



IMPORTANT LABOR INFORMATION

Please Note: Outside labor will not be permitted to do carpenter work in the building.

Exhibit building labor is done by JKJCC Apprentice and Journeyman Carpenters. This labor must be ordered from Freeman or an approved Javits Exhibitor Appointed Contractor. Exhibit building labor is responsible for uncrating and crating exhibits, building and dismantling of exhibits, displays, backgrounds, booths; all work requiring the use of bolts and screws or nail fasteners, laying carpets and other floor covering, hanging non-electric signs, banners and drapes, and distributing contractor owned or leased furniture and other standardized equipment. **The following exceptions apply:**

- Exhibitors may erect and dismantle "pop-up" displays which do not exceed 250 square feet and can be erected and/or dismantled by employees of the exhibiting company, without tools (***drills, ladders, saws, hammers, wrenches, Allen wrenches, bolts, fasteners etc.) and ladders.*** Those performing the work above must be employees of the exhibiting company and must carry identification to verify that fact. Exhibit building labor must install all wood flooring.
- Exhibitors' may unpack, pack and arrange their merchandise and products in their exhibit.
- 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.
- NOTE: If you need labor to construct your booth, please place your order ahead of time. Advance rates are considerably lower than on site rates. Ordering in advance will save you money and help you avoid waiting for labor to set up your booth. To order labor please complete the Labor Order form and remit it to Freeman along with the completed method of payment form.

Freeman Labor Desks will be open until 6 pm during move-in and are located in the Crystal Palace Lobby in front of the 3B Hangar Doors and on Level 1 in room 1B04-1B05.

SET-UP HOURS

Due to security and safety concerns set up hours will conclude each day as follows:

Wednesday, January 30th	8:00 AM – 7:00 PM
Thursday, January 31st	8:00 AM – 7:00 PM
Friday, February 1st	8:00 AM – 7:00 PM
Saturday, February 2nd	8:00 AM – 7:00 PM

Exhibitors' access to the exhibit hall ends at 7PM each night. Plan to arrive early so you can complete your work in a timely manner.