



## General Information At-A-Glance

### **Exhibit Hours:**

Friday, February 27 <sup>th</sup>	1:00 PM to 5:00 PM 5:00 PM to 9:00 PM	Trade Professionals Only Trade Professionals/Public
Saturday, February 28 <sup>th</sup>	10:00 AM to 7:00 PM	Trade Professionals/Public
Sunday, February 29 <sup>th</sup>	10:00 AM to 5:00 PM	Trade Professionals/Public

### **Exhibitor Move-In and Installation:**

Thursday, February 26 <sup>th</sup>	8:00 AM to 4:30 PM
Friday, February 27 <sup>th</sup>	8:00 AM to 1:00 PM

*\*All exhibits must be open and ready for business by 12 Noon on Friday, February 27, 2004.*

### **Exhibitor Dismantle and Move-Out:**

Sunday, February 29 <sup>th</sup>	5:00 PM to 9:00 PM
Monday, March 1 <sup>st</sup>	8:00 AM to 4:30 PM

*\*All exhibit materials must be dismantled and packed prior to 2:00 PM on Monday, March 1, 2004. All carriers must check in at our Service Desk prior to 2:00 PM.*

### **Exhibitor Badges/Admission:**

Exhibitor registration begins on Thursday, February 26<sup>th</sup>

Admission to the exhibit hall during the set-up or dismantling period is open only to exhibitor personnel with Exhibitor Badges. You can order your badges by completing the exhibitor badge for in the exhibit kit. All badges will be available for pick up at Exhibitor Registration. Exhibitors are advised to carry suitable photo identification at all times.

**CHILDREN UNDER 18 YEARS OF AGE WILL BE ABSOLUTELY PROHIBITED DURING THE SET-UP AND DISMANTLING OF THE SHOW. THERE WILL BE NO EXCEPTIONS TO THIS RULE.**

### **Shipping Information:**

There are several methods to ship your product and display to the show.

- 1) Ship in advance to the GES Expositions warehouse (*See GES Material Handling Form*)
- 2) Ship in advance with GES directly to JKJCC (*See GES Logistics Form*).
- 3) Ship with your own carrier directly to JKJCC.
- 4) Deliver in your own vehicle.
- 5) Carry in yourself (*certain restrictions apply*).
- 6) Ship via UPS or FedEx (*See GES Material Handling Form*).

**Reminder:** All shipments must be pre-paid. Please come to show site with the appropriate tracking numbers for your shipments, as this information will expedite any missing freight search processes that may need to be initiated.

**Shipments with your own carrier directly to JKJCC:**

You may ship with the carrier of your choice to make direct deliveries to the JKJCC on Thursday, February 26<sup>th</sup>. Bills of lading should be marked "MUST ARRIVE FOR (insert date) DELIVERY". If your freight arrives before February 26<sup>th</sup>, the driver will be turned away. Trucks must sign in at the trailer on 12<sup>th</sup> Avenue and 39<sup>th</sup> Street by 2:00 p.m. All shipments must be sent prepaid.

**Shipping address:**

Jacob K. Javits Convention Center (JKJCC)  
New York Times Travel Show  
Your Company Name & Booth Number(s)  
12th Avenue & 39th Street, New York, NY 10001-1188

**Delivering product in your own vehicle (POV):**

You may deliver your product in your own vehicle. You must check in at the freight office (a trailer at 39th Street and 12th Avenue) on Thursday, February 26<sup>th</sup>. Your vehicle will be placed in line, and called to be unloaded as soon as dock space is available. The freight office will be open to receive exhibitor shipments as follows:

Thursday, February 26<sup>th</sup>                      10:00 a.m. – 4:30 p.m.

Friday, February 27<sup>th</sup>                        8:00 a.m. – 12 Noon

**Please note:** The freight office is closed for lunch every day from 12:00 Noon-12:30 p.m.

**Hand carrying product into JKJCC:**

Teamsters handle the movement of freight at JKJCC. However, exhibitors may bring certain items into JKJCC through the building. **If your vehicle fits one of the descriptions listed below and there is a qualified driver with the vehicle at all times, you may carry certain items into the JKJCC.**

Suitable vehicles for the **self-service** hand carry unloading procedure are: Automobiles, Mini vans, Econoline vans, or Sport Utility vehicles. Box or cube trucks and vans, and trailers hitched to the above vehicles are prohibited in the self-service hand carry unloading areas. 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.

All items brought in through the front of the building must fit into the following categories:

- An exhibitor may hand carry items or use nothing larger than a two-wheeled baggage cart (rubber or plastic wheels only) to move items.
- Hanging clothes racks with four wheels are allowed for moving hanging garments.
- Exhibitors must use the doors and routes designated by show management.
- The persons moving items must have identification showing that they are employees of the exhibiting company.

**Javits Center officials may elect to suspend or to relocate the self-service hand carry operation at their discretion.**

**Shipping via UPS or FedEx:**

United Parcel Service and FedEx shipments may be sent directly to JKJCC or to the GES Exposition Services warehouse. When shipping directly to the JKJCC, using either UPS or FedEx, your shipment will incur a handling fee (see GES Material Handling for rates). On opening morning, neither service can guarantee delivery by show opening. Furthermore, when shipping to the JKJCC with UPS, your target date cannot apply because UPS cannot guarantee a delivery date. Shipments to JKJCC should arrive on February 26th.

UPS and FedEx shipments sent to the GES warehouse will incur warehouse charges – but will improve the likelihood of a timely delivery. Please note that all warehouse shipments must arrive at warehouse by February 19<sup>th</sup>. UPS and FedEx shipments received at the warehouse after February 19th will incur a financial penalty over and above the usual warehouse fees (see the GES Material Handling Form for rates).

## **Security:**

Show Management will have perimeter guard service throughout the set-up, Show days and dismantling periods of the Show. Exhibitors are reminded, however, that this event is an open booth show and they are solely responsible for the security of their exhibits and merchandise. While Show Management will exercise reasonable care in safeguarding exhibitors' property, neither Show Management, the Javits Convention Center, the contractors, nor any of their officers, agents or employees, assume any responsibility for such property. Exhibitors should take every precaution to protect exhibit materials.

## **Insurance Requirements:**

**All companies exhibiting are required to submit a certificate of insurance to show management prior to setting up their exhibit.** Insurance for exhibits and products is the responsibility of exhibitors. Exhibitors should consult their insurance broker to obtain an endorsement to their insurance policies to cover display materials and merchandise during transit to/from and at the Show site. Neither Show Management, the Javits Convention Center, the contractors nor any of their officers, agents or employees assume any responsibility for the theft, loss or damage for any of exhibitor's property. Exhibitor and its contractor(s) must maintain Commercial General Liability Insurance. Policy limits should be \$1,000,000 Each Occurrence, \$2,000,000 General Aggregate, and \$1,000,000 Product Liability. Exhibitor and its Contractor(s) shall also maintain Workers Compensation Insurance for employees participating in the Show.

## **Official Show Contractors:** *(by service)*

### **Audio Visual**

KVL Audio Visual  
Tel. (800) 862-3210 ext. 308  
[www.kvlav.com](http://www.kvlav.com)

### **Catering**

Center Plate  
Tel. (212) 216-2400  
[www.javitscenter.com](http://www.javitscenter.com)

### **Cleaning**

Javits Convention Center  
Tel. (877) 452-8487  
[www.javitscenter.com](http://www.javitscenter.com)

### **Decorator/Booth Furnishings**

GES Exposition Services  
Tel. (800) 475-2098  
[www.gesinterkit.com](http://www.gesinterkit.com)

### **Electrical/Plumbing**

Javits Convention Center  
Tel. (877) 452-8487  
[www.javitscenter.com](http://www.javitscenter.com)

### **Facility/Utilities**

Javits Convention Center  
Tel. (877) 452-8487  
[www.javitscenter.com](http://www.javitscenter.com)

### **Floral**

Spring Valley Floral  
**Tel.** 845-268-7555 and  
[www.springvalley.com](http://www.springvalley.com)

### **Labor**

GES Exposition Services  
Tel. (800) 475-2098  
[www.gesinterkit.com](http://www.gesinterkit.com)

### **Insurance**

Shoff Darby Co./Allison Steeves  
Tel. (800) 840-7762 ext. 2114  
[www.shoffdarby.com/showsandevents](http://www.shoffdarby.com/showsandevents)

### **Phone/Internet/Cable**

Javits Convention Center  
Tel. (877) 452-8487  
[www.javitscenter.com](http://www.javitscenter.com)

### **Shipping/Handling**

GES Exposition Services  
Tel. (800) 475-2098  
[www.gesinterkit.com](http://www.gesinterkit.com)

### **Signs and Graphics**

GES Exposition Services  
Tel. (800) 475-2098  
[www.gesinterkit.com](http://www.gesinterkit.com)