a call. Some things to watch for if you are considering the services of a non-official contractor are hidden charges for material handling, labor and shipping that you might not pay otherwise (for example on carpet rental), control over delivery time, availability during move-in and leverage if something goes wrong. Also be advised that non-official contractors will need to abide by the **Exhibitor Appointed Contractor (EAC's)** procedures, provide insurance certificates, etc. in order to gain access to the Show Floor.

- **Audio/Visual - FREEMAN Audio Visual**
- **Booth Furnishings, Services and Equipment – FREEMAN**
- **Computer Rental/Office Equipment - FREEMAN Audio Visual**
- **Customs Broker / International Shipping – PIBL, Inc.** All merchandise imported into the United States requires Custom House Clearance prior to release from any USA port or airport. It is the sole responsibility of the exhibitor to adhere to customs and international guidelines. The exhibitor must ensure that all documents are valid and complete, and procedures are followed correctly. ***Show Management will not be held liable for freight held up due to customs issues, duty payments or any other problems related to inbound and outbound international shipments.***
- **Display Case Rental – American Fixture & Display Corp.**
- **Floral/Plant Rental – Spring Valley Floral**
- **Material Handling (Drayage) Services - FREEMAN** is the exclusive material handling provider on the exhibit floor. They will receive all shipments whether consigned in advance to their warehouse or sent directly to the **Javits Center**. Material Handling includes return of your empty cartons and crates at the close of the Show.
- **Outbound Shipping - FREEMAN Transportation**
- **Photography - Oscar Einzig Photographers** is the official photographer of **NYCC**. For the most part, you're welcome to take still pictures and video at **NYCC**; however, please note that all photography and recording is prohibited during screenings and concerts. Also, please understand that guests may or may not pose for photographs with fans. Guests have a right to their privacy, and if they ask not to have their picture taken, please respect their wishes.
- **Security – Citadel Security**



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### EXHIBITOR APPOINTED CONTRACTORS (EAC's)

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For more information, please refer to the [Exhibitor Appointed Contractor](#) section of the online manual.

### LABOR PROVIDED BY THE CENTER

The Center provides skilled and courteous employees to perform most of the labor needed for events. With few exceptions (explained below), Event Managers, Contractors and Exhibitors must hire the Center's employees to perform the following work: Electric Work, Freight Moving, General Exhibit Building Functions, Plumbing Work, Rigging and Telephone Work. Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information.

### LABOR REGULATIONS

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the **UNION RULES AND REGULATIONS** at <http://www.javitscenter.com/plan/policies> to determine your needs. Exhibitors supervising **FREEMAN** labor will need to pick up and release their labor at the Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

New York City has several major unions that have jurisdiction over trade shows. Please plan now to abide by labor regulations. **FREEMAN** is the official labor contractor. Labor arrangements may be made to set-up, service and dismantle your exhibit. Information regarding labor jurisdiction can be found in the [Vendor Forms & Guidelines](#) section of the online manual. If you have any further questions or would like a quote for labor services, you may contact **FREEMAN** directly at **(888) 508-5054**.

### UNION JURISDICTIONS AT JACOB JAVITS CENTER

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

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

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



## EXHIBITOR/JAVITS INFORMATION & DISPLAY REGULATIONS

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**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 back wall.

### **WHAT CAN EXHIBITORS DO WITHOUT UNION PERSONNEL?**

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

**For detailed information regarding work rules and policies on what exhibitors can do and what requires union labor, please visit Javits Center Operational Policies**

### **GENERAL INFORMATION:**

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

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

### **LIABILITY & INSURANCE/LICENSE AGREEMENT**

**Please be sure you have read the space application for your booth for all exhibition rules and regulations. It is the exhibitor's responsibility to adhere to all rules pertaining to your license agreement.**

**Exhibitors are advised to see that their regular company insurance includes coverage outside of company premises and that they have their own theft, public liability and property damage insurance. Show Management and its contractors will not be responsible for injury or damage that may occur to an exhibitor or his/her employees or agents, nor to the safety**



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**of any exhibit or other property against theft, fire, accident, or any other destructive causes. Please review the space contract for details.**

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If you are not insured but would like to be for this particular event, we have contracted with [John Buttine Insurance Inc.](#) Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for contact information.

### **EXHIBITOR INSURANCE**

#### **1. Insurance ; Losses.**

(i) *Exhibitor shall maintain at its sole cost and expense and throughout the duration of the Exhibition Commercial General Liability (CGL) insurance coverage with a minimum combined single limit of **US\$1 Million Dollars**, covering bodily injury (including death), personal injury, and property damage liability, with extraterritorial coverage.. Such CGL insurance shall name as additional insureds Reed Elsevier Inc., the Venue owner, the city in which the Exhibition is being held if the city owns the Venue and any additional party Management may reasonably request. Exhibitor shall also maintain at its sole cost and expense Workers Compensation insurance for employees participating in the Exhibition, as required by law. Exhibitor's failure to comply with the insurance requirements in this Section VI.3 shall not relieve Exhibitor of its indemnification obligations pursuant to Section VI.2 of this Agreement.*

(ii) *Exhibitor understands that neither Management nor the Exhibition venue maintains insurance covering Exhibitor's property, and it is the sole responsibility of Exhibitor to obtain such insurance. Exhibitor must maintain property insurance covering Exhibitor's property on an "all risk" basis at all times, including, without limitation, when (as applicable) property is stored in vaults on the Exhibition floor.*

(iii) *Certificates of Insurance must be available onsite during the Exhibition and must be furnished by Exhibitor if requested by Management.*

(iv) *Management shall not bear any responsibility for damage to Exhibitor's property or for lost shipments either coming in or going out of the Venue and/or Exhibit Space or for moving costs. Damage to inadequately packed property is Exhibitor's own responsibility. If Exhibitor's products to be exhibited and/or display materials fail to arrive, Exhibitor is nevertheless responsible for License fees."*

### **ADA ACESIBILITY**

<https://www.javitscenter.com/attend/accessibility/>

For any questions, comments, concerns regarding accessibility options at the **Javits Center**, please call the **Javits Security & Safety Solutions Department** at **(212) 216-2196**, which can be reached during operating hours. For show-specific information, please contact the event you are attending. Information related to the event may be found on the Events page, or on the event's external website.

### **AGE RESTRICTIONS**

In accordance with display rules and regulations and security measures, **no one under the age of 18 will be admitted in the exhibit hall during move-in or move-out. There will be no exceptions.** Children of any age are admitted during Show hours on Show Days **ONLY**; during that time, those 6 or over must be badged. **For security reasons, children under the age of 16 must be accompanied by an adult at all times.**



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### ANIMALS

<http://www.javitscenter.com/plan/policies/> -

Service animals for persons with disabilities are welcome at the Javits Center. Service animals are limited to dogs<sup>1</sup> that are individually trained to do work or perform tasks for the benefit of an individual with a disability.

No other animals are permitted in the Javits Center except as part of an approved exhibit, activity or performance legitimately requiring the use of animals. Although emotional support animals and/or comfort animals are often used as part of a medical treatment plan as therapy animals, they are not service animals and therefore are not permitted in the Javits Center.

If animals are approved by the Javits Center:

- Event managers must obtain necessary permits and comply with all relevant laws (including, but not limited to, the NYS prohibition of animal fighting).
- Animals may not come into contact with the public, must be accompanied by a handler at all times and must be on a leash, within an enclosure or under similar control at all times.
- The Event Manager, Exhibitor and owner take full responsibility for the animal(s).
- The Event Manager's, Exhibitor's and owner's insurance policy for their event must not exclude live animals or it must state that live animals are covered.
- The Event Manager must sign an acknowledgement letter indemnifying and defending the Javits Center in the event of personal injury, death or damage to property resulting from such animals.
- The Event Manager or Exhibitor must provide the Javits Center with:
  - Health certificates for each animal and
  - Up-to-date Veterinary records, including shots, for each animal.

Insurance coverage provided by the Event Manager, Exhibitor and owner (whichever is applicable) should name the following entities as additional insureds and provide a waiver of subrogation in favor of said parties:

- New York Convention Center Operating Corporation a/k/a Jacob K. Javits Convention Center of New York,
- The State of New York,
- New York Convention Center Development Corporation,
- New York State Urban Development Corporation d/b/a Empire State Development,
- The Triborough Bridge and Tunnel Authority and their respective directors, officer(s), agent(s) and employees.

<sup>1</sup>Certain miniature horses may also be service animals. Please contact the Javits Center Legal Department before arriving if you have any questions about using miniature horses as service animals.

### ATM MACHINES

<http://www.javitscenter.com/attend/amenities/> - For the convenience of visitors there are three Chase ATMs located at the **Center**. Two are adjacent to the **Guest Services Desk** on the north side of the **Crystal Palace** Lobby on Level 3. The other is on the north side of the Level 1 Food Court.



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### BANNERS AND SIGNS

<https://www.javitscenter.com/plan/policies/> - No banner, display or sign shall be erected in a manner that may block or interfere with the operation of any of the items listed above.

### BICYCLES, HOVERBOARDS AND ROLLERBLADES

The riding of bicycles, hover boards and the use of rollerblades and "heelys" (sneakers with embedded wheels) are prohibited at all times in the **Javits Center**.

### BOOTLEG POLICY

The buying and selling of counterfeit / knock-off / unlicensed materials is not tolerated at **NYCC**. **NYCC** is a celebration of the best of popular culture, and bootlegs have no place in the show. **Violation of this rule will result in one and only one warning. A second violation and you'll be removed from the show.**

### BULK SALE OF YOUR BOOTH

In the event you sell a portion or all of your booth's merchandise to an outside retailer who wishes to remove items at the close of the show, the retailer must contact **FREEMAN** at the **Exhibitor Service Center PRIOR TO 10:00 AM, Sunday, October 15, 2023**. They will receive special instructions on how to remove the merchandise they've purchased from your company at show close.

### BUSINESS CENTER

<http://www.javitscenter.com/attend/amenities/> - The **FedEx Office** is located on the Concourse Level across from Starbucks and is open on show days and during some move-in and move-out days. FedEx Office is equipped to handle any printing, packing and shipping needs worldwide.

FedEx Office is offering a new service called Print & Go for attendees and exhibitors who want their documents printed on-site. Use a Blackberry, smartphone, iPhone, or Android smartphone to connect directly to the self-service kiosk at the location on the Concourse Level. Simply follow the prompts on the screen to print out the documents. For more information on this service please ask the FedEx representative on-site or go to [www.fedex.com/printandgo](http://www.fedex.com/printandgo).

Other services include sign and banner printing and Internet service for laptops or desktop computers. FedEx Office also rents out private work stations-available by the hour or less. Contact one of our **Javits Center** consultants at 212-216-2900 or 917-228-4839 or email [usa1280@fedex.com](mailto:usa1280@fedex.com). Please click [here](#) to visit our website.

Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information.

### CENTER ACCESS

Center employees on official business cannot be denied access by event management or any of their sub-contractors to any areas within the facility.





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### CLEANING

#### Cleaning Work Exhibitors May Do Themselves

Exhibitor may clean and wipe down their products and display merchandise and parts of their exhibit not installed by other Javits labor.

#### **FREEMAN LABOR MUST BE HIRED FOR BOOTH VACUUMING.**

If you need cleaning services in your booth - vacuuming, shampooing, and trash removal – you can order these services from **FREEMAN** by using the form located in the [Vendor Forms & Guidelines](#) section of the online manual.

*Show Management does not provide cleaning or vacuuming for booth carpet at any time.*

### CLIENT ACCESS

<http://www.javitscenter.com/plan/policies/> - Center employees on official business cannot be denied access by event management or any of their sub-contractors to any areas within the facility.

### COAT & BAGGAGE CHECK

The **Javits Center** operates a coat check open to all Exhibitors and Fans. It's located across from the Starbucks on the Level 2 South Concourse overlooking the entrance to the Special Events Hall next to the FedEx Business Center. The cost is \$7.00 per item (subject to change). You can also check briefcases, backpacks, umbrellas and luggage.

### COLD STORAGE

**We have cold storage available for medications on a first come first service basis located in our show office. \*This is available on a first come, first serve basis and space is limited.**

### COMPANY PERSONNEL AS MANAGERS AND SUPERVISORS

<http://www.javitscenter.com/plan/policies/> - Contractors are permitted to use their own personnel as managers and supervisors of Javits Center Carpenters and Freight Handlers — provided that they have completed a questionnaire and have been approved by the Javits Center, that they are performing legitimate managerial tasks and are not performing work within the jurisdiction of the Javits Center Carpenters or Freight Handlers, and that the company maintains a reasonable ratio of managers and supervisors to labor. Approved managers and supervisors will be issued a Javits Center identification card. Managers and supervisors are required to wear these identification cards in a visible location at all times that they are at the Javits Center. Violation of any of these conditions may result in a revocation — not only of the manager/supervisor's authorization — but also of the company's authorization to conduct business at the Javits Center.

#### **Important:**

These rules are designed to protect the Center's important business interests. The Center reserves the right to eject anyone working in violation of these rules as well as the exhibitors, contractors and others for whom they are performing work.



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### CONTRACTOR SAFETY WORK RULES

<http://www.javitscenter.com/plan/policies/>

#### Role of the General Contractor and Exhibitor Appointed Contractors

##### Supervision of Employees

**General Contractors (GC)** and **Exhibitor Appointed Contractors (EAC)** are responsible for adhering and supporting the **Javits Center's** Safety Policies and Procedures to ensure the well-being of employees they employ. They supervise and may not direct them to perform work that would jeopardize the employee's safety or the safety of those around them. If an employee fails to follow a safety directive issued by the **GC**, or **EAC** or disregards any safe operating procedures, the **GC** or **EAC** is responsible for taking the following action.

1. Correct or cease the unsafe practice;
2. Remove the employee from the job and notify **Javits Management**.

If a safety issue should arise and circumstances require an immediate decision, the **Manager of Health & Safety Solutions** will render a decision, after which the issue may be resolved through the **Javits Center's Executive Safety Committee**. These meetings are normally held on a monthly basis. However, based on circumstances an emergency meeting can be called.

If an employee is observed utilizing hands free devices such as blue tooth or earphones or a radio, instruction by the **GC** or **EAC** to remove or turn off the device is to be given. It is the policy of the **Javits Center** that these devices are not permitted for use while on the show floor.

##### Reporting Injuries and Other Occurrences

Upon knowledge of an injury or incident of any kind, including a near miss, the **Command Center** is to be notified immediately. The objective for immediate notification is to ensure an investigation be conducted as soon as possible prior to the condition of an area changing.

##### GC and EAC Safety Coordinator(s)

Each contractor is to designate a safety coordinator and provide contact information to the **Manager of Health & Safety Solutions**. **The Safety Coordinator** must remain on site while work is being performed in the **Center**. **Designated Coordinators** are to provide instruction and guidance to the employees they supervise as established in the **Centers** safety policies and procedures and must also comply with the requirements in the use of Personal Protective Equipment. Training of the **Centers** policies and procedures for **Coordinators** will be conducted by the **Manager of Health & Safety Solution** upon request by the **Contractor**.

##### Signage

Signage posted by the **GC** is to be in line with **Javits Center's** Safety requirements as outlined within this document, in order to maintain consistency with employees. Other signage posted regarding safety requirements, is to be sent to the **Manger of Health & Safety Solutions** for approval prior to use.

##### Equipment, Machinery, Tools & Materials

All equipment, machinery, tools or materials provided to the employees by the **GC** or **EAC** for use in display booth assembling or dismantling must conform to all applicable federal, state and local



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regulations. The **Javits Center** has the right to prohibit the use by employees of any equipment, machinery, tools, and carts or material that do not meet or compromise applicable regulatory requirements or the **Center's** safety policies and procedures. Power tools used for cutting wood are to have dust extraction/collection devices attached and utilized to reduce slip/fall hazards generated from saw dust. All such equipment is to be used in accordance with manufacturing instructions.

#### Loading Dock

All trailers in bays as well as trucks on ramps are always to be chocked while un/loading is being conducted. Placement and removal of the chocks is to be conducted by the **GC**. Dock plates provided by the **GC** are to be inspected and free from damage. If a dock plate is found to be damaged the **GC** is responsible for tagging and removing the dock plate from the facility. All dock plates brought on site is meet or exceed the specifications required for the maximum weight handled.

#### Step Ladders

The proper size ladder is to be provided where necessary. Those supervising employees are to ensure that climbing on unstable objects such as stacked crates, chairs, tables or the ribs of a booth structure is not permitted. When providing any ladder, as a minimum, the **GC** or **EAC** is to ensure the following:

- Ladders are not to exceed 15 feet in height.
- Where the use of a ladder prevents the employee from maintaining a 3-point contact, a scissor lift is to be provided, and controlled by an authorized operator.
- Only type IA or IIA fiberglass or wood ladders are to be provided
- Inspect the ladders prior to distributing them to employees for use and remove from rotation those found to be damaged or determined unsafe for use
- If the employee is observed standing on one of the top two steps of a ladder, then the ladder is not tall enough to perform the work, and the employee is to be provided with the proper size ladder.
- Never permit an employee to walk or lean from a ladder.
- Ensure the area where ladders are used is clear of debris and booth components.

#### Scaffolding

Where scaffolding is needed for booth assembly/dismantle, the area in which the scaffolding is used must be large enough to ensure that outriggers are capable of being used as required in that space. Baker type scaffold is prohibited where working levels exceed 6 feet in height. Tubular scaffold is permitted where working level does not exceed 18 feet, and must have the working level fully planked, all guardrails in place, outriggers properly used, and all wheels locked while in use. The scaffolding is never to be moved or rolled while it is occupied by personnel.

#### Personal Protective Equipment

The **GC** and **EAC** must provide and make readily accessible all types of Personal Protective Equipment (PPE) and must contain the appropriate markings meeting the most recent ANSI/ISEA Standards. The following, PPE must be available at all times:

- Safety Glasses/Goggles (ANSI/ISEA Z87.1+) – Eye protection is required for use when handling power tools when, cutting, drilling operations is required (wood/metal) and when installing/removing glass;



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- Over the glasses Safety Glasses/OGSG (ANSI Z87.1+) are mandatory for those employees asked to perform a task which requires the need for eye protection, shall be provided which fits comfortably over employees' prescription eyewear.
- Slip/Cut Resistant Gloves (ANSI/ISEA 105) – For those employees handling glass, and metals with sharp edges.
- Safety Footwear – **GC's** and **EAC's** are not expected to provide safety footwear to employees, however if an employee does not report to work properly prepared, that employee is to be sent directly to the Labor or Electrical Solutions Office.
- Reflective Vests – All **GC** freight personnel must be provided with and wear a reflective vest while supervising **Javits Center** Freight Handlers, directing delivery vehicles and when performing any tasks on the loading dock or loading dock roadway areas.

### Fall Prevention

The information noted here is to provide information to assist you in identifying a potential fall hazard. There may be other categories which require attention as well, which need to be reported to the Manager of Health & Safety as soon as they are identified, so that preventative measures can be quickly determined for your protection.

- Elevated Walking/Working Surfaces (double decker/upper platforms) – Where unprotected heights are greater than or equal to six (6) feet and where upper surface (permanent/temporary structures) is less than six (6) feet from an edge, protection with a temporary guard rail or visual barrier must be put in place. Where it is impractical to assemble a temporary guard rail or visual barrier, spotter(s) wearing a red safety vest is to be assigned to perform no other task other than ensuring those working at or above six (6) feet are advised by the spotter(s) that they are approaching the edge. The spotter(s) can be positioned either on the ground, or where continuous observation cannot be achieved, the spotter(s) can obtain view by use of a ladder. Under no circumstances is the spotter to be positioned on the level where work is being performed.
- Ladder usage – When using a ladder six (6) feet near or around guard/glass rails or drop offs a distance of six (6) feet is to be maintained from the railing. NOTE: The distance from the edge can become greater depending upon the height of the ladder being used. If a structure is to be assembled/dismantled which is less than six (6) feet from the guard/glass rail or drop off, a scissor lift is to be provided for this work or ladders positioned inside the structure. Example **Crystal Palace** glass railings.

### Slip, Trip & Fall Prevention

To prevent slip, trips and falls, housekeeping and maintenance in work areas and pedestrian paths need to be routinely maintained. The following cause of such incidents in which additional attention is to be provided by the **GC's** and **EAC's**:

- Saw Dust – The preferred method of maintaining saw dust is to utilize a collection system with use of industrial vacuum. Where this is not practical, an employee is to be assigned to maintain the saw dust by gently sweeping it out of the areas where work is being conducted and away from aisles which may affect pedestrians' path of travel.
- Visqueen – Torn or ripped visqueen used to protect carpet is to be repaired upon observation or notification.
- Masonite and Protection Carpeting – The **GC** is to maintain the integrity of the materials put down to protect terrazzo flooring. Edges and corners are to be firmly secured to prevent skewing



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or curling of pieces. Should Masonite become skewed or carpeting become torn or loosened, the GC is to repair upon observation or notification.

- Carpet Tape/Backing – GC and EAC Supervisors must ensure that the backing of the carpet tape is disposed of properly, prior to assigning employees to the next area. When lifting carpet tape Supervisors are to ensure that the tape is disposed of properly and not left on the floor which would create trip hazard for others working and walking in the areas. This rule applies to booth and aisle carpeting.
- Banner Wire – Supervisors are to ensure that when hanging and removing banners/signs the wire is to be collected and retained inside the boom/scissor lifts and not dropped below to the floor or left hanging to the space frame. Banner wire blends in with the background and floor and can become tangled around your feet, or cause face and eye injuries.

### Egress and Egress Access

**No Freight Aisle** – All aisles labeled as “No Freight” are to be maintained mainly by the **General Contractor** in a manner which does not block egress access. **EAC’s** are to ensure that their freight does not impede in these designated areas.

### COPYRIGHTED MUSIC

If any copyrighted music is to be played in your booth, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner. The licensing requirements include the playing of live, as well as recorded music, (records, tapes, compact discs, etc.) and also include music, whether it is the essence of the presentation or is only used as background, on a videotape or other presentation.

The proper license must be posted in your booth and available for inspection at the request of **Show Management** or properly authorized agents of **ASCAP** or **BMI**. We advise you to contact these agencies as listed below to acquire the proper licenses:

- **ASCAP Licensing Dept. / 1 Lincoln Plaza / New York, NY 10023 / Tel: 212-621-6000**
- **BMI (Broadcast Music, Inc.) / 10 Music Square East / Nashville, TN 37203-4399 / Tel: 800-925-8451, 615-401-2000**

Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law, and a breach of your contract for exhibit space for the show.

### CRATE REMOVAL, STORAGE & RETURN

Empty crates, shipping containers, cardboard boxes, etc. marked with “**EMPTY STICKERS**” will be removed to storage and returned to your booth at the end of the show by our floor crew at no additional charge, *provided you have used material handling services for the delivery of your booth*. Do not store merchandise in crates or cartons marked for empty storage or behind booths- this is prohibited due to Fire Regulations in the building. “**EMPTY STICKERS**” can be acquired from the **FREEMAN** desk located at the **Exhibitor Service Center**. Please label your materials as soon as they are ready to be removed. We ask your cooperation in this important matter so that we can clean the aisles and install aisle carpet.



## EXHIBITOR/JAVITS INFORMATION & DISPLAY REGULATIONS

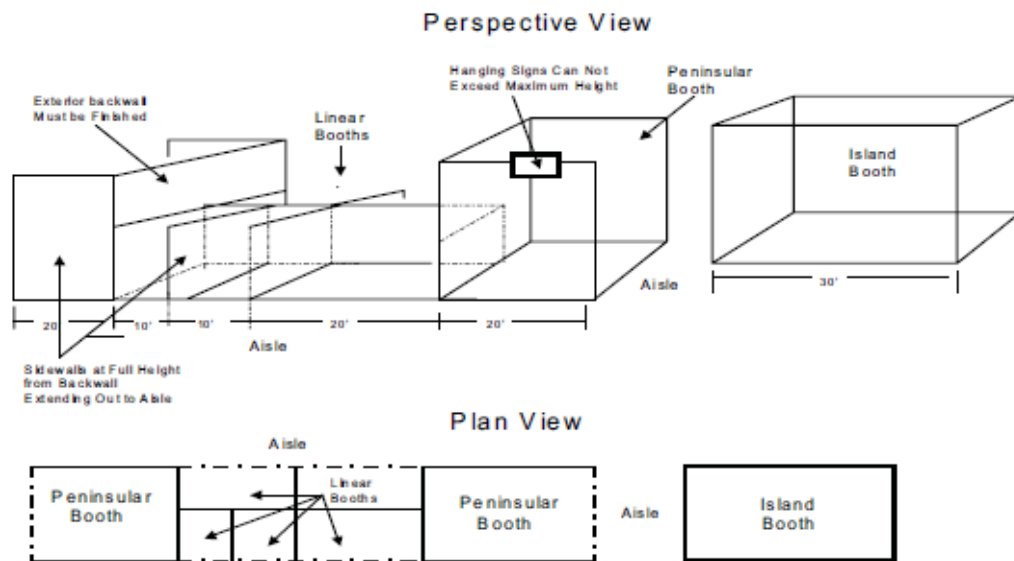
Contact Customer Service: Call: 888-605-6059 | [Inquiry@NYComicCon.com](mailto:Inquiry@NYComicCon.com)

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### CUBIC CONTENT

NYCC follows the **cubic content rule**, which allows exhibitors to make maximum use of their booth space. Under the cubic content rule, exhibitors may build up to the front of their booths, and up to the maximum allowable height according to booth type as indicated below. **However, anything above the provided drape heights must be finished, neutral and devoid of copy on any wall adjacent to another exhibitor.**



The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on-site at the show. Please plan your booth display and sign structures accordingly. **Maximum allowable height is also directly affected by the ceiling height of your booth area.** The maximum height of a display booth at the back wall, including any form of lighting system, signage, or header shall be:

#### **LINEAR BOOTH MAXIMUM HEIGHT LIMIT = 12 FEET**

Bounded by 1 or 2 aisles. Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 feet. Note: side-drape provided is 3 feet high and the back-drape provided is 8 feet high.

#### **PENINSULA BOOTH MAXIMUM HEIGHT LIMIT = 20 FEET**

Bounded by 3 aisles. Exhibit booths must also be at least 20 ft. deep and 20 ft. wide to meet **Show Management's** requirements for hanging signs. Hanging signs in peninsula booths may reach a height limit of 20 ft. to top of sign. Two-sided Signs must be hung 5 ft. from the back wall and the side facing rear of the booth must be clear of copy, logos or other graphics so as not to be an eyesore to neighboring exhibitors. Note: the back-drape provided is 8 feet high.

#### **ISLAND BOOTH MAXIMUM HEIGHT LIMIT = 25 FEET**

**Island Booth** - Bounded by 4 aisles. Booths must also be 20 ft. deep and 20 ft. wide to meet



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**Show Management's** requirements for hanging signs. Hanging signs in island booths may reach a height limit of 25 ft. to top of the sign.

### **PUBLIC SPACE BOOTH MAXIMUM HEIGHT LIMIT = 17 FEET**

**Booths In Public Space** – Located in the **Crystal Palace, Inner Roadway, North Concourse** and **South Concourse** of the **Javits Center**

**PLEASE NOTE:** Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials. **Maximum allowable height is also directly affected by the ceiling height of your booth area.**

**Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 ft.**

***\*\*If you have a question about the type of your booth, please contact Reed Exhibitions Operations\*\****

## **DECORATIONS**

<https://www.javitscenter.com/plan/policies/> - Adhesive-backed decals and flooring are strictly prohibited and cannot be used for any purpose within the Center.

The use of any glitter is not permitted in the carpeted areas of the Center. Decorative use of glitter in other areas must be approved by Javits management. A cleaning fee may be assessed for any use of glitter.

Fountains, and other water containers used for decorative purpose, must be waterproofed and inspected by the Center's Building Operations Department.

More information on Decorations is available in the "Fire Safety" section of these Rules.

## **DELIVERY OF FREIGHT**

<https://www.javitscenter.com/plan/policies/> - The **Center** does not accept advance shipment of freight or materials prior to the contracted move-in date. All shipments to be delivered to the **Center** after the official move-in date must be to the attention of the **Event General Decorating Contractor**. All equipment brought into the **Center** must be delivered and removed through the loading dock areas. The **Center** will not accept shipment of freight and/or material to the **Show Manager**. An exception to this is equipment loaded through the Taxi Drop off access door for use on level 2. All equipment brought into the **Center** must be brought into the building via the access doors assigned to your event space. Under no circumstances will C.O.D deliveries be accepted by the **Center**.

## **DEMONSTRATION AREAS AND EQUIPMENT**

Demonstration areas must be confined within the exhibit space so as not to interfere with any traffic in the aisles. Exhibitors must contract sufficient space to be able to comply with this rule. When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create



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excessive crowds at neighboring booths, it is an infringement on the rights of other exhibitors. Aisles may not be obstructed at any time.

Equipment, product or machinery, when displayed to demonstrate or simulate industrial application, are exempt from the foregoing height limits, but are restricted only by ceiling height, as well as building and safety codes.

#### **DO NOT BLOCK THE AISLES OR INVADE NEIGHBOR'S SPACE**

No sign or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageways, lobby, or exit leading to any fire extinguishing appliances.

#### **DOUBLE-TIERED BOOTHS (EXHIBITION SIZE) AND OVERHEAD STRUCTURES**

<https://www.javitscenter.com/plan/policies/>

- Double tiered or double decked exhibit booths are not permitted in 1A, 1B, 1C, 1D, 1E, or 3D exhibit halls.
- Double-tiered booths are permitted in the River Pavilion, 3A, 3B and 3E exhibit halls.
- A NYC Building Department permit is required whenever the second tier of a double-tiered booth will be walked upon, or for a solid overhead structure greater than 120 square feet in size.

All plans for double decked booths or booths with solid overhead structures must be submitted to the **Javits Security and Safety Solutions** department for review and preliminary approval. If preliminary approval is given a NYC Department of Buildings build permit will be required.

The New York City Department of Buildings (DOB) requires that **ALL** double decked booths displayed within a place of public assembly file for a DOB build permit for each. The filing must include stamped drawings by a New York State or City Licensed Architect or Engineer. These permits expire and will need to be re-filed for each event.

The New York City Department of Buildings (DOB) requires that all solid overhead structures greater than 120 square feet, including connecting areas or space with a common means of egress or entrance, built within a place of public assembly file for a DOB build permit. The filing must include stamped drawings by a New York State or City Licensed Architect or Engineer. These permits expire and will need to be re-filed for each event.

Applications for such structures and uses shall be submitted to the DOB no later than 15 business days prior to the construction of the temporary structure or the commencement of the temporary use.

You are not obligated to, but in the event you wish to, use the **Javits Centers** contracted P.E./R.A. (di Domenico + Partners) they will review all drawings to ensure compliance with DOB and FDNY code and regulations, discuss and propose necessary changes so that the drawings and applications may be prepared for review by the DOB. di Domenico + Partners will create and file all DOB required documents through an expeditor to ensure timelines are met. The fees for their service vary based on amount of necessary changes and meetings.





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### DRIVER CHECK-IN

<https://www.javitscenter.com/plan/policies/> - Two driver check-in offices are located on 12th Avenue between West 35th and West 36th streets, and these offices are designed for event decorators, exhibitor-appointed contractors and others to check in freight during all events, improving the efficiency of the move-in process. Drivers will park their vehicles, bring all necessary documents to the new check-in areas and then return to their vehicles. Once they receive a call on their cell phone, drivers can proceed to the dock area. All drivers must have their CDL on their person in order to enter the property. If you have any questions regarding the aforementioned changes, please contact your Event Solutions representative.

### DRONES/UNMANNED AERIAL VEHICLES (UAV)/REMOTELY PILOTED AIRCRAFT SYSTEMS (RPAS)

<https://www.javitscenter.com/plan/policies/> - The operation of Drones/ Unmanned Aerial Vehicles (UAV)/Remotely Piloted Aircraft Systems (RPAS) within the facility, or on the property as a whole, outside of a demonstration within a confined netted area, is not permissible. Guidelines are as follows.

- Drone/ UAV/RPAS must weigh less than 55lbs. including payloads (i.e. on-board camera)
- Will be flown within a fully enclosed area (including ceiling) or tethered to a single point using netting
- Netting must be made of material that is sturdy enough to prevent the Drone/ UAV/RPAS from breaking or escaping the enclosure
- Drone/UAV/RPAS must always be within the Operator's Visual Line of Sight (VLOS) at all times
- Demonstration is restricted to within the booth space
- Public Space including, concourse, lobbies, corridors, pre-function space, registration areas, food courts and Inner Roadway is prohibited
- Maintain a distance of 18 inches away from any building structure including sprinklers

### ELECTRICITY & LIGHTING

<https://www.javitscenter.com/plan/policies/> - **Javits Center** electricians install and remove all electrical wiring, load centers, disconnects and distribution panels. Electricians install and dismantle all lighting, all electric signs, all communication and video cable between or outside exhibits and under carpet and sound systems. Electricians also operate certain sound, light and video systems. Electricians are represented by the International Brotherhood of Electrical Workers (IBEW) Local 3.

#### Work Hours:

The length and start times of electricians' standard shifts and the application of overtime rates on weekdays vary depending on whether it is a move-in, open or move-out day. Electricians are always paid time and a half for work on weekends and holidays. Electricians have 11 holidays — New Year's Day, Martin Luther King, Jr. Day, President's day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving and the day after and Christmas.

#### Electric Work Exhibitors May Do Themselves

- Exhibitors may plug in their own devices and equipment for properly ordered 110 volt electrical service of 1500 watts or less.



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- Exhibitors may plug in their own devices of 110 volt/ 1500 watts themselves.
- Connect modems, printers, computers and keyboards.
- Install their own light bulbs.
- Test and tune their own equipment.
- Run their own communications cable between machines in the same booth above the booth carpet.
- Exhibitors may install and dismantle their own lights 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.
- Connect up to eight (8) pieces of computer and/or telecommunications equipment to cables run by electricians.

You may access the electrical order forms in the [Vendor Forms & Guidelines](#) section of the online manual. Please be sure to indicate your booth number on all forms.

### ELECTRICITY IN THE HALL

Standard Operating Procedure provides the following. Should you have any special requests, please contact the **Javits Center** prior to the event.

- **Move-In** – Half-Lighting
- **Show Days** – Full lighting and floor power one (1) hour prior to opening. Half-lights at show close and floor power off thirty (30) minutes after show closes
- **Breakdown** – Electrical rip-out will commence at show closing and run for a minimum of seven (7) hours

For safety and conservation reasons, the **Javits Center** will now enforce the following requirements of their existing 24-hour show power policy:

- All exhibit power shall be shut off no later than (1) hour after trade shows conventions or event closing and will not be turned on until 8:00 AM the following morning.
- In cases where exhibits require 24-hr power, that power source must be limited to the size outlet ordered by the exhibitor.

### ELEVATORS & ESCALATORS

<https://www.javitscenter.com/plan/policies/>

- All large and heavy equipment should be transported using the freight elevator. No equipment may be transported on escalators. This includes items such as easels, chairs, tables, wheelchairs, baby carriages, and other similar devices. Normally, escalators are not operated on move-in and move-out periods.
- Passenger elevators are not to be used for transporting heavy freight and equipment.

### EXHIBIT BOOTH CONSTRUCTION AND DECORATION

<https://www.javitscenter.com/plan/policies/> - All materials used in exhibit construction and decoration (including without limitation hard wall, canopies, drapes, foam core, tablecloths, burlap, scrim or similar materials) must be fire retardant, i.e. they must either have been flame-proofed by the manufacturer prior to purchase or be flame-proofed by a person certified by the New York City Fire Department following approved New York City Fire Code procedures and standards. Exhibitors and contractors must have available on site for inspection the appropriate paperwork to demonstrate that these requirements have been met, that either a tag affixed to the item demonstrating that the item has



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been flame-proofed by the manufacturer or a certificate (valid for one year) demonstrating post-purchase application of fire retardant. Spot checks of compliance with this requirement will be conducted periodically. In addition, field flame tests may be conducted. Appropriate action will be taken if such inspections and tests reveal incidents of non-compliance.

#### EXHIBIT BUILDING

<https://www.javitscenter.com/plan/policies/> Carpenters perform crating and re-crating, 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 reskidding and turntables; 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 the Center by general decorating contractors and exhibitor appointed contractors. Carpenters work under contractors' direction and supervision and their shifts are organized and determined by the contractor.

#### Work Hours:

Carpenters are paid straight time for the first eight (8) hours of their shift and are paid time and a half for hours worked beyond the eight, Monday through Friday. They are paid time and a half for hours worked on Saturday and on any Sunday that they work at least seven (7) hours. They are paid double time on holidays and on Sunday if they work less than seven (7) hours.

A shift differential of \$.75 per hour applies for work between 4 pm and midnight. A shift differential of \$1.00 per hours applies for work between midnight and 8 am. Exhibit Builders work a minimum of 4 hours. Holidays are: New Year's Day; Martin Luther King Jr. Day; President's Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Election Day (in a Presidential Election year); Thanksgiving, day after Thanksgiving and Christmas.

#### Building 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. The **Javits Center** may issue more detailed rules on this from time to time.

#### EXHIBITION SIZE

<https://www.javitscenter.com/plan/policies/>

- Double tiered or double decked exhibit booths are not permitted in 1A, 1B, 1C, 1D, 1E, or 3D exhibit halls.
- Double-tiered booths are permitted in the River Pavilion, 3A, 3B and 3E exhibit halls.
- A NYC Building Department permit is required whenever the second tier of a double-tiered booth will be walked upon, or for a solid overhead structure greater than 120 square feet in size.



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### EXHIBITOR REGISTRATION

Exhibitor staff personnel wishing to enter the exhibit floor must wear an **Exhibitor Badge** at all times during Move-In, Show Days and Move-Out. Access to the **Show Floor** begins at **7:30 AM** during Show Days. For those individuals who still need a badge, one may be obtained at the **Exhibitor Registration Counters** located in the **Crystal Palace**. Only booth personnel with an exhibitor badge can enter the exhibition hall prior to Show hours, or those individuals who made prior arrangements for meetings. (Please stop by the **Show Office** on-site to make the proper arrangements if this has not already been so.)

In order for **Exhibitor Appointed Contractors (EAC's)** to gain admittance into the Hall, **Show Management** requires each individual to wear a wrist band. For your convenience, wrist bands may be picked up at the **Security Command Post**. Proper credentials will be required. Only three designated supervisors of approved **EAC's** will be issued the necessary credentials.

**Please do not give Exhibitor Badges to EAC personnel for Security reasons.**

For more information, please refer to the [EXHIBIT APPOINTED CONTRACTORS](#) section of the online manual.

### EXHIBITORS WITH SPECIAL REQUESTS

In the interest of fairness to all exhibitors, variances to allowable display heights will not be granted. Exhibitors wanting to discuss special needs for their exhibit should send detailed plans of their proposed display for this approval to:

**Rich Askintowicz / Operations Director / ReedPop / [Rich.Askintowicz@rxglobal.com](mailto:Rich.Askintowicz@rxglobal.com)**

### EXPOSED AREAS MUST BE FINISHED

All back walls, sidewalls or any other exposed areas of the display must be draped or finished surfaces. **No graphics, logos, or print facing into another booth is allowed.** Any company advertisement or promotion must face into the aisle. In-line and peninsula booths must have a finished back wall covering the back of the booth. See-through back walls or displays which do not cover the back-wall completely will not be allowed. **Please note that ALL FIRE HOSE CABINETS MUST BE KEPT VISIBLE AND CLEAR.** After **9:00 AM on the day of Show Open** any part of a booth with unfinished side or back-walls will be draped by **Show Management** at the expense of the exhibitor.

### FIRE SAFETY

<https://www.javitscenter.com/plan/policies/> - The Javits Center is committed to maintaining a safe environment and to promoting and enforcing responsible safety practices. The following Fire Safety Rules apply to Show Managers, Contractors and Exhibitors. Notices will be issued for violations and/or failing to take corrective measures. Show Managers are responsible for correcting violations. Failure to do so will result in remedial action by Javits (e.g. removal of non-compliant structures, posting of a Fire Watch) at show management's expense.

The Center operates and staffs on a 24-hour basis the Command Center that monitors fire safety and all other safety features of the Center. The Command Center responds to all emergencies, including fire



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emergencies. Dial 2222 from house phones (located in corridors throughout the Center) or (212) 216-2222 from any other phone. Give your name, type of emergency and exact location of the occurrence.

### FIREWORKS

<https://www.javitscenter.com/plan/policies/> - Fireworks, flash pots and other pyrotechnic devices/events are prohibited without advance written approval from **Center** management. Approval will be contingent, in part, on the Show Manager or Exhibitor obtaining appropriate government permits and insurance coverage.

### FLOOR LOADS

<https://www.javitscenter.com/plan/policies/>

- 100 lbs./sq. ft. Level 4 exhibit halls
- 350 lbs./sq. ft. in Level 3 exhibit halls
- 350 lbs./sq. ft. Level 1 exhibit halls
- 150 lbs./sq. ft. in the Crystal Palace
- 350 lbs./ sq. ft. in the North Pavilion

### FLOOR MANAGERS

We have professional **Floor Managers** working on the Show Floor and are responsible for enforcing the rules and regulations of the event. If you have any questions, problems, or need any information at all, please stop by to see them. Counters are staffed from the first day of installation through the end of dismantling.

### FREIGHT MOVING

<https://www.javitscenter.com/plan/policies/> - **Javits' Freight Handlers** are responsible for loading and unloading trucks and delivering exhibitor freight and machinery to and from exhibitors' booth; loading and unloading decorating contractors' equipment to and from a marshalling point on the exhibit show floor; and perform rigging work with forklifts. Freight Handlers are hired from the **Center** by general decorating contractors. Freight Handlers work under the direction and supervision of the general decorating contractor and their shifts are determined and organized by the contractor. Freight Handlers are represented by the International Brotherhood of Teamsters, Local 807.

**Work Hours** - Freight Handlers are paid straight time for the first eight (8) hours worked and overtime for any hours worked beyond eight (8) on Mondays through Fridays. They are paid time and a half for all hours worked on Saturdays and Sundays. They are paid double time for all hours worked on holidays. Freight Handler's have 11 holidays: New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving and the day after, and Christmas.

**Freight Moving Exhibitors May Perform (Hand Carry Policy)** - The **Javits Center** has been the busiest convention center in the United States, and, as a result, our operations can have a major impact on the surrounding community. As Manhattan's West Side continues to evolve with new developments, clients of the **Javits Center** must make every effort to minimize our impact on neighboring streets during busy move-in and move-out periods.



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The hand carry policy, which is outlined below, is designed to maximize exhibitor move-in/out efficiency and minimize traffic congestion. Exhibitors should take notice that 11th Avenue and the adjacent streets around the **Javits Center** are no longer permitted to be used for staging or unloading hand-carry materials as in years past. Likewise, hand-carry materials are no longer permitted to enter the Crystal Palace, via 11th Avenue due to Lincoln Tunnel congestion concerns.

Exhibitors whose vehicles are illegally parked will be subject to a fine and/or vehicle towing by the New York City Police Department (NYPD). In an effort to streamline the hand carry process for our exhibitors, the **Javits Center's** Security and Safety Solutions Department provides all exterior security staffing and oversight for hand carry operations.

#### **The Javits Center Hand Carry Policy is as follows:**

##### **Approved During Hand Carry Operations:**

- Individuals moving these items must be employees of the exhibiting company and must carry identification to verify their position;
- Exhibitors moving items must use doors and routes designated by event management;
- Hand-carried items can be brought in through the front of the building (east side) only through the inner-roadway and only during event specified times;
- Hanging clothing racks with four wheels are allowed for moving hanging garments;
- Standard jewelry cases with four wheels are permitted for moving jewelry and trade product; and
- Pop-up displays – equal or less than 10 feet in length and capable of being carried by hand by one person – may be brought into the building; and
- 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:**

- Any materials originating from any vehicle on New York City streets for the purpose of delivering, staging or collecting exhibitor materials;
- Any equipment, other than a two-wheeled baggage cart (plastic or rubber wheels only), to move their materials;
- Power tools, ladders, vacuum cleaners, or any type of carpenter/construction equipment are not permitted in the building, unless specific written approval is obtained in advance;
- Any freight from a box truck, commercial vehicle or any vehicle larger than a standard van;
- Any freight moved on equipment larger than a two-wheeled baggage cart;
- Any freight that cannot be hand carried by one person; and
- Any freight moved by a moving or freight company, contractor or any persons other than **Javits Center** freight handlers or direct employees of an exhibiting company engaged in approved hand carry operations.

##### **Javits Inner Roadway:**

- Hand carry operation hours are specific and designated by event management;
- Loading and unloading of vehicles is limited to vehicles no larger than a standard van;
- All vehicles must be issued a **Javits Center** Placard in order to stage;
- All vehicles are allocated 45 minutes, and the time limit will be strictly enforced;
- All vehicles must be parked perpendicular to the curb and staged with the back of the vehicle against the curb;



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- Hazard lights must be activated while staged;
- Double parking is strictly prohibited and will likely result in a fine or tow;
- Parking or standing on 11th Avenue or any of the secondary streets around the **Javits Center** is strictly prohibited and subject to fine or tow;
- Pre-pack all exhibit items before staging a vehicle curbside; and
- Failure to follow the above regulations may lead to a fine and/or vehicle towing.

#### Loading Docks & Truck Marshaling Area:

- All vehicles transporting freight larger than a standard van, such as, but not limited to, a moving truck or box truck, are required to load and unload via the **Javits Center** loading docks;
- The loading docks are accessible during designated hand carry hours for all over-sized vehicles and can be accessed without an appointment via the entrance on 12th Avenue and 39th Street;
- Scheduled hand-carry usage within the loading docks and/or designated area within the truck marshaling building will require an advance appointment with access via the entrance on 12th Avenue; and
- All vehicles are required to register with the general contractor upon arrival at a designated location or in advance through the **Javits Center** yard management portal.

#### Expansion Area Access (Hall 3, Event Space, North Lobby):

- Hand-carry access for exhibitors will always require strict adherence to the published routes and access points;
- Hand-carry access may only occur through the 3A escalator/elevator if the 3A hall is licensed by the same event;
- Via a designated area within the new truck marshaling building;
- The north lobby may not be used to access any part of the Center for the purpose of delivering or removing exhibitor product or materials;
- The use of passenger elevators or escalators within the expansion space may not be used for the purpose of delivering or removing exhibitor product or materials; and
- Specific hand-carry instructions will be published within the show guide.

#### Enforcement for Hand Carry Operations:

- The **Javits Center's** Security and Safety Solutions Department, in conjunction with city and state agencies, will provide security on the inner-roadway and loading docks during all designated hand carry hours of operation;
- The New York City Police Department will provide all enforcement for the New York City streets surrounding the **Javits Center**;
- The **Javits Center** reserves the right to search any box, bag, container, crate, etc. to ensure full compliance with the building's regulations; and
- The **Javits Center** reserves the right to deny entry to anyone not in compliance with all stated policies and procedures.

#### FUELING FORKLIFTS

<http://www.javitscenter.com/plan/policies/> - Forklifts and similar vehicles must be fueled outside the facility in designated areas. Fueling on Level 1 dock Inner Roadway is prohibited.



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### GENERAL FIRE SAFETY RESTRICTIONS

<http://www.javitscenter.com/plan/policies/> - The following are strictly prohibited within Center:

- Open flames without a NYC Fire Dept. Open Flame Permit (Download Open Flame Permit Procedures)
- Displays of fresh cut decorative greens, pine branches, potted pine trees and shrubs, and Spanish moss.
- Spray painting
- Storage or use of butane
- Storage or use of any other flammable liquids or materials except as provided in these Rules.

### GETTING TO JAVITS

<http://www.javitscenter.com/attend/getting-here/> - If you're coming by car or truck, virtually all roads lead to the **Javits Center**. Plus, there's plenty of off-site parking within walking distance of the iconic facility. And if you're looking to burn some calories while blazing a trail to our front door, take advantage of Citi Bike, New York's new bike sharing system. The NY Waterway is also a convenient and quick way to get to the **Javits Center** from across the Hudson River, and only one block from the **Javits Center**.

### GOOD TASTE AND RIGHTS OF OTHERS

**Show Management** may require any Exhibitor to make changes in their exhibit if, in **Show Management's** opinion, the exhibit does not conform to prevailing standards.

### GRAPHICS ON COMMON BORDERS

The backside of walls - the common border facing a neighboring booth - must be finished, neutral/clear of copy, logos, or other graphics, so as not to be an eyesore to neighboring exhibitors.

### HANDOUTS

Exhibitors cannot distribute literature, samples, or other material outside your contracted exhibit space.

### HANGING BANNERS OUTSIDE THE BUILDING

<https://www.javitscenter.com/plan/policies/> - **Show Management** must submit a plan with all potential banner locations for **Center's** Convention Services Division to approve 60 days prior to the show. Banners shall be limited to the inner-roadway concourse façade, northern and eastern exposures, and the **Crystal Palace**, northern and southern exposures. The banners must be made of a "loose-weave mesh" finish type material and shall not exceed .5 lb. per square foot. Any single banner shall be no larger than 1200 square feet (20 feet by 60 feet works well but other sizes-by ten-ft. measurements can be accommodated) and must be supported every 5 feet on center. The **Show Management's** decorating company must submit to this office a sample fastener for approval. There must be a protective coating on the fasteners so as not to damage the finish of the curtain wall. The **Center** reserves the right to inspect and evaluate all banners and hanging methods, and to have additional advisers and consultants as they deem necessary at the sole cost of **Show Management**. To avoid interfering with an ongoing show, times and dates for installation and removal of exterior banners must be coordinated through the **Center's** Convention Services Division.

- Any hanging loads must be approved in advance by the Center (within 20% of load capacity).





## EXHIBITOR/JAVITS INFORMATION & DISPLAY REGULATIONS

Contact Customer Service: Call: 888-605-6059 | [Inquiry@NYComicCon.com](mailto:Inquiry@NYComicCon.com)

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- Hanging loads imposed on the space frame structure must not exceed 15,000 pounds for any 90' x 90' bay (Level 3 and Level 4 exhibit halls).
- Hanging loads on any space frame node must not exceed 1,500 pounds.
- Hanging loads on any space frame member must be not exceed 50 pounds.
- Hanging points from the recessed threaded hanging points in halls 1B and 1C must not exceed 100 lbs. The spacing of loads must be at least 2'0" on center each way.
- No planking is permitted on the space frame tubes.
- Hanging Loads in 1A, 3D, and 1E halls must be from the moveable partition tracks using approved Javits hanging devices. Weight limit is 50 lbs. per hanging point.

### HANGING SIGNS

Hanging signs must comply with the **HEIGHT LIMITATIONS** guidelines listed below. This includes all hanging or suspended material such as banners and balloons (where permitted), etc. The top of the sign (or other material) may not exceed the height limitation specific to your type of booth. Booths which qualify to suspend "hanging signs" are only Island, Peninsula or Walk-Through booths of 400 sq. ft. or larger.

The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on-site at the show. Please plan your booth display and sign structures accordingly. **Maximum allowable height is also directly affected by the ceiling height of your booth area.** The maximum height of a display booth at the back wall, including any form of lighting system, signage, or header shall be:

#### **LINEAR BOOTH MAXIMUM HEIGHT LIMIT = 12 FEET**

Bounded by 1 or 2 aisles. Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 feet. Note: side-drape provided is 3 feet high and the back-drape provided is 8 feet high.

#### **PENINSULA BOOTH MAXIMUM HEIGHT LIMIT = 20 FEET**

Bounded by 3 aisles. Exhibit booths must also be at least 20 ft. deep and 20 ft. wide to meet **Show Management's** requirements for hanging signs. Hanging signs in peninsula booths may reach a height limit of 20 ft. to top of sign. Two-sided Signs must be hung 5 ft. from the back wall and the side facing rear of the booth must be clear of copy, logos or other graphics so as not to be an eyesore to neighboring exhibitors. Note: the back-drape provided is 8 feet high.

#### **ISLAND BOOTH MAXIMUM HEIGHT LIMIT = 25 FEET**

**Island Booth** - Bounded by 4 aisles. Booths must also be 20 ft. deep and 20 ft. wide to meet **Show Management's** requirements for hanging signs. Hanging signs in island booths may reach a height limit of 25 ft. to top of the sign.

#### **PUBLIC SPACE BOOTH MAXIMUM HEIGHT LIMIT = 17 FEET**

**Booths In Public Space** – Located in the **Crystal Palace, Inner Roadway, North Concourse** and **South Concourse** of the **Javits Center**



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**PLEASE NOTE:** Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials. **Maximum allowable height is also directly affected by the ceiling height of your booth area.**

**Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 ft.**

***\*\*If you have a question about the type of your booth, please contact Reed Exhibitions Operations\*\****

### HARASSMENT POLICY

Harassment of any kind, including stalking, deliberate intimidation, unwelcome physical attention, physical assault and battery, will not be tolerated at **NYCC**. If it's illegal outside the convention center, it's illegal inside the convention center. Harassment is grounds for removal from the convention without refund as well as potential legal action. We want **NYCC** to be a safe, open and accepting environment for all Fans, and if you find yourself victim of harassment at the convention please come immediately to **NYCC's Show Office**. Read our full [Anti-Harassment Policy](#).

### HAZARDOUS MATERIALS

<https://www.javitscenter.com/plan/policies/> - Flammable or combustible mixtures, waste, liquids and other hazardous materials are not permitted without approval of Javits Center management. More information on Hazardous Materials is available in the "Fire Safety" section of these Rules. Firearms, weapons, and live ammunition may not be displayed or sold at Javits Center events.

### HELIUM BALLOON DISPLAYS

<https://www.javitscenter.com/plan/policies/> - Helium-filled balloons and/or helium tanks are not permitted in any area of the **Center** unless they are the product displayed. A helium balloon responsibility form for helium related product displays can be obtained from the Convention Services Division. The show manager will be charged the cost of removing helium balloons from overhead. Helium Balloon Displays must be approved by the **Javits Center**.

### HIGH RISK ACTIVITIES

<https://www.javitscenter.com/plan/policies/> - All high-risk activities not prohibited by other sections of these regulations require approval of Center management at least 30 days in advance. Show management is responsible for ascertaining that there are no exclusions or limitations in their insurance policy that apply. Such activities include but are not limited to motorized sporting events, acrobatic stunts, mechanical amusement devices and audience participation in athletic activities.

### HOT WORK

<https://www.javitscenter.com/plan/policies/> - A hot work permit is required when hot work is performed for exhibit construction. The **Center's Safety Manager** can provide information on obtaining hot work permits.

**Note:** Additional restrictions may be imposed as necessitated by ongoing renovation work.



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### HOTEL/TRAVEL DISCOUNTS

Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information. **Rate Assurance** - We've gone to great lengths, including automated rate checks, to ensure that your rates are the lowest over the dates of this event. In fact, if you should find a lower rate for all the dates of your stay, simply contact us and we'll work to match that rate.

### INSPECTION DEADLINE

**Inspection Deadline** - Any booth not occupied by **9:00 AM on the day of Show Open** will be presumed abandoned.

- If there is freight in the booth and **Show Management** believes the exhibitor will be late, then **FREEMAN** will set up the display as best they can with the information available
- If there is no freight in the booth and/or **Show Management** believes the exhibitor will not participate in the show, the booth will be reassigned
- Exhibitors arriving after this time will be given space available and may incur additional costs. Please contact your Sales Management team to let them know of this important deadline
- All exhibits must be completely set by **9:00 AM on the day of Show Open**
- No shipment will be accepted at any time past **5:00 PM on Wednesday, October 5, 2023**, or beyond. Absolutely no shipment, equipment, or material may be brought onto the show floor during show hours

### LABOR ORDERS

Please make arrangements for the dismantling of your booth by early Sunday afternoon, **October 15, 2023**. Only then can you be reasonably assured of a start time.

### LOST & FOUND

Lost & Found at the **Javits Center** is open Monday-Friday from 8:00 AM to 7:00 PM. The phone number is (212) 216-2344. The **Public Safety Division** keeps lost items for 30 days and lost valuables for up to three months. Or email [lostandfound@javitscenter.com](mailto:lostandfound@javitscenter.com)

### MAINTAINING ACCESS AND EGRESS

<https://www.javitscenter.com/plan/policies/> - The following may not be blocked, or access impeded:

- Firefighting and emergency equipment, including fire alarm boxes, fire extinguisher cabinets, standpipe valves, defibrillators and similar equipment
- Electrical and telephone closet doors
- Elevators and escalators
- Hanger Doors
- Doors
- Staircases
- Sprinklers

### MATERIAL HANDLING (DRAYAGE) SERVICES

**FREEMAN** is the exclusive material handling provider for **NYCC**. They will receive all shipments whether consigned in advance to their warehouse or sent directly to the **Javits Center**. Material Handling



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includes return of your empty cartons and crates at the close of the Show. Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information. **Please be sure to indicate your booth number on all forms.** FREEMAN will maintain a full staff on-site at the **Exhibitor Service Center**.

### MATERIAL HANDLING AGREEMENTS / SHIPPING INFORMATION

All freight that is to be shipped from the **Javits Center** must be accompanied by a **Material Handling Agreement (MHA)** unless you have small pieces which you intend to hand carry. All pieces must also be labeled with the booth name and number, as well as destination. **Material Handling Agreements** may be obtained from **FREEMAN** at the **Exhibitor Service Center** located in the West quadrant of the **Crystal Palace**. You must have your exhibit completely dismantled and packed before returning your completed **Material Handling Agreement (MHA)** to the **FREEMAN Service Desk**.

### MEDICAL EMERGENCIES

<https://www.javitscenter.com/plan/policies/>

- The **Center** maintains a small medical facility on site.
- The facility is staffed with emergency medical technicians and an ambulance during events with 5,000 or more in attendance in the aggregate in accordance with the New York Public Assembly Law.
- House telephones can be found in halls corridors throughout the **Center** and should be used to notify the **Command Center** of emergency situations.
- The emergency number is 2222. The **Javits Center** has 22 portable defibrillators strategically placed around the **Center**. The Public Safety Department has been trained in the proper use of defibrillators should such an emergency occur.
- In case of cardiac arrest, or other serious emergency such as a fire, dial the **Command Center** at Extension 2222 from any house phone, or call the **Command Center** at 212 216-2222. Do not call 911. Give your name, type of emergency and the exact location of the incident (be as specific as possible).

### MEETING ROOM SET-UP

<https://www.javitscenter.com/plan/policies/> - **Javits'** set-up personnel move and arrange all house furniture for use in meeting rooms. Your event manager gets the first set-up per day at no charge. A charge is normally assessed for changeovers and additions. Set-up personnel are represented by the International Brotherhood of Teamsters, Local 237.

**Work Hours:** **Javits** set-up personnel work at times determined by **Javits** management.

### MEETINGS IN YOUR BOOTH

If you plan to use your booth to conduct meetings before or after official show hours, you must **email** the following information to **Rich Askintowicz, Operations Director**, at [Rich.Askintowicz@rxglobal.com](mailto:Rich.Askintowicz@rxglobal.com).

1. A letter requesting early access to the Show Floor for non-exhibitor personnel. Please state the exhibiting company and booth number.
2. List the non-exhibitor personnel and type of badge they will be wearing.



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3. State the time and date of the meeting (meetings cannot be scheduled prior to the show opening on **Thursday, October 12, 2023**).
4. State the name of the exhibitor who will meet the non-exhibitor personnel at the entrance to the show, and escort them directly to the booth
5. Access to the floor during non-show hours will be denied unless **Show Management** receives this written request in advance

Access to the Show Floor during non-show hours will be denied unless **Show Management** receives this written request in advance. **Show Management** reserves the right to have the exhibitor hire security personnel for any event held on the Show Floor during non-Show Floor hours.

**Please Note:** All attendees and booth personnel must have a badge to enter the exhibit hall.

### MOBILITY VEHICLE RENTAL

<https://www.javitscenter.com/attend/mobility-vehicle-rental/> - Made possible by the generous support of the World Police & Fire Games, the **Javits Center** is pleased to announce the Mobility Vehicle program. Visitors requiring a Mobility Vehicle will be able to rent a Mobility Vehicle for use during events.

**Mobility Vehicle Renters Please Note:** we are moving to a new service ordering platform. During this time, credit card payment will not be processed on the **Javits Center** website due to limited availability. Please fill out the Renter Information form to request a mobility vehicle. We will review availability and contact you to finalize your booking. Please have your credit card information available for smooth booking.

If you encounter any issues or difficulties with the order form, you can contact 212.216.2196 for assistance.

#### **WHERE DO I PICK UP MY MOBILITY VEHICLE?**

You can pick up your mobility vehicle at the Guest Services Desk, located inside the **Javits Center** by West 36th Street & 11th Avenue (North Side of the **Crystal Palace**), Next to the New York State Welcome Center screen. We ask that you print a copy of your and bring to our concierge desk upon arrival.

#### **WHAT SHOULD I BRING WITH ME FOR PICKUP?**

Valid Photo ID is required for PMV pick-up -- a member of our staff will hold your ID while the scooter is in use. When the scooter is returned, we return your ID to you!

#### **HOW DO I RETURN MY MOBILITY VEHICLE?**

Once you are ready to return your personal mobility vehicle, you can bring it back to the concierge desk where you originally picked it up.

#### **CAN I BRING MY MOBILITY VEHICLE OUTSIDE OF THE JAVITS CENTER?**

Your Mobility Vehicle may not be taken outside of the building. It may be operated within all areas of the building, including the **Crystal Palace**, Show Floors, and the River Pavilion.



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### HOW SOON SHOULD I PLACE MY REQUEST?

Please call for availability during business hours if you need a mobility vehicle booked for today or tomorrow. We always recommend reserving your mobility vehicle three days in advance of your event.

### **MOTORIZED VEHICLES**

<https://www.javitscenter.com/plan/policies/> -

- Motor vehicles must be turned off when parked inside.
- Operating equipment or machinery must not be left unattended.
- Motor vehicles may be operated on carpeted areas of the Center when approval is given by Center staff. Protective material must be placed in the carpeted areas for protection of floor surface. The show manager is responsible for all damages and for restoration of the damaged areas to the original condition.
- All forklifts or other heavy loading devices operated within the Center must be operated by certified personnel.
- Forklifts are not permitted to operate on terrazzo areas. Special permission is granted in certain circumstances by Javits management. In those instances, the forklift must have pneumatic tires.
- Forklifts are not permitted to operate in the River Pavilion, or in carpeted halls 1D and 1E, unless a pathway of masonite is constructed.
- Motor driven aerial lifts must have wheels covered with "shrink-wrap" to operate on the River Pavilion and carpeted halls 1D and 1E.
- Parking on the loading docks or inside the Center (except for loading and unloading) is prohibited; violators will be towed at owner's expense.
- Utility carts may be operated in the Center exhibit halls, loading docks and main roadway only. Under no circumstances are vehicles or personnel carts to be operated in meeting rooms, concourses, or lobby during show hours.
- See "Display Vehicles" in the Fire Safety section of these Rules.

### **NO NAILS OR SCREWS**

Nothing may be posted, tacked, nailed, or screwed to columns, walls, floors, or other parts of the building. Any damage or defacement caused by infractions of this rule will be remedied by **Show Management** at the expense of the rule-breaking exhibitor.

### **OTHER FLAMMABLE LIQUIDS**

<http://www.javitscenter.com/plan/policies/>

- Flammable Liquids such as solvents, paints and thinners are permitted for use in the Center subject to the following requirements:
- Container is sized as a consumer commodity (< 1 gallon) and not in bulk (> 1 gallon).
- The container is labeled properly with product contents, name of product, manufacture, and hazard warnings.
- A Material Safety Data Sheet (MSDS) for the specific product and manufacturer is provided and readily available upon request.
- Cans, bottles, containers, and aerosols containing flammable liquids must be stored properly.
- Any wet/soaked rags, and empty containers, are not to be disposed of in Center's waste containers.



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- A flammable liquid is not to be used or stored, within 50 feet of any hot work operation, open flame, or anything that generates heat or sparks.
- Any person using flammable liquids in the Center must provide an appropriately sized ABC type fire extinguisher, which must be readily accessible at all times.

### OUTBOUND SHIPPING

**FREEMAN Transportation** is the Official Carrier of **NYCC**. Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information. **Please be sure to indicate your booth number on all forms.** **FREEMAN Transportation** will maintain a full staff on-site at the **Exhibitor Service Center**.

### PAINTING OR MAKING BUILDING ALTERATIONS

<http://www.javitscenter.com/plan/policies/> - Painting any structural part of the **Javits Center** (walls, floor, ceilings, etc.) is prohibited. Altering any building component such as drilling holes in the floor or installing anchor bolts in the walls is prohibited.

### PARKING

<http://www.javitscenter.com/attend/getting-here/> - No public parking is available on-site. A limited number of parking spaces may, however, occasionally be available for attendees with a valid Parking Permit for People with Disabilities issued by a government authority. Please call our **Security & Safety Solutions Department** at **(212) 216-2196** for information.

### PERSONAL TRANSPORTERS

<https://www.javitscenter.com/plan/policies/> - Motorized personal transporters, scooters and similar vehicles are not permitted in the Javits Center absent a compelling need, coupled with assurances of safe operation and adequate insurance coverage provided by Event Management, all of which must be approved by the Javits Center at least 30 days in advance. Motorized devices are permitted for use by people with mobility impairments as described in the "Accessibility" information on the Javits Center's website. The Javits Center offers personal mobility vehicles for rent during events, and individuals interested in renting such a vehicle can call 212.216.2196 or order one here.

### PLUMBING

<https://www.javitscenter.com/plan/policies/> - Javits' plumbers install and remove all compressed air lines, water and drain lines, sinks, hot water heaters, and overhead venting. Plumbers make all final connections to the compressed air, water and drainage systems. Plumbers also store, handle and connect bottled gas and fill and drain all water tanks over 20 gallons. Plumbers are represented by Plumbers Union Local 1.

#### Work Hours:

Normal work shift for plumbers is 7:30 A.M. to 3 P.M. Most of the plumbing service rates include labor. Plumbing labor is only applied for work as requested which is not on the plumbing service order form and for repairs and relocations. In these instances, straight time rates are charged Monday to Friday 7:30 A.M. to 3 P.M. (except holidays). At all other times (including hours after 3 P.M. to 7:30 A.M. Monday through Friday, Saturday, Sunday and holidays) overtime rates are charged. Plumbers have 10 holidays;



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New Year's Day; President's Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Election Day; Thanksgiving and the day after and Christmas.

### Plumbing Work Exhibitors May Do Themselves

- Test, tune or repair water, drain, air and non-flammable gas lines on the exhibitor side of the disconnect to the building system.

### POST SHOW PAPERWORK AND LABELS

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

### PRIVATELY OWNED VEHICLES (POV)

Defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use and no larger than a Ford Econoline Van. Vehicles containing more than 300 lbs. of materials, straight trucks, bobtail, contract carriers and vehicles with trailers are NOT considered POV's.

**Box Trucks, Cube Trucks, U-Haul Trucks, Ryder Trucks, And Other Large Rental Vans, As Well As Any Trailers Hitched To Any Vehicle Are Not Permitted In The Self-Service Hand-Carry Unloading Areas At All Times.**

### PRODUCTS CONTAINING CBD, CANNABINOID HEMP AND THC

<https://www.javitscenter.com/plan/policies/> - In New York State the Marijuana Regulation & Taxation Act (MRTA) was signed into law on March 31, 2021, which, among other things, legalized adult-use cannabis (also known as marijuana) and adopted laws strictly regulating hemp cannabis. In an effort to support our customers' efforts in promoting their products while ensuring that the activities remain compliant with the law, the Javits Center is issuing the following guidelines for products containing cannabinoid hemp (including hemp-derived CBD), and marijuana products containing THC:

1. No products containing any THC may be distributed or sold at the Javits Center, including the provision of free samples;
2. Only products with THC less than .3%, such as cannabinoid hemp products, may be displayed;
3. Cannabinoid hemp products must also comply with New York State law, which requires, among other things, that:
  - a. Such products are clearly distinguished from non-cannabinoid-hemp products; and
  - b. The promoter has a New York Cannabinoid Hemp Retail License.
4. Any exhibitor, vendor or event producer displaying products shall be solely responsible for ensuring their conduct and products are compliant with all laws, including, but not limited to, those promulgated by the particular trade show, and any New York State labeling and packaging requirements. Accordingly, no participant may rely on this guidance as a basis for any violation.

The Javits Center will continue to monitor legal developments in this area in anticipation that the law will continue to evolve quickly.





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### PROPANE

<https://www.javitscenter.com/plan/policies/> - Propane and propane operated equipment is prohibited in the facility except as follows: propane cylinders of 1 lb. or less (and no more than 20 lbs. aggregate) may be permitted if approved in advance by Center management.

### RIGGING WORK

<http://www.javitscenter.com/plan/policies/> - Rigging is performed by **Javits Employees**. The nature of the work involved will determine which employees perform rigging work.

### SAFETY TIPS

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

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

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

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

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

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

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

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

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

### SECURITY

<https://www.javitscenter.com/plan/policies/> - The Center maintains twenty-four (24) hour security for the perimeter areas and internal patrols. The show manager is responsible for the complete security within the exhibit areas, meeting rooms, and other areas; including crowd control in public areas. Show management must assure that a security supervisor is on site at all times to receive information or complaints in reference to the conduct of contract security employees. We reserve the right to ask



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security personnel to leave if the situation warrants such action. Contracted security may not carry firearms or weapons of any kind without prior written permission from Javits management.

**Citadel Security Agency** is the **Official Security Contractor** of NYCC. **Show Management** will provide perimeter security personnel on the exhibit floor on a 24-hour basis during the entire period of the show (including installation and dismantle). Every reasonable effort will be made to prevent losses; however, the final responsibility lies with the exhibitor. If you have items in your booth that are vulnerable to theft, take them with you when you leave the building for the day. For larger items that cannot be moved, we recommend that you hire additional security for your booth.

Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information.

### BASIC SECURITY RECOMMENDATIONS

- By now you should have arranged for insurance coverage to protect your exhibit and product against damage or loss from the time it leaves your premises until it returns
- Exhibitor personnel must wear official Show Exhibitor badges at all times during move-in, Show Days and move-out. Please do not give Exhibitor Badges to anyone other than your full-time employees and remove all badges from the building when you leave on your last day there. Badges left behind are often abused by unauthorized personnel so do not leave them in your booth or discard on the floor
- Unpack product as close to the Show opening as possible. At the close of the Show, we suggest that you stay at your booth until these valuables are repacked
- At the close of business each day, cover all display tables. This establishes a barrier to curiosity seekers and other would-be thieves from selecting such items to steal at a later time
- Place your wastebasket along the aisle at the end of each day to facilitate trash removal
- Treat especially valuable goods such as prototypes as irreplaceable. If they truly are one-of-a-kind, hire your own security guard. ***Under no circumstances*** should such goods ever be left unattended. Electronic devices are particularly vulnerable to theft
- Remove tapes or discs at night and store them in a safe place. Keep close tabs on personal items (cell phones, purses, laptops, briefcases, etc.)
- Do not put articles of any value in a container marked "**EMPTY STORAGE**", or behind booth
- Shipping cartons should not identify contents. Use coded labels
- Give special considerations to prototypes, irreplaceable and highly valuable articles, or other sensitive items
- Be sure to send copies of Shipping Information, including all tracking numbers with your set-up people so that they know how many pieces should arrive
- Booth staffing plans should take the following into consideration:
  - Who will be at the booth during set-up and dismantling?
  - Will an inventory list be available to check complete delivery during set-up and complete shipment after dismantling?
  - Will you need a security cage?
  - Will you need a private guard?
  - Should you safeguard material in the free storage room during non-Show hours?
  - Does everyone concerned know that nothing of value should be left in containers labeled "**EMPTY**"?



## EXHIBITOR/JAVITS INFORMATION & DISPLAY REGULATIONS

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- Will someone be on duty at least a half-hour before the Show opens? And until Show is closed for the day? Will you schedule rotation to cover lunch breaks, etc.?
- All of your booth personnel should be advised to wear official Show Badges at all times as a security measure
- DO NOT leave laptop, purses, cell phones, cameras, etc. unattended
- It is essential that exhibitor personnel remain in their exhibit areas until their display materials are secured. All small articles which can be easily picked up should be securely packed before you leave your booth after the Show closes
- During teardown, stay with your exhibit until your empty cartons are delivered and your goods are packed, sealed and properly labeled
- Do not leave material in your booth unlabeled at any time during move-out because many things could happen it may be presumed abandoned; mistaken for trash; or one of your neighboring booths might label it in error!
- At the close of the show, please be sure to secure all electronic equipment

#### ***Don't Leave Your Booth Unattended Until Your Merchandise Is Secure***

The best security available is still inadequate and losses will occur, if exhibitors leave merchandise, especially valuable merchandise, unsecured in their booth overnight. Secure all such merchandise at all times during the non-Show hours.

Our objective is to make your show experience as worthwhile and profitable as it can be. Adhering to these simple security recommendations will go a long way to ensure your success!

**Immediately report to security, or Show Management, the presence of any unauthorized visitors, or suspicious activity on the show floor.**

**Show Management can assume no responsibility or liability for loss, damage or theft. That responsibility is yours, and we therefore recommend that you provide your own insurance coverage against all contingencies.**

#### **SELF-UNLOADING/PRIVATELY OWNED VEHICLES (POV) ACCESS AREA**

<https://www.javitscenter.com/plan/policies/> - The Javits Center has been the busiest convention center in the United States, and, as a result, our operations can have a major impact on the surrounding community. As Manhattan's West Side continues to evolve with new developments, clients of the Javits Center must make every effort to minimize our impact on neighboring streets during busy move-in and move-out periods.

The hand carry policy, which is outlined below, is designed to maximize exhibitor move-in/out efficiency and minimize traffic congestion. Exhibitors should take notice that 11th Avenue and the adjacent streets around the Javits Center are no longer permitted to be used for staging or unloading hand-carry materials as in years past. Likewise, hand-carry materials are no longer permitted to enter the Crystal Palace, via 11th Avenue due to Lincoln Tunnel congestion concerns.

Exhibitors whose vehicles are illegally parked will be subject to a fine and/or vehicle towing by the New York City Police Department (NYPD). In an effort to streamline the hand carry process for our exhibitors,



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the **Javits Center's** Security and Safety Solutions Department provides all exterior security staffing and oversight for hand carry operations.

### **The Javits Center Hand Carry Policy is as follows:**

#### **Approved During Hand Carry Operations:**

- Individuals moving these items must be employees of the exhibiting company and must carry identification to verify their position;
- Exhibitors moving items must use doors and routes designated by event management;
- Hand-carried items can be brought in through the front of the building (east side) only through the inner-roadway and only during event specified times;
- Hanging clothing racks with four wheels are allowed for moving hanging garments;
- Standard jewelry cases with four wheels are permitted for moving jewelry and trade product; and
- Pop-up displays – equal or less than 10 feet in length and capable of being carried by hand by one person – may be brought into the building; and
- 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:**

- Any materials originating from any vehicle on New York City streets for the purpose of delivering, staging or collecting exhibitor materials;
- Any equipment, other than a two-wheeled baggage cart (plastic or rubber wheels only), to move their materials;
- Power tools, ladders, vacuum cleaners, or any type of carpenter/construction equipment are not permitted in the building, unless specific written approval is obtained in advance;
- Any freight from a box truck, commercial vehicle or any vehicle larger than a standard van;
- Any freight moved on equipment larger than a two-wheeled baggage cart;
- Any freight that cannot be hand carried by one person; and
- Any freight moved by a moving or freight company, contractor or any persons other than **Javits Center** freight handlers or direct employees of an exhibiting company engaged in approved hand carry operations.

#### **Javits Inner Roadway:**

- Hand carry operation hours are specific and designated by event management;
- Loading and unloading of vehicles is limited to vehicles no larger than a standard van;
- All vehicles must be issued a **Javits Center** Placard in order to stage;
- All vehicles are allocated 45 minutes, and the time limit will be strictly enforced;
- All vehicles must be parked perpendicular to the curb and staged with the back of the vehicle against the curb;
- Hazard lights must be activated while staged;
- Double parking is strictly prohibited and will likely result in a fine or tow;
- Parking or standing on 11th Avenue or any of the secondary streets around the **Javits Center** is strictly prohibited and subject to fine or tow;
- Pre-pack all exhibit items before staging a vehicle curbside; and
- Failure to follow the above regulations may lead to a fine and/or vehicle towing.

#### **Loading Docks & Truck Marshaling Area:**



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- All vehicles transporting freight larger than a standard van, such as, but not limited to, a moving truck or box truck, are required to load and unload via the **Javits Center** loading docks;
- The loading docks are accessible during designated hand carry hours for all over-sized vehicles and can be accessed without an appointment via the entrance on 12th Avenue and 39th Street;
- Scheduled hand-carry usage within the loading docks and/or designated area within the truck marshaling building will require an advance appointment with access via the entrance on 12th Avenue; and
- All vehicles are required to register with the general contractor upon arrival at a designated location or in advance through the **Javits Center** yard management portal.

#### Expansion Area Access (Hall 3, Event Space, North Lobby):

- Hand-carry access for exhibitors will always require strict adherence to the published routes and access points;
- Hand-carry access may only occur through the 3A escalator/elevator if the 3A hall is licensed by the same event;
- Via a designated area within the new truck marshaling building;
- The north lobby may not be used to access any part of the Center for the purpose of delivering or removing exhibitor product or materials;
- The use of passenger elevators or escalators within the expansion space may not be used for the purpose of delivering or removing exhibitor product or materials; and
- Specific hand-carry instructions will be published within the show guide.

#### Enforcement for Hand Carry Operations:

- The **Javits Center's** Security and Safety Solutions Department, in conjunction with city and state agencies, will provide security on the inner-roadway and loading docks during all designated hand carry hours of operation;
- The New York City Police Department will provide all enforcement for the New York City streets surrounding the **Javits Center**;
- The **Javits Center** reserves the right to search any box, bag, container, crate, etc. to ensure full compliance with the building's regulations; and
- The **Javits Center** reserves the right to deny entry to anyone not in compliance with all stated policies and procedures.

#### SMOKING POLICY

<https://www.javitscenter.com/plan/policies/> - The **Javits Center** maintains a smoke-free campus. Smoking is prohibited anywhere on **Javits Center** property, including the **Inner Roadway** and **Javits**-owned sidewalks.

#### SOUND LEVELS

Sound level of presentation should be kept within the confines of the booth area and must not interfere with neighboring exhibits. **Show Management** will exercise their right to provide and maintain a fair exhibiting environment to all customers. Excessive sound can be offensive and distracting. Each Exhibitor is entitled to an atmosphere that is conducive to conducting business, without excess noise from other Exhibitors. Any audio equipment (i.e., sound system, audio from a video wall, microphones), whether in the booth or as part of a display, may not exceed a sound level of eighty-five (85) decibels.



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NYCC will be sensitive and responsive to complaints registered by spectators, neighboring Exhibitors, or other personnel, and will have appointees to respond to all complaints.

### STORAGE

<https://www.javitscenter.com/plan/policies/>

- Crates and other materials cannot be stored in the **Center** without advance written approval. Requests must be submitted in writing by Show Managers or General Decorating Contractors. Crates and other materials:
  - May not be stored in active exhibit halls.
  - May not be stored between booths, behind pipe and drape or under tables.
  - May not be stored within 10 feet of sliding partitions or under the River Pavilion.
  - May not block access or egress, as set forth in these rules.
- Loose materials, combustible mixtures, waste, liquids and similar items cannot be stored in the **Center**.
- Carpeting is to be rolled and stored in areas designated by the **Center**.

Materials may be stored in truck loading dock spaces with the following restrictions:

- Must maintain clearance of 3 feet from sprinkler heads.
- Must maintain access and egress so as not to obstruct ramps and stairs from the loading platform.
- Where storage is tiered, crates, cases and similar packing cartons (which have wheels) may not be stored on top of tiers, nor may they be stored above retaining walls. Materials may be stored in inactive exhibition halls with prior written approval of **Javits** management and with the following restrictions:
  - Maximum storage height is 12 feet.
  - A fire watch must be maintained at all times for the duration of the storage.
  - Storage piles in halls must be separated by aisles so that tiers are not more than 20 feet wide.
  - Main and cross aisles must be a minimum of 8 feet wide and must be located in line with exit door openings.

### TAXES

All **NYCC** exhibitors must comply with the sales tax laws of the State of New York. **Application to Register for a Sales Tax Certificate of Authority**, must be completed and mailed to the New York State Tax Department at the following address:

NYS Tax Department  
Sales Tax Registration Unit  
W A Harriman Campus  
Albany, NY 12227

It will be your responsibility to determine whether or not you are required to register for sales tax and apply for a Certificate of Authority. **Publication 750, A Guide to Sales Tax in New York**, provides guidance around some of the considerations in making this determination and how to properly fulfill these obligations.

**If you conclude that you have a filing responsibility, you must complete Form DTF-17 and Publication 910 NAICS Codes for Principal Business Activity for New York State Tax**



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### Purposes. Publication 910 may be useful in completing Section F (Business Description) of Form DTF-17.

Questions regarding the completion of form DTF-17 can also be resolved by contacting the Sales Tax Taxpayer Contact Center at the NYS Department of Taxation and Finance at 518-485-2889 between the hours of 8:30 AM and 4:25 PM (Eastern Time).

For purposes of completing Form DTF-17, please note that the **NYCC** show dates are **October 12 through October 15, 2023**. In completing Section F of Form DTF-17, you may want to include in your description that you are "exhibiting at a tradeshow."

One of the three descriptions and NAICS codes below (to complete Section F of Form DTF-17) may apply to you or your business:

Retail store	NAICS Code = 453998
Show Vendors	NAICS Code = 454390
Manufacturers	NAICS Code = 339900

Certificates of Authority **MUST** be displayed in your booth during show hours. **Please contact the NYS Department of Taxation and Finance or your tax advisor if you have questions regarding the sales tax rate to charge on your sales.**

### TELEPHONE

<https://www.javitscenter.com/plan/policies/> - Javits' telephone electricians install, remove and repair all telephone lines. Telephone technicians are represented by the International Brotherhood of Electrical Workers (IBEW) Local 3.

#### Work Hours:

Telephone electrician's normal work hours are 7:30 A.M. to 3 P.M. each day. Most of the telephone service rates include labor. Telephone labor is only applied for work as requested which is not part of the service order form and for repairs and relocation. In these instances, straight time rates are charged Monday to Friday, 7:30 A.M. to 3 P.M. (except holidays). At all other times, Monday through Friday, Saturday, Sunday and holidays), overtime rates are charged. Telephone electricians have 11 holidays; New Year's Day; Martin Luther King, Jr. Day; President's Day; Memorial Day; Independence Day; Labor Day; Columbus Day ; Election Day; Thanksgiving and the day after and Christmas.

#### Telephone Work Exhibitors May Do Themselves

Exhibitors may plug and unplug their phones, modems, faxes or credit card readers.

Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information.

### VEHICLE DISPLAYS

<http://www.javitscenter.com/plan/policies/> - There is a round trip spotting fee per vehicle. Please refer to the **FREEMAN Manual** link in the [Vendor Forms & Guidelines](#) section of the online manual for more information. Vehicles are allowed in the **Javits Center** for display purposes provided they meet the following requirements:

- May not contain more than one (1) gallon of fuel



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- Cannot be refueled or emptied inside the Center
- Must be equipped with locking gas caps
- Battery cables must be disconnected, and the ends taped
- Must be locked during non-show hours
- Keys which are properly tagged for identification for each vehicle must be left with the Center's Public Safety Department prior to display
- Repairs or alterations may not be made inside the Center
- Any person displaying a vehicle at the Center must provide an appropriately sized ABC type fire extinguisher, which must be readily accessible at all times.
- Must have floor covering beneath the vehicle
- Must be turned off when parked inside

#### Other Regulations Regarding Motor Vehicles:

- Motor vehicles must be turned off when parked inside
- Operating equipment or machinery must not be left unattended
- Motor vehicles may be operated on carpeted areas of the **Center** when approval is given by **Center** staff. Protective material must be placed in the carpeted areas for protection of floor surface. The show manager is responsible for all damages and for restoration of the damaged areas to the original condition
- All forklifts or other heavy loading devices operated within the **Center** must be operated by certified personnel
- Forklifts are not permitted to operate on terrazzo areas. Special permission is granted in certain circumstances by **Javits Management**. In those instances, the forklift must have pneumatic tires
- Forklifts are not permitted to operate in the River Pavilion, or in carpeted halls 1D and 1E, unless a pathway of masonite is constructed
- Motor driven aerial lifts must have wheels covered with "shrink-wrap" to operate on the River Pavilion and carpeted halls 1D and 1E
- Parking on the loading docks or inside the **Center** (except for loading and unloading) is prohibited; violators will be towed at owner's expense.
- Utility carts may be operated in the **Center** exhibit halls, loading docks and main roadway only. Under no circumstances are vehicles or personnel carts to be operated in meeting rooms, concourses, or lobby during show hours.

#### VENDOR INVOICES

**Show Management** will have personnel on hand throughout the course of the show to consult with exhibitors regarding any bills received from service companies. If there is any question as to the charges made, please consult with our show representatives before paying the bill. Do not wait until after the show to settle problems that can be easily resolved at the **Javits Center**.

#### WEAPONS POLICY

**Please read this entire policy before attending NYCC. Failure to follow this policy may result in your removal from the convention without refund. The following items are generally forbidden at NYCC:**

- Functional firearms (including air soft guns, BB guns, cap guns, paintball guns and





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- pellet guns)
- Realistic replica firearms (including reproduction, fake or toy guns that can be confused for functional firearms)
- Functional projectile weapons (including blow guns, crossbows, long bows, silly string, slingshots, water balloons and water guns)
- Sharpened metal-bladed weapons (including axes, daggers, hatches, knives, kunai, shuriken, swords, sword canes and switch blades)
- Explosives (including firecrackers and fireworks) Chemical weapons (including mace and pepper spray)
- Blunt weapons (including brass knuckles, clubs and nunchaku)
- Hard prop weapons (including props made of metal, fiberglass and glass)
- Instruments that cause excessive noise levels like vuvuzelas, grenade whistles and grenade horns
- Whips
- Aerosol mustard

Prop weapons will be allowed providing they are composed of cardboard, foam, wood or other light materials. Prop firearms are allowed only if they cannot be mistaken for real weapons.

The barrel of all prop firearms must be covered with brightly colored caps. Prop bows will be allowed providing all arrows have soft tips. And no, selfie sticks are not allowed at **NYCC**. All permissible items are subject to **Show Management's** discretion.

All persons using **Javits Center** property are required to comply with all laws, statutes and ordinances, as well as any others also relevant to the issue. **Javits Center Loss Prevention** has final approval on all goods sold during **NYCC**.

All attendees entering the **NYCC** will be reviewed for any props that resemble a weapon and this item will be tagged once deemed safe to the public. All other items deemed unsafe will be confiscated by **Show Management**.

### WHEELCHAIRS/MOTORIZED CHAIRS

<https://www.javitscenter.com/attend/mobility-vehicle-rental/> - Made possible by the generous support of the World Police & Fire Games, the **Javits Center** is pleased to announce the Mobility Vehicle program. Visitors requiring a Mobility Vehicle will be able to rent a Mobility Vehicle for use during events.

**Mobility Vehicle Renters Please Note:** we are moving to a new service ordering platform. During this time, credit card payment will not be processed on the **Javits Center** website due to limited availability. Please fill out the Renter Information form to request a mobility vehicle. We will review availability and contact you to finalize your booking. Please have your credit card information available for smooth booking.

If you encounter any issues or difficulties with the order form, you can contact 212.216.2196 for assistance.

### **WHERE DO I PICK UP MY MOBILITY VEHICLE?**

You can pick up your mobility vehicle at the Guest Services Desk, located inside the **Javits Center** by West 36th Street & 11th Avenue (North Side of the **Crystal Palace**), Next to the New York State



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Welcome Center screen. We ask that you print a copy of your and bring to our concierge desk upon arrival.

#### **WHAT SHOULD I BRING WITH ME FOR PICKUP?**

Valid Photo ID is required for PMV pick-up -- a member of our staff will hold your ID while the scooter is in use. When the scooter is returned, we return your ID to you!

#### **HOW DO I RETURN MY MOBILITY VEHICLE?**

Once you are ready to return your personal mobility vehicle, you can bring it back to the concierge desk where you originally picked it up.

#### **CAN I BRING MY MOBILITY VEHICLE OUTSIDE OF THE JAVITS CENTER?**

Your Mobility Vehicle may not be taken outside of the building. It may be operated within all areas of the building, including the **Crystal Palace**, Show Floors, and the River Pavilion.

#### **HOW SOON SHOULD I PLACE MY REQUEST?**

Please call for availability during business hours if you need a mobility vehicle booked for today or tomorrow. We always recommend reserving your mobility vehicle three days in advance of your event.