EXHIBITOR RULES AND REGULATIONS

A to Z Guide

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Accessibility

- Exhibitors acknowledge their responsibility under the Americans with Disabilities Act (ADA) to make their booth accessible to handicapped persons. Exhibitors shall indemnify and hold harmless NYCC, RX Global and the show locations against cost, expense, liability or damage which may be incidental to, arise out of or be caused by Exhibitor's failure to have their booth comply with ADA requirements.
- 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.
    - https://www.javitscenter.com/attend/accessibility/

Access to Exhibit Floor

- Exhibitor staff must always wear an Exhibitor Badge during Move-In, Show Days and Move-Out to enter the exhibit floor.
- Access to the Show Floor begins at 7:30 AM during Show Days.
- Badges can 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, unless prior arrangements for meetings have been made. (Please visit the Show Office on-site to arrange.)
- Exhibitor Appointed Contractors (EAC's) are required by Show Management to always wear a wrist band. Wrist bands can be picked up at the Security Command Post with proper credentials. Only three designated supervisors of approved EAC's will be issued the necessary credentials.
- Do not give Exhibitor Badges to EAC personnel for security reasons.

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**.
    - Additionally, **no one under the age of 18 will be admitted into the Halls during restocking hours** before opening hours and closing hours of show days (7am-10am and 7pm – 9pm)

- Management recommends all Minors Participate in the Event with their Guardian; provided however, **that Minors under the age of thirteen (13) MUST Participate in the Event with a Guardian**, and if such Minor attends a live component of the Event they must be accompanied by a Guardian at all times in and around the Venue.

Animals

- Service animals as defined by the ADA and under New York's disability law are permitted at NYCC. Any other live animals, including but not limited to, pets, emotional support animals, therapy animals and animals used for demonstration are prohibited. Show management reserves the right to exclude service animals if they pose a direct threat to the health and safety of attendees at NYCC (i.e. aggressive behavior, not housebroken, or handler cannot control animal).

Booth Enclosures / Covered Booths

- Any booth larger than a 10x10 (100 square feet) that has any material or object placed over or upon the exhibit is considered a covered booth (e.g. roof, canopy, tent, moss fabric, etc.) and requires approval from show management. If your booth has any type of covering, please submit a booth diagram for approval and fire marshal feedback / requirements to contact your Customer Success Manager or Operations Manager Bahiah Odeh-Eppig bahiah.odeheppig@rxglobal.com
- Covered booths will need to have the following items inside each booth (this pertains to the covered portion only):
    - A fire extinguisher bearing a minimum U.L. classification of 2A 10BC.
    - A portable smoke detector set inside the booth at the highest point of the covered area.
    - Means of turning off electrical power to the booth during non-show hours.
- Covered booths in excess of 300 square feet in area will need to submit their booth schematic/layout to Operations Manager Bahiah Odeh-Eppig bahiah.odeheppig@rxglobal.com , for show management approvals and city, center and vendor direction, including fire safety requirements.
- The decorative and construction materials must be of non-combustibles or flame-resistant material or treated with a solution to make the material flame-resistant. All curtains, drapes, carpet and decorative materials must be noncombustible or flame-resistant material. Please be sure to keep copies of certifications with you on site. Any merchandise

or material attached to drapes or table skirts must be on non-combustible or flame-resistant material or approved by the Fire Marshal.

- If any enclosed booth is over 50 feet in length and holds more than 50 people, it must have at least two marked exits.

Bootleg Policy

- Counterfeit, knock-off, or unlicensed materials are prohibited at NYCC. Violations receive one warning; a second results in removal from the show.

Bulk Trash and Booth Abandonment

- Excessive waste, including display materials, carpet, padding, crates, and pallets, will be subject to a handling fee and disposal fee during move-in. Any excessive booth materials and literature left in the booth after the scheduled exhibitor move-out that are not labeled for outbound shipment will be treated as abandoned and considered trash. The exhibitor will incur charges for the removal and disposal of such items. These charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee.

Business Center

- 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.
- Contact one of our Javits Center consultants at 212-216-2900 or 917-228-4839 or email usa1280@fedex.com.

Cleaning

- Exhibitors are permitted to clean and wipe down their products, display merchandise, and parts of their exhibit that were not installed by Javits labor.
- Booth vacuuming must be ordered through Freeman.
- Show Management does not offer cleaning or vacuuming services for booth carpets at any time.

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.

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 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

Crate Removal, Storage and 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.

Cubic Content Rule

- NYCC adheres to the cubic content rule, which permits exhibitors to fully utilize their booth space. According to this rule, exhibitors may construct their booth displays up to the front edge of their allocated space and up to the maximum allowable height as

specified by the booth type detailed in the Display Rules and Regulations on the Exhibitor Manual.

Decorations

- 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.

Delivery of Freight

- Please refer to the Operations page of our Exhibitor Manual for your Specific Move-in and Move-out options.

Demonstration Areas, Aisles and Fan Queuing

- 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 excessive crowds at neighboring booths, it is an infringement on the rights of other exhibitors. Aisles may not be obstructed at any time.
- 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.
- It is the responsibility of the Exhibiting Booth to manage gathering crowds and create Queuing space INSIDE the booth to keep the flow of traffic moving in the aisles and not disrupt the flow of foot traffic.

Drones

- 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.

Electrical Equipment

- All electrical equipment must follow UL Standards. For more information visit www.ul.com.
- Electrical Work Exhibitors Can Perform themselves:
    - Exhibitors may plug in their own devices for 110 volt electrical service of 1500 watts or less.
    - 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.

Exclusive In-House Javits Center Services

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

Exhibitor Appointed Contractors (EAC)

- EACs are hired by exhibitors to build and dismantle exhibits. EACs supply their own on-site management and hire exhibit building labor employed by the Javits Center.
- In order to hire labor directly from the Center, EACs 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.
- For more information, please refer to the Exhibitor Appointed Contractor section of the Exhibitor Manual.

Exhibit Booth Construction

- 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
- 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 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.

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.)

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**.

Firearms & Weapons

- 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 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

Fire Safety

- 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.
- 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.
- Please refer to the Javits Center Operational Policies for full Fire Safety requirements.

Fireworks

- Fireworks, flash pots and other pyrotechnic devices/events are prohibited without advance written approval from **Center** management.

Floor Loads

- 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.

Fog & Haze Machines

- Any and all requests for use of fog & haze machines requires special permission from show management. Once use is approved, proper forms and steps will be provided.
- Requests can be sent to Operations Manager Bahiah Odeh-Eppig bahiah.odeheppig@rxglobal.com , for show management approvals and city, center and vendor direction, including fire safety requirements. Requests will need to include booth schematic/layout.

Freight Moving

- **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 Freeman. Freight Handlers work under the direction and supervision of the Freeman and their shifts are determined and organized by Freeman. Freight Handlers are represented by the International Brotherhood of Teamsters, Local 807.
- Please refer to the Freeman ordering portal for additional information.

General Service Contractor

- **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.
- **FREEMAN DISCOUNT PRICE DEADLINE DATE - Order early to take advantage of advance order discount rates, place your order by September 8, 2026.**

Getting to the Javits Center

- 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.

Handouts

- Exhibitors cannot distribute literature, samples, or other material outside your contracted exhibit space.
- Please refer to our Media Kit for more information.

Hand Carry

- 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.
- Hand-carry materials are no longer permitted to enter the Crystal Palace, via 11th Avenue due to Lincoln Tunnel congestion concerns.
- Please refer to the Javits Hand Carry Policies for more details
    - Move in Hand Carry Hours - Tuesday, Oct 7th 8:00am – 5:00pm and Wednesday, Oct 8th 8:00am – 5:00pm
    - On Show Days, exhibitors bringing product or boxes should enter the Javits Center at the Exhibitor Tent located on 37th and 11th. Boxes and items will be X-rayed, and standard bag check and weapons detection procedures will be conducted here.

Hanging Signs

- Banners shall be limited to the inner-roadway concourse façade, northern and eastern exposures, and the Crystal Palace, northern and southern exposures.
- Hanging signs must comply with the HEIGHT LIMITATIONS guidelines detailed in the Display Rules and Regulations on the Exhibitor Manual.

- 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.
- Anything exceeding 20' in height must be secured by rigging. Please send a booth diagram to contact your assigned Customer Success Manager (found here) or Operations Manager Bahiah Odeh-Eppig bahiah.odeheppig@rxglobal.com and contact FREEMAN to order rigging.
- Signs with any dimension greater than 20' must be pre-approved by Show Management. Please send booth diagram to contact your assigned Customer Success Manager (found here) or Operations Manager Bahiah Odeh-Eppig bahiah.odeheppig@rxglobal.com
- Hanging signs must fit within the footprint of your booth space.
- If you have a question about the type of your booth and Hanging Signs, please contact your Customer Success Manager (found here).
- Rigging is performed by **Javits Employees**. The nature of the work involved will determine which employees perform rigging work. Please refer to Freeman Online for additional Labor Information.

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

- 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

- 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 Exhibitor will be charged the cost of removing helium balloons from overhead.
- Helium Balloon Displays must be approved by the Javits Center.

Height Limits

- Please refer to the the Display Rules and Regulations on the Exhibitor Manual for height limits of your booth.

High Risk Activities

- All high-risk activities not prohibited by other sections of these regulations require approval of Center management at least 30 days in advance.
- Such activities include but are not limited to motorized sporting events, acrobatic stunts, mechanical amusement devices and audience participation in athletic activities.

Hot Work

- 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.

Hotel and Travel Discounts

- Please refer to the Please refer to the Hotel & Travel section of the Exhibitor Manual for more information.

Hoverboards

- Wheeled transport devices (with or without motors) are not permitted at any CES venue. This includes Segways, hoverboards, skateboards, uniwheels, scooters and all similar

products. Exhibitors are permitted to demo such products within the confines of their exhibit space.

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 7, 2026**, or beyond. Absolutely no shipment, equipment, or material may be brought onto the show floor during show hours

Labor Rules and Orders

- Please refer to Freeman Online for Labor Jurisdictions, Rules and Information.

Late Work Access

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.

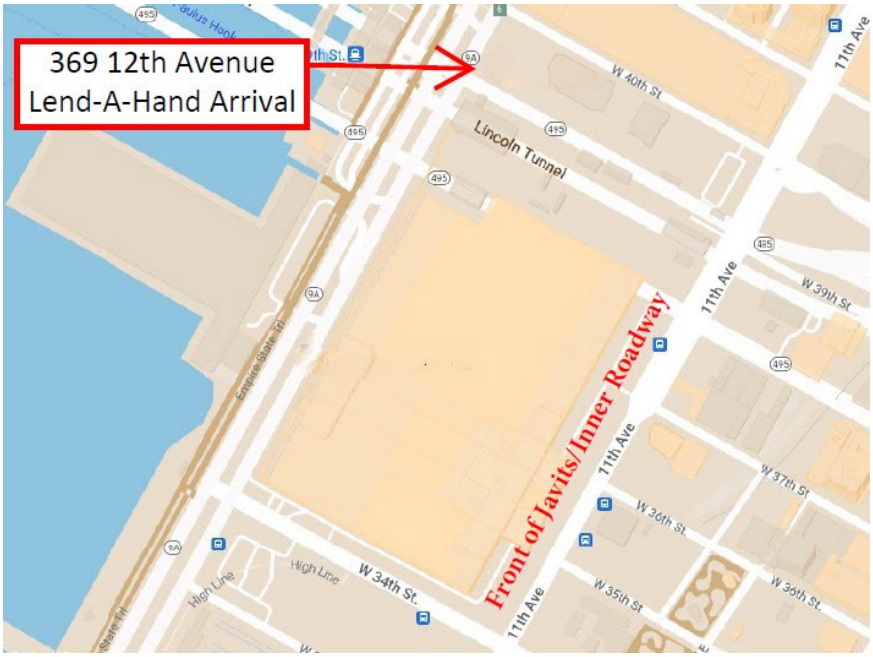
Lend A Hand Program

- For exhibitors who prefer to manage their own setup, we provide additional support. We have arranged for easier access and complimentary labor assistance for both move-in and move-out.
- 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 and 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 charges for the handling of materials
- Labor assistance via Lend-A-Hand placard at the Level 3 North loading docks is provided at NO Charge. Tipping labor is strictly prohibited
- Lend A Hand Move In Hours

  Tuesday, October 6, 2026, from 9:00 AM – 6:00 PM

  Wednesday, October 7, 2026, 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



- Lend A Hand Move Out
- Program Time & Dates

  Sunday, October 11, 2026, 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. Sign In at the show's conclusion and labor will come to your booth, load your materials and bring it to your vehicle

Liability and 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 of any exhibit or other property against theft, fire, accident, or any other destructive causes. Please review the space contract for details.
- **Insurance ; Losses.**
    - *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.3shall not relieve Exhibitor of its indemnification obligations pursuant to Section VI.2 of this Agreement.*
    - *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.*
    - *Certificates of Insurance must be available onsite during the Exhibition and must be furnished by Exhibitor if requested by Management.*
    - *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."*

Livestreaming

- Note that recording (including live-streaming apps) and flash photography are not permitted in panels, concerts or screenings. Recording and photos are also not permitted in certain parts of NYCC's Autographing Area in Hall 1A. 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.

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 or email lostandfound@javitscenter.com
    - The Public Safety Division keeps lost items for 30 days and lost valuables for up to three months.

Maintaining Access and Egress

- 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

Medical Emergencies

- 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).

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 your assigned Customer Success Manager (found here).
    - A letter requesting early access to the Show Floor for non-exhibitor personnel. Please state the exhibiting company and booth number.
    - List the non-exhibitor personnel and type of badge they will be wearing.
    - State the time and date of the meeting (meetings cannot be scheduled prior to the show opening on **Thursday, October 8, 2026**).
    - 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
    - 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

- 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 place your orders directly on the **Javits ordering site**
    - If you encounter any issues or difficulties with your order, you can contact 212.216.2196 for assistance.
- 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 your print a copy of your and bring to our concierge desk upon arrival.

- 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!
- 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.

- 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.
- 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

- 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 the Javits Operational Policies.

Multi-Level Booths

- Multi-Level or double decked exhibit booths are not permitted in 1A, 1B, 1C, 1D, 1E, or 3D exhibit halls.
- Multi-Level 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.
- Covered booths in excess of 300 square feet in area will need to submit their booth schematic/layout to Operations Manager Bahiah Odeh-Eppig bahiah.odeheppig@rxglobal.com for show management approvals and city, center and

vendor direction, including fire safety requirements.

- 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 filling 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 filling 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.

Music or Motion Picture Performance

- If you plan to play copyrighted music or video in your booth, you may need to obtain a license from the copyright owner or a licensing agency representing the copyright owner.
- Licensing is required when music or video is being played for non-dramatic entertainment purposes (live or recordings such as CDs, DVDs and BluRay devices).

- The proper license must be posted in your booth and available for inspection at the request of Show Management or authorized agents of ASCAP or BMI. You are advised to contact the agencies listed below to acquire the necessary 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 required. Failure to comply violates federal copyright law and breaches your contract for exhibit space at the show.

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.

Painting or Marking Building Alterations

- 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

- 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.

Photography & Video Regulations

- Cameras and video equipment are allowed on the show floor. Exhibitors and attendees may take pictures/video within the show for purposes of company media pieces, marketing materials, etc. Under no circumstances will anyone be permitted to take pictures/video of an exhibitor's product without permission of the exhibitor. Exhibitors have the right to

report to security any instance of inappropriate photographing of company products or displays.

Plumbing

- 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.
- 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

- 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

- 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:

- No products containing any THC may be distributed or sold at the Javits Center, including the provision of free samples;
- Only products with THC less than .3%, such as cannabinoid hemp products, may be displayed;
- Cannabinoid hemp products must also comply with New York State law, which requires, among other things, that:
  - Such products are clearly distinguished from non-cannabinoid-hemp products; and
  - The promoter has a New York Cannabinoid Hemp Retail License.
- 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.

Prop Weapons

- 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 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**.

Propane

- 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.

Registration Location & Hours

Location: Javits Center – Crystal Palace

EXHIBITOR/ARTIST ALLEY:

Tuesday	8:00 AM - 8:00 PM
Wednesday	8:00 AM - 7:00 PM
Thursday	7:00 AM - 8:00 PM
Friday	8:00 AM - 7:00 PM
Saturday	8:00 AM - 7:00 PM
Sunday	7:00 AM - 5:00 PM

FAN/PRO/PRESS/SPEAKER:

Tuesday	5:00 PM - 8:00 PM
Wednesday	8:00 AM - 7:00 PM
Thursday	7:00 AM - 8:00 PM
Friday	8:00 AM - 8:00 PM
Saturday	8:00 AM - 8:00 PM
Sunday	8:00 AM - 5:00 PM

Rigging Work

- Rigging is performed by **Javits Employees**. The nature of the work involved will determine which employees perform rigging work.
- Please refer to Freeman Online for additional Labor Information.

Security, Safety & Theft Prevention

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 suggest that you hire additional security for your booth.

BASIC SECURITY RECOMMENDATIONS:

- Exhibitors are responsible to arrange 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 our 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"
    - 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
- **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.**

NYCC Exhibitor Safety & Theft Prevention Recommendations

These recommendations are provided as general guidance only. Exhibitors remain solely responsible for the safety and security of their personnel, merchandise, cash, equipment, and other property. NYCC, Show Management, the Javits Center, and their respective contractors do not assume responsibility or liability for theft, loss, or damage to exhibitor property, regardless of the security measures in place.

Protect Your Merchandise, Cash & Staff

NYCC works with the Javits Center, security providers, and law enforcement partners to implement a variety of security measures appropriate for the event. (New York Comic Con)

However, **exhibitors play an important role in protecting their own merchandise, cash, equipment, and personal belongings.** The following best practices are recommended to help reduce the opportunity for theft.

🔒 **1. Keep Your Booth Staffed**

Whenever possible, ensure the booth is attended by at least one authorized representative during operating hours.

- Maintain adequate staffing so someone is always present in the booth.
- Keep an eye on merchandise, especially during busy periods.
- Be aware of distractions or situations that pull multiple staff members away from the merchandise area.
- Keep personal belongings such as purses, backpacks, phones, laptops, and wallets secured and within your control.
- If you need to leave the booth, make sure another staff member is covering it.

An unattended booth creates an opportunity for theft.

NYCC's general security guidance also recommends keeping personal property with you and not leaving items unattended.

💵 2. Protect Your Cash

Best Practice: Keep all cash on your person.

We strongly recommend **not using an unattended cash box, cash drawer, or other unsecured container** to hold your sales proceeds.

Instead:

- Keep cash **on your person** in a secure money belt, waist pack, or other secure location.
- Keep the amount of cash on hand as low as practical.
- Make frequent secure transfers of excess cash rather than allowing large amounts to accumulate.
- Assign cash-handling responsibilities to specific staff members.
- Keep cash out of public view when counting or organizing it.
- Whenever possible, encourage electronic/card payment methods.
- Never leave a cash box or cash-containing bag unattended, even for a short period.

Avoid:

❌ Cash boxes left on or under the sales counter
❌ Cash bags left beneath tables
❌ Large amounts of cash accumulated throughout the day
❌ Counting cash in public view

Better:

✅ Cash kept securely on the responsible staff member
✅ Minimal cash kept at the booth
✅ Frequent secure transfers of excess cash
✅ Multiple staff members aware of cash-handling procedures

💎 3. Use Secure Displays for High-Value Merchandise

If you sell jewelry, collectibles, electronics, artwork, signed items, rare products, or other high-value merchandise, **consider using displays that physically separate the product from attendees.**

Recommended display options include:

- Locking glass display cases
- Glass cases with lockable doors
- Covered countertop showcases
- Enclosed display cabinets
- Lockable acrylic cases
- Displays positioned behind the sales counter
- Professionally designed security/tethering systems where appropriate

A good display should allow customers to see the merchandise while making it difficult to quickly remove an item without staff assistance.

For particularly valuable or one-of-a-kind items, consider keeping them in a **locked case and only removing them when a customer is actively viewing them.**

Display cabinet ordering information is available through the NYCC Exhibitor Manual.

(NYCC 2026 Exhibitor Manual)

👀 4. Don't Put High-Value Items Within Easy Reach

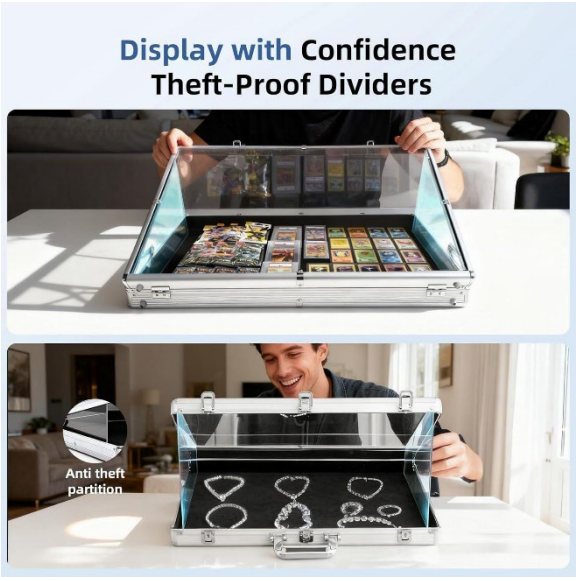
Consider the placement of your merchandise when designing your booth.

More secure:

- Valuable merchandise behind the counter
- Locked or covered displays
- Items positioned where staff have a clear line of sight
- Limited quantities of high-value merchandise displayed at one time

Less secure:

- Valuable items sitting on an open tabletop
- Merchandise positioned near the edge of a booth
- Small, high-value items that can easily be picked up and concealed
- Large quantities of valuable merchandise left out overnight



🌙 5. Secure Merchandise When the Show Floor Closes

At the end of each show day:

- Remove particularly valuable or easily concealed merchandise from your display.
- Place merchandise in **locked cases or secured storage** whenever possible.
- Take irreplaceable or extremely high-value items with you when you leave.
- Do not leave laptops, tablets, phones, cash, or other valuable personal property exposed.
- Make sure your booth is secured before your staff leaves the show floor.

If an item is too valuable to risk leaving unattended, take it with you.

📦 6. Be Careful During Move-In & Move-Out

Theft risk isn't limited to show hours.

During move-in and move-out:

- Keep valuable merchandise with you whenever possible.
- Do not leave boxes containing valuable merchandise unattended.
- Avoid publicly identifying valuable contents on the outside of packaging.
- Keep track of who has access to your booth and storage areas.
- Maintain an inventory of high-value items.
- During move-out, remain with your merchandise until it is packed and secured.

👥 7. Consider Additional Security for High-Value Exhibits

Depending on the nature and value of the merchandise being displayed, exhibitors may wish to consider obtaining additional security services at their own expense.

Personal security can provide an additional layer of protection and allow your booth staff to focus on sales and customer service.

Personal security ordering information is available through the NYCC Exhibitor Manual.
(NYCC 2026 Exhibitor Manual)

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8. Report Suspicious Activity

If you see something that doesn't look right:

Don't confront or pursue someone you suspect of theft.

Instead:

1. Exhibitors should report any theft, suspected theft, or security incident to Show Management as soon as practicable so that appropriate follow-up and documentation can occur.
2. Provide the location of your booth.
3. Give a description of the person or activity.
4. Note the direction the person went, if known.
5. Preserve any relevant information, receipts, inventory records, or video. NYCC encourages Exhibitors to maintain inventory records and photographs of high-value merchandise brought to the event.

NYCC asks participants to report anything unusual, suspicious, or out of place to event staff or security. (New York Comic Con).

Quick Security Checklist

Before opening your booth each day:

☐ Booth is staffed
☐ High-value merchandise is secured
☐ Locking/covered displays are locked when appropriate
☐ Cash is kept securely **on a staff member's person**
☐ No unattended cash boxes
☐ Personal belongings are secured
☐ Inventory of high-value items is accounted for
☐ Staff know who is responsible for cash and merchandise
☐ Staff know how to contact NYCC Security/Show Management

Remember:

Stay staffed. Keep cash on you. Secure valuable merchandise. Stay alert. Report concerns.

NYCC and its partners are committed to providing a safe and secure event environment. Working together with exhibitors helps create the safest possible show for everyone.

Exhibitors are responsible for maintaining adequate insurance coverage for merchandise, displays, equipment, and other property. (NYCC Safety, Security & Wellness Information)

These recommendations are provided as general guidance only. Exhibitors remain solely responsible for the safety and security of their personnel, merchandise, cash, equipment, and other property. NYCC, Show Management, the Javits Center, and their respective contractors do not assume responsibility or liability for theft, loss, or damage to exhibitor property, regardless of the security measures in place.

Shipping Information

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
New York Comic Con 2026
C/O Freeman
140 Central Ave , Ste 130
Kearny, NJ 07032 USA

Show Site Shipping Address:

Exhibiting Company Name / Booth #
New York Comic Con 2026 Jacob K Javits Convention Center C/O Freeman
369 12th Ave
New York, NY 10001

Show Office Location & Hours

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

Show Schedule

- Please refer to the Freeman Quick Facts for Exhibitor Show Schedule

Smoking

- 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 for 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.
- 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.

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.
- 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.

Storage

- No storage of any kind is allowed behind booths or near electrical service. Materials for hand-outs must be limited to one day supply and stored neatly within the booth. Violators will be notified and if not removed by show opening, the Official Service Contractor will remove and store items at the exhibitor's expense.
- All empty cartons or crates must be labeled and removed for storage or they will be removed as trash. Crates are not to be used as exhibit supports.

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**.