

## MAIN MENU

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**Welcome** to the [NY NOW Winter 2023](#) Exhibitor Services Manual! The information in the pages below is designed to help guide exhibitors through the planning process of exhibiting at [NY NOW](#). Schedules and deadlines as well as links to additional information, online ordering sites, and downloadable printable order forms are included for your convenience.

The Main Menu is designed so clicking on a topic will automatically transport you to that section of the manual. Also, each page includes linked tabs at the top to help you navigate back to the Main Menu or to another section of the manual.

We encourage you to thoroughly review this document, especially those areas that pertain to you and your booth and ask questions for any areas you need further clarification on.

## GENERAL INFO

### DATES & TIMES

#### Move-in: Target Schedule – See Target Floorplan- COMING SOON

Thursday, February 2, 2023	11:00 a.m. – 5:00 p.m.
Friday, February 3, 2023	8:00 a.m. – 5:00 p.m.
Saturday, February 4, 2023	8:00 a.m. – 5:00 p.m.

**Blue** Section: Driver Check in 8 a.m.-2 p.m.  
**Green** Section: Driver Check in 6 a.m.-2 p.m.

- The above Move-in hours are posted as standard move-in times.
- All exhibitors have a Targeted Freight Move-In Date and should review the [Targeted Freight Move-In Guidelines-COMING SOON](#)

#### Show Days

Sunday, February 5, 2023	9:00 a.m. - 6:00 p.m.
Monday, February 6, 2023	9:00 a.m. - 6:00 p.m.
Tuesday, February 7, 2023	9:00 a.m. - 6:00 p.m.
Wednesday, February 8, 2023	9:00 a.m. - 3:00 p.m.

#### Move-out

Wednesday February 8, 2023	3:00 p.m. - 11:00 p.m.
Thursday, February 9, 2023	8:00 a.m. - 12:00 p.m.

#### Dismantle and Move-Out Information

Exhibitors must be packed and have their Material Handling Agreement turned into the Freeman Service Center by [10:00 a.m. on Thursday, February 9, 2023.](#)

To ensure all exhibitor materials are removed by this time, all carriers must be checked in by [10:00 a.m. on Thursday, February 9, 2023.](#)

All exhibitor materials must be removed from the exhibit facility by [Thursday, February 9, 2023, at 12:00 p.m.](#)

## EXHIBIT HALL LOCATION

JACOB K. JAVITS CONVENTION CENTER  
429 11th Avenue  
New York, NY 10001

### Halls 3 B, D, E

This is a non-smoking building.

## SHOW MANAGEMENT CONTACTS

[Click here](#) for a full list of Show Management contacts.

## HEALTH AND SAFETY

We are excited to welcome the NY NOW community back together to forge new relationships and celebrate old ones. Our team is committed to creating an event experience where our customers, partners, and employees can safely and effectively conduct business.

NY NOW is following all CDC, State, City and building guidelines for our event, which do not require vaccine checks and / or negative COVID tests at this time.

The Javits Convention Center has been working closely with NY NOW to ensure we provide a safe and controlled environment. In accordance with city and state officials, the Javits Center has:

- Installed High Efficiency Particulate Air (HEPA) air filters to reduce air pollutants throughout the convention center.
- Installed socially distanced seating in all food and beverage areas.
- Installed hand-sanitizing stations in public areas.
- Received Global Biorisk Advisory Council (GBAC) accreditation, the industry's highest standard for cleaning and disinfection.
- Please follow all recommended Health & Safety Measures including washing your hands often, covering your cough or sneeze, and staying home if you are sick.
- We've increased staff and security to provide the BEST customer service and information accessibility.
- Exhibitors will have access to enhanced cleaning and disinfection services for their booths.
- Daily disinfecting will take place to sanitize all seating, restrooms and frequently touched public areas.
- Feeling sick unexpectedly at the show? Medical personnel will be onsite to assist anyone feeling unwell.

## VENDORS

Click on vendors to get more information.



FREEMAN  
FURNISHINGS/FREIGHT/LABOR  
[ORDER ONLINE](#)  
PHONE: (888)508-5054  
[E-MAIL](#)



JACOB K. JAVITS  
CONVENTION CENTER  
UTILITIES, CLEANING &  
RIGGING  
[ORDER ONLINE](#)  
[E-MAIL](#)



JACOB K. JAVITS  
CONVENTION CENTER  
INTERNET & PHONE  
[ORDER ONLINE](#)  
[E-MAIL](#)



HOTEL/AIR TRAVEL  
ONPEAK  
PHONE: (312) 527-7270  
[WEBSITE](#)  
[E-MAIL](#)



TEMPORARY HELP  
CTI CONVENTION STAFFING  
TOM BORST  
PHONE: (212) 297-1211  
[EMAIL](#)



CULTIVATED CATERING  
[MENU & ORDER FORM](#)  
PHONE: (212) 216-2400  
[E-MAIL](#)





BOOTH SECURITY  
A & M PROFESSIONAL  
SECURITY  
[ORDER FORM](#)



BIG APPLE FLORAL  
FLORAL & PLANT SERVICES  
[WEBSITE](#)  
[ORDER FORM](#)  
[E-MAIL](#)



MARITZ GLOBAL EVENTS  
LEAD RETRIEVAL  
[ORDER ONLINE](#)  
[ORDER FORM](#)  
[E-MAIL](#)

MetroMultiMedia  
AUDIO / VISUAL/COMPUTER  
[ORDER ONLINE](#)  
[ORDER FORM](#)  
PHONE: (201) 340-2290



BOOTHSEAL  
[WEBSITE](#)  
[E-MAIL](#)



PHOENIX INTERNATIONAL  
INTERNATIONAL SHIPPING  
[WEBSITE](#)  
[INSTRUCTIONS](#)  
[E-MAIL](#)



DISPLAY CASE RENTALS  
AMERICAN FIXTURE & DISPLAY  
PHONE: (718) 463-2176  
[WEBSITE](#)  
[ORDER FORM](#)



FEDEX OFFICE  
at JAVITS CENTER  
[WEBSITE](#)  
PHONE: (212) 216-2900  
CLOSED SAT & SUN



MARSH TOTAL EVENT  
EXHIBITOR INSURANCE  
[ONLINE APPLICATION](#)  
[SAMPLE COI](#)



FOAMBOARD  
MANNY STONE DECORATORS  
[WEBSITE](#)  
[ORDER FORMS](#)



MOBILITY VEHICLE RENTAL  
JACOB K. JAVITS  
CONVENTION CENTER  
[WEBSITE](#)  
PHONE: (212) 216-2196



FB INTERNATIONAL  
[ORDER FORM- Veloce](#)

PHONE: (201) 337-1985



PROPS & THEME DECOR  
PROPS FOR TODAY, INC.  
[WEBSITE](#)

PHONE: (212) 244-9600

FB INTERNATIONAL – Spec Sheets for Walls

Veloce – [click here](#)

Damaged Panels Info – [click here](#)

## SHOW PLANNER

Click on items to get more information and link to the website or form.

### NOVEMBER

20



ORDER LEAD RETRIEVAL  
(TIERED PRICING)

### DECEMBER

3



UPDATE SHOW DIRECTORY  
LISTING

### JANUARY

3



FREEMAN ADVANCE  
WAREHOUSE SHIPPING  
BEGINS  
[\(Material Handling Rates\)](#)  
ACCEPTED THROUGH  
JANUARY 24  
WITHOUT SURCHARGE

JANUARY  
21



JAVITS CC  
DISCOUNTED RATE  
ORDER DEADLINE

ELECTRICAL  
PLUMBING & GAS

JANUARY  
21



JAVITS  
CONVENTION CENTER  
ORDER DEADLINE

INTERNET  
TELEPHONE

JANUARY  
5



FREEMAN  
DISCOUNT DEADLINE FOR  
ONLINE ORDERS  
FURNISHINGS  
BOOTH CLEANING  
CARPET  
LABOR  
RIGGING

### BEFORE YOU ARRIVE TO SHOWSITE



[Submit Certificate of Insurance](#)

☐

[Coordinate Hotel & Travel](#)

☐

[Register Booth Personnel](#)

☐

[Update Show Directory Exhibitor Profile](#)

☐

Submit **EAC Notification Form** & EAC  
Certificate of Insurance

☐

### ONCE YOU ARRIVE

PICK UP BADGE FROM  
REGISTRATION

☐

CONFIRM FREIGHT  
DELIVERY

☐

CONFIRM ADVANCED  
ORDERS

☐

PLACE ONSITE ORDERS

☐

## INSURANCE

NY NOW does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. Exhibitors must maintain insurance that meets the requirements below and provide proof to NYNOW Show Management prior to move in at the show.

An exhibitor shall, at their own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims-made policies are not acceptable and do not constitute compliance with the exhibitor's obligations under this paragraph.

The following three types of insurance are required:

- **Workers' Compensation** insurance, unless you are the sole proprietor. A sole proprietor is a business entity that is owned and run by one individual. If you have even one other person in the booth working with you, you will need worker's compensation coverage.
- **Comprehensive General Liability** insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products, and liquor liability (if applicable).
- **Automobile Liability** insurance with limits not less than \$500,000 for each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned, and hired vehicles, including loading and unloading operators. Auto coverage is only required if there is a vehicle in your booth or if you are using a designated loading/unloading area i.e. POV area.

Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insured, Emerald (Show Management), Jacob K. Javits Government (Facility), and Freeman (General Service Contractor). If requested, copies of additional insured endorsements, primary coverage endorsements, and complete copies of policies satisfactory to Emerald, shall be furnished to Emerald sixty (60) days before the first day of the event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be canceled without a 30-day advance written notice to Emerald.

The following MUST be contained on the certificate: [DOWNLOAD A SAMPLE CERTIFICATE OF INSURANCE](#)

"Producer" – Name, Address, and Phone Number of the insurance carrier

"Insured" – Company Name, Address, Phone Number, and Booth Number

"Description of Special Items" – "Emerald – NY NOW 2023, Freeman, Jacob K. Javits Convention Center and each of its subsidiaries, affiliates, officers, employees, agents, and representatives" must be listed as additional insured for the dates February 5-8, 2023.

### NEED GENERAL LIABILITY INSURANCE?

[Marsh/TotalEvent Insurance offers General Liability Insurance. Click for more information.](#)



#### *Certificate Holder Information should be listed as:*

Emerald X – NY NOW  
100 Broadway, 14th Floor  
New York, NY 10005  
ATTN: Operations

For questions, please e-mail Londy Alvarez, [Londy.Alvarez@EmeraldX.com](mailto:Londy.Alvarez@EmeraldX.com)

## REPORTING

In the event of damage or loss of property, or an accident or injury, it is your responsibility to contact your insurance broker or carrier immediately.



Click [here](#) to submit your insurance documents online. Be sure the name of the attachment reflects the name of the insured exhibiting company

## BOOTH REGULATIONS

### CONSTRUCTION/DESIGN

NY NOW is a “Cubic Content” show

Booths must be constructed per the booth guidelines provided within this kit for the specific type of booth space being leased.

Aisle Carpet: TBD

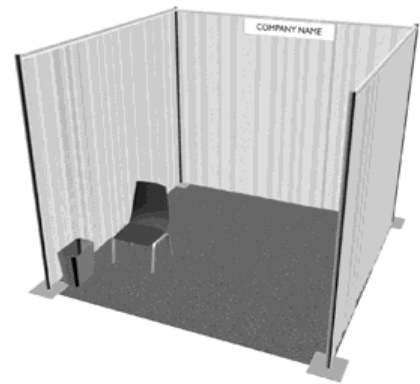
## Standard Booth Equipment

### NY NOW Standard Exhibits

- 8' high **white drape** along all back and side walls

Additionally, each of these packages include the following:

- **Drayage/Material handling** consisting of crated and palletized shipments **from the dock to the booth and the removal of freight at the conclusion of the Show**. This does **not** include loose shipments, non-crated/non-palletized, small package shippers (Fed Ex, UPS, etc.) which will be subject to additional handling fees. Exhibitors are encouraged to ship crated or palletized to the Show
- 1 chair
- Identification sign
- Pipe and Drape (the support uprights are 1½ inches in diameter and the top rods are 1 5/8 inches in diameter)
- Wastebaskets are provided upon request only. If you would like a wastebasket, please complete the [Wastebasket Form](#) within this manual
- Vacuuming of booth (prior to opening morning of the Show)



### NOTATIONS:

- Corner booths will have no drape on the cross aisle.
- If an exhibitor has multiple booths, intervening drapery partitions will be provided if this request and an accompanying floorplan highlighting the location of the partitions are received by the Operations Department on or before **JANUARY 5, 2023**. Freeman will service all **on-site** requests on a time and material basis at the exhibitor's expense.
- The pipe and drape that is supplied as your booth divider is not designed to support anything heavier than 10 lbs.

**Remember:** The maximum running length for all manufactured/hard walled displays must be at least 3” less than the overall length of the exhibit space (i.e. 9’ 9” for 10’ wide displays and 19’ 9” for 20’ wide displays). Please factor in “wiggle room” when designing your displays.

**Accent on Design, Artisan Resource, Luxury Lifestyle, Home Design + Tabletop, Baby + Chil, Gift + Stationery, Beauty + Wellness and Accessories + Fashion** exhibitors who paid for packaged booths should refer to their specific package details on the following pages.

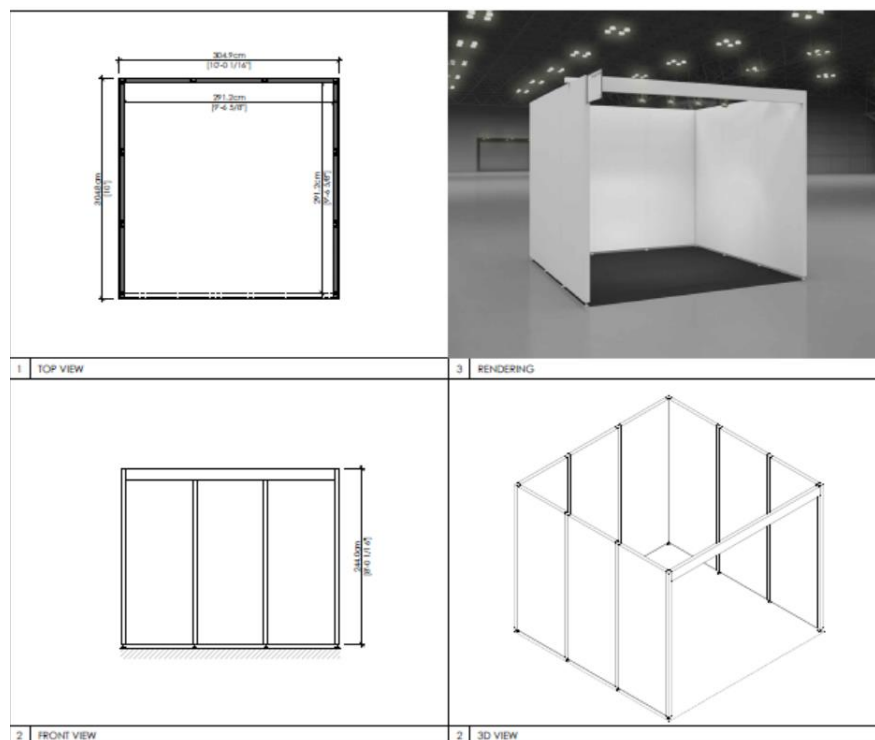
## Veloce with Fascia (Front Crossbar)

Veloce Fascia exhibitors who have ordered and paid for the booth package, will be provided with a **Veloce hard wall with fascia** system, consisting of poplar plywood (painted white) panels white wooden framework including a front crossbar, and a double-sided street sign with company name and booth number.

**NOTE: Booth configurations vary for this type of booth package. Show Management provides a specific schematic for the contracted booth size. A standard 10' x 10' or 10' x 12'(inside depth dimension 11'8 and 9'16") booth has an inside width dimension of 9' 7". A 10' x 10' constructed display will not fit within the confines of a 10' x 10' Veloce fascia hard wall booth package.**

If you are taking the packaged booth option, please be advised that wooden (painted white) framework will be in place overhead, around the sides, and in front of your booth(s) as a means of support. Where an exhibitor takes more than one space, the intervening wall panels are provided as long as this request and an accompanying floor plan highlighting the position of the wall panels are received by the Operations Department on or before **JANUARY 5, 2023**.

Freeman will service all on-site change requests on a time and material cost basis. Please be advised that exhibitors will be responsible for charges associated with the installation of any supports required for free standing and "angled" walls and doors. This booth system is contiguous and difficult to alter. Keep this in mind when planning your display. Various wall treatments are permitted. Some acceptable examples are as follows: painting, wallpapering, draping, stapling, and nailing into the wall.



**\*\*NOTE** -if the diameter of a nail or fastening device in the panel is larger than 6.3mm (0.25'), a refurbishing fee will apply. All panels should be left in as close to their original condition – remove nails, screws, adhesive wallpaper to avoid refurbishing fee. Exhibitors do not need to repaint the panels.

While we speak in feet the booth structure is built in meters – for exact measurements, please refer to the booth schematic provided by the show team. Please [click here](#) for the exact specifications sheet.

**Each packaged booth comes with the following:**

- Drayage/Material handling consisting of crated and palletized shipments from the dock to the booth and the removal of freight at Show close. This does not include loose shipments, non-crated/non-palletized, small package shippers (Fed Ex, UPS, etc.) which will be subject to additional fees. Exhibitors are encouraged to ship crated or palletized to the Show.
- Lighting: Please see below for package specifics. Power and labor for light fixtures is included.
- WIFI for all event days inside the exhibit halls.
- 8' high poplar wood panels (you are permitted to paint the walls yourself) – comes with a front crossbar.
- Black booth carpeting will be installed without exception.
- 1 side chair.
- Vacuuming of booth (prior to the opening morning of the Show).
- Wastebaskets are provided upon request only. If you would like a wastebasket, please complete the [Wastebasket Form](#) within this manual.
- Double sided sign with name and booth number.

**Lighting per Booth Size:**

Booth Size	Veloce Fascia Track Lighting- Halogen Fixtures		
10x10	1 track w/ 4 lights	20x20	4 tracks w/ 4 lights per track
10x20	2 tracks – 4 lights per track	20x30	6 tracks w/ 4 lights per track
10x30	3 tracks - 4 lights per track		
10x40	4 tracks- 4 lights per track		

## Veloce No Fascia (Open Front)

Veloce No Fascia (open front, no crossbar) exhibitors who have ordered and paid for the booth package, will be provided with a **Veloce hard wall** system, consisting of poplar plywood (painted white) panels white wooden framework and a double-sided street sign with company name and booth number.

**NOTE: Booth configurations vary for this type of booth package. Show Management provides a specific schematic for the contracted booth size.**

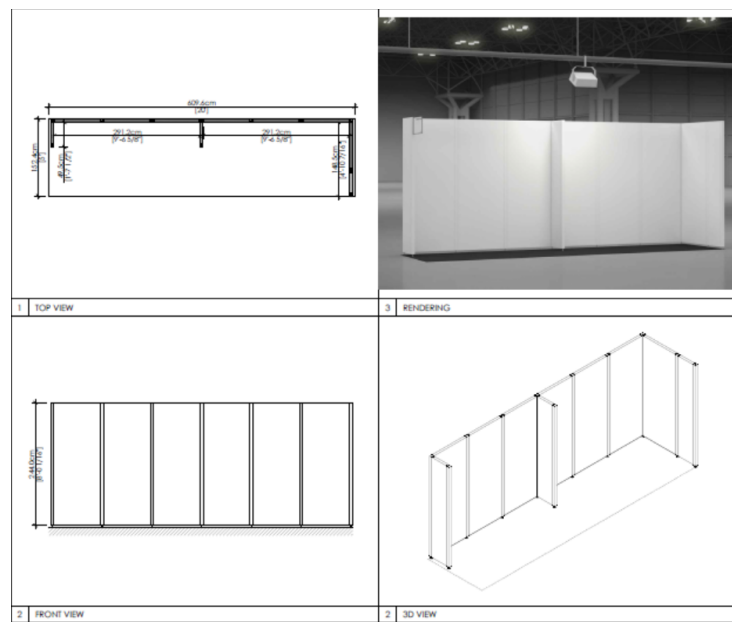
If you are taking the packaged booth option, please be advised that wooden (painted white) framework will be in place overhead, around the sides, and in front of your booth(s) as a means of support. Where an exhibitor takes more than one space, the intervening wall panels are provided as long as this request and an accompanying floor plan highlighting the position of the wall panels are received by the Operations Department on or before **JANUARY 5, 2023**.

Freeman will service all on-site requests on a time and material cost basis. Please be advised that exhibitors will be responsible for charges associated with the installation of any supports required for free standing and “angled” walls and doors. All corner booths will have a 2' deep x 8' high side panel on the cross-aisle side. This booth system is contiguous and difficult to alter. Keep this in mind when planning your display. Various wall treatments are permitted. Some acceptable examples are as follows: painting, wallpapering, draping, stapling, and nailing into the wall.

**\*\*NOTE -if the diameter of a nail or fastening device in the panel is larger than 6.3mm (0.25'), a refurbishing fee will apply. All panels should be left in as close to their original condition – remove nails, screws, adhesive wallpaper to avoid refurbishing fee. Exhibitors do not need to repaint the panels.**

While we speak in feet the booth structure is built in meters – for exact measurements, please refer to the booth schematic provided by the show team. Please [click here](#) for the exact specifications sheet.

### PACKAGED BOOTHS





**Each packaged booth comes with the following:**

- Drayage/Material handling consisting of crated and palletized shipments from the dock to the booth and the removal of freight at Show close. This does not include loose shipments, non-crated/non-palletized, small package shippers (Fed Ex, UPS, etc.) which will be subject to additional fees. Exhibitors are encouraged to ship crated or palletized to the Show.
- Lighting: Please see **below** for lighting package specifics. Power and labor for light fixtures is included.
- WIFI for all event days inside the exhibit halls.
- 8' high poplar wood panels (you are permitted to paint the walls yourself).
- Black booth carpeting will be installed without exception.
- 1 side chair.
- Vacuuming of booth (prior to the opening morning of the Show).
- Wastebaskets are provided upon request only. If you would like a wastebasket, please complete the [Wastebasket Form](#) within this manual.
- Double sided sign with name and booth number.

**Lighting per Booth Size:**

<u>Booth Size</u>	<u>Veloce No Fascia # of Parcans</u>
5x10	1
5x20	1
5x30	2

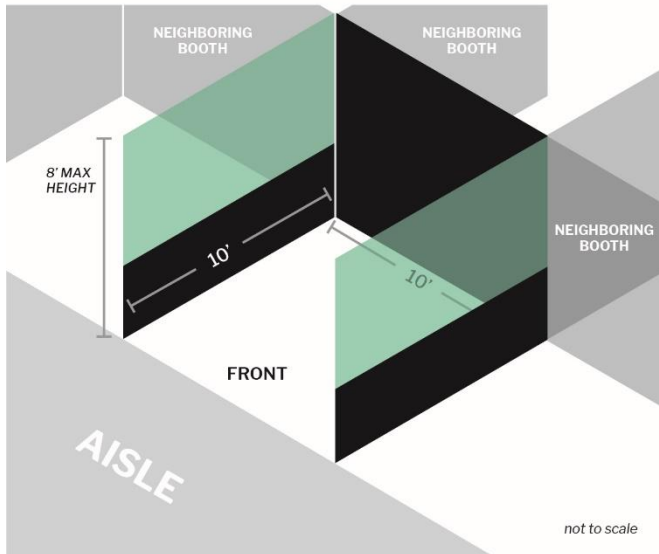
All other equipment and services are the responsibility of the exhibitor. Online ordering (where available) and printable order forms are located within this kit.

	Tasks (Performed by Employees of the Exhibiting Company, NOT 3 <sup>rd</sup> Party)	An Exhibitor Can	An Exhibitor Can't
CONSTRUCTION	Use Power tools or other types of carpenter/construction equipment are not permitted in the building unless specific written approval is obtained in advance.		X
	Ladders/ Step Stools. Only permitted to perform merchandising.	Under 2 steps	Over 2 steps
	Paint	X	
	Installation of vinyl/wall decals.		X
FREIGHT	Move any freight <b>by hand carry</b> . Two wheeled hand trucks, suitcases and jewelry cases are allowed.	If carried by one person	If required more than one person
	Use of 4 wheeled dollies		X
	Move any freight from a vehicle larger than a Sprinter van.		X
	Move any freight moved on equipment larger than a two-wheeled baggage cart.		X
ELECTRICAL	Plug in their own devices and equipment for properly ordered 110-volt electrical service of 1500 watts or less.	X	
	Install track lighting (Electricians MUST install all track lighting!).		X
	Install light bulbs into fixtures prior to electricians installing the fixtures.	X	
	Ladders/ step stools to perform electrical work		X
MERCHANDISING	Test and tune equipment.	X	
	Unpack, pack, and arrange their merchandise and products in their exhibit.	X	
	Clean and wipe down their products and display merchandise and parts of their exhibit not installed by other Javits labor.	X	

Electrical Rules for Javits – [click here](#)

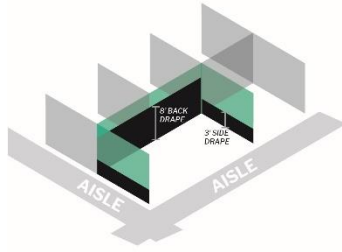
Labor Rules for Javits – [click here](#)

## Linear / Inline Booth Guidelines

<p><b>Definition and/or Dimension</b></p> <p>Linear booths, also called “inline” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.</p> <p>Linear &amp; Perimeter booths are commonly ten feet (10') deep and multiples of ten feet (10') wide, i.e., 10' x 10', 10' x 20', 10' x 30', etc.</p>	<p style="text-align: center;"><b>INLINE BOOTH SPACE</b></p> <p style="text-align: center;">10 X 10, cubic content, with provided drape, max height 8'</p> 	
<p><b>Use of Space – Cubic Content Rule:</b></p> <p>Exhibitors may build their exhibit within the entire width and depth of their booth and up to the maximum allowable height of the linear booth type/variation.</p>	<p><b>Footprint Rule or “Wiggle Room” Factor</b></p> <p>The width and depth of your booth structure should be designed so any side adjacent to another exhibitor’s booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.</p>	
<p><b>Hanging Signs / Graphics</b></p> <p>Linear/Inline booths are <b>not</b> permitted to have hanging signs. For hanging signs/marketing opportunities, please contact your sales manager.</p> <p>Signs, logos and graphics placed along booth edges may not face into adjacent booths.</p>	<p><b>Exposed Surfaces</b></p> <p>All exposed exhibit components extending above the 8’ high pipe and drape sidewall and backwall must be completely finished, painted, and with no exposed wires or framing visible. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor’s expense.</p>	
<p><b>Additional Information</b></p> <p><a href="#">Labor/Union Laws</a></p> <p><a href="#">Building Rules/Guidelines</a></p> <p><a href="#">Onsite Booth Guidelines</a></p>	<p><b>Variance Requests</b></p> <p>Variance requests can be submitted to Show Management for review. Contact <a href="mailto:Londy.Alvarez@Emeraldx.com">Londy.Alvarez@Emeraldx.com</a></p>	
<p><b>Linear / Inline Booth Variations:</b></p>		
<p><b>Corner</b> booths must adhere to the same guidelines as linear booths with the exception that two sides will be exposed to an aisle.</p>	<p><b>Perimeter</b> booths are linear booths that back up against a wall of the facility, not to another line of exhibits, and have a maximum height of twelve feet (12’).</p>	<p><b>End-Cap</b> booths are exposed to an aisle on three sides and comprised of two adjacent 10’x10’ booth spaces and must adhere to the same guidelines as linear booths.</p>

**CORNER BOOTH SPACE**

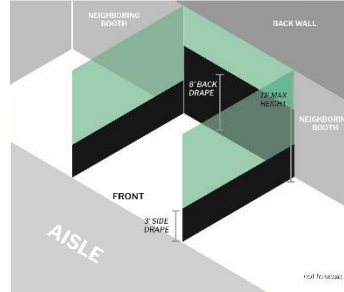
aisles on 2 sides; cubic content w/ provided drape



not to scale

**PERIMETER BOOTH SPACE**

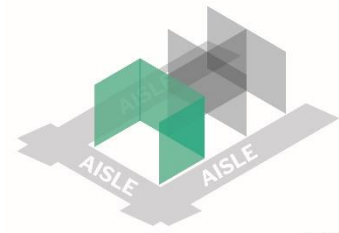
booth backs up to wall in event space, max height 12'



not to scale

**END CAP PENINSULA BOOTH SPACE**

cubic content, aisles on 3 sides



not to scale

## Island Booth Guidelines

**Definition and/or Dimension**

Island booths are any size booth exposed to an aisle on all four sides.

Island booths are typically twenty feet (20') by twenty feet (20') or larger, although may be configured differently.

**What's Provided / Included**

Island booths do not come with drapes or ID signs.

All equipment and services are the responsibility of the exhibitor.

**ISLAND BOOTH SPACE**

aisles on 4 sides



not to scale

**Use of Space – Cubic Content Rule:**

The entire cubic content of the booth may be used up to the maximum allowable combined height of twenty feet (20') between any ground supported structure and hanging sign, when viewed perpendicular to the floor from any point on any side.

**Footprint Rule or “Wiggle Room” Factor**

Since Island Booths do not have any adjacent booths, the footprint rule is not applicable.

**Hanging Signs / Graphics**

All hanging signs must be approved by Show Management and are considered a sponsorship opportunity.

Please contact your sales representative if interested.

**Exposed Surfaces**

All exposed exhibit components must be completely finished, painted, and with no exposed wires or framing visible. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.

**Additional Information**

[Labor/Union Laws](#)

[Demonstration Guidelines](#)

[Building Rules/Guidelines](#)

[Americans with Disabilities Act](#)

[Display Guidelines](#)

**Variance Requests**

Variance requests can be submitted to Show Management for review. Please email [Londy.Alvarez@Emeraldx.com](mailto:Londy.Alvarez@Emeraldx.com)

## Peninsula Booth Guidelines

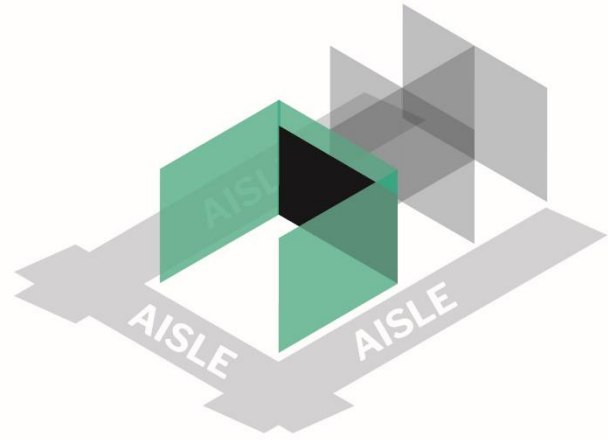
### Definition and/or Dimension

Peninsula booths are exposed to an aisle on three sides, comprised of a minimum of four booths, and typically back up to linear booths behind.

Peninsula booths are usually twenty feet (20') by twenty feet (20') or larger.

### PENINSULA BOOTH SPACE

cubic content, aisles on 3 sides, with provided drape



not to scale

### Use of Space – Cubic Content Rule:

The entire cubic content of the booth may be used up to the maximum allowable combined height of twenty feet (20') between any ground supported structure and hanging sign, when viewed perpendicular to the floor from any point on any side.

### Footprint Rule or “Wiggle Room” Factor

The width and depth of your booth structure should be designed so any side adjacent to another exhibitor’s booth is 3 inches less than the dimensions of your booth space. This is to allow space for the dividing drape and utility cables/hoses that must be run between booths.

### Hanging Signs / Graphics

All hanging signs must be approved by Show Management and are considered a sponsorship opportunity.

Please contact your sales representative if interested.

### Exposed Surfaces

All exposed exhibit components must be completely finished, painted, and with no exposed wires or framing visible. Show Management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor’s expense.

### Additional Information

[Labor/Union Laws](#)

[Building Rules/Guidelines](#)

[Display Guidelines](#)

[Demonstration Guidelines](#)

[Americans with Disabilities Act](#)

### Variance Requests

Variance requests can be submitted to Show Management for review by emailing [Londy.Alvarez@Emeraldx.com](mailto:Londy.Alvarez@Emeraldx.com)

## Drones

No drones, remotely piloted aircraft systems (RPAS), or Unmanned Aerial Vehicles (UAVs) are permitted in any exhibit hall or any NY NOW space.

## Helium Balloons

Helium balloons and products are not allowed in the Javits unless they are specific product to be displayed for resale.

Exhibitors must sign a Statement of Responsibility accepting financial responsibility for their removal if the balloons become attached to or entangled with the Javits Center's ceiling. [Click here](#) to complete this required form which must be returned to Show Management 30 days prior to the event. Please note that helium tanks may not be stored on the show floor but may be stored with the Javits' plumbers for a fee. For more information on helium tank storage call (877) 452-8487.

## Lighting

Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles.

Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved by Show Management.

Lighting that spins, rotates or pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the exhibition.

Currently, some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with Show Management for rules specific to the event facility.

Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.

Use of halogen rules vary by facility and should be verified prior to booth construction. To ensure safety, halogen lamps are limited to 75-watts and must be of the sealed variety which prevents direct handling of the bulb. The use of any stem mounted halogen or other fixtures employing either a linear quartz bulb or a non-shielded halogen bulb is strictly prohibited.

## FREIGHT & DELIVERIES

### Warehouse Address

Exhibiting Company Name / Booth #

NY NOW

C/O Freeman

140 Central Ave, Ste 130

Kearny, NJ 07032

Freeman will accept crated, boxed, or skidded materials at their warehouse **beginning Tuesday, JANUARY 3, 2023**, at the above address. Material arriving **after Tuesday, JANUARY 24, 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 over 5,000 pounds, or a single piece of freight beyond the dimensions of 180 inches high x 93 inches wide.

Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 a.m. and 3:30 p.m.

Certified weight tickets must accompany all shipments.

If required, provide your carrier with this phone number: (888) 508-5054.

You can download and print Advance Warehouse Shipping Labels for booths with this link:

- [Advance Warehouse Shipping Labels](#)
- [Material Handling Rates](#)

Freeman material handling fees for advance shipments to the Freeman warehouse include:

- Delivery of items to the booth prior to 9:00 A.M. on scheduled Targeted Freight Move-In Day.
- Removal and storage of empty crates during the show.
- Return of empty crates after the close of the show and all aisle carpet is rolled. This process will take several hours, and Freeman cannot guarantee or specify the arrival time of empty crates.

### Direct to Show Site Address

**Please refer to the Freight Target Check-In/Move-In Floor Plan for your targeted move-in date and time.**

Exhibiting Company Name / Booth #

NY NOW

Jacob K. Javits Convention Center

C/O Freeman

369 12th Ave

New York, NY 10001

Freeman will receive shipments at the exhibit facility on target dates. Shipments arriving before target dates may be refused by the facility. Any charges incurred for early freight accepted by the facility or for multiple delivery attempts 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.

This show will be marshalled. Drivers must check in no later than 2:30 p.m. on targeted move-in date in order to be off-loaded on the same day. Show site deliveries do not have a guaranteed time and are handled on an "as checked in and received" basis.

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 in [FreemanOnline](#) for charges for the service.

You can download and print Show Site Shipping Labels for booths in the West Hall and for booths in the South Hall. Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number.

- [Show Site Shipping Labels](#)
- [Material Handling Rates](#)

Freeman material handling fees for direct shipments to the Jacob K. Javits Convention Center include:

- Acceptance and unloading of items upon delivery and delivery to the booth.
- Removal and storage of empty crates during the show.
- Return of empty crates after the close of the show and all aisle carpet is rolled. This process will take several hours, and Freeman cannot guarantee or specify the arrival time of empty crates.

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.

## Marshaling Yard

All delivering carriers must check in at the Freeman Marshaling Yard prior to delivering to the Javits Center. Please review the [driver check-in requirements for inbound shipments](#).

If required, provide your carrier with this phone number: (888) 508-5054.

## Targeted Freight Move-In Guidelines

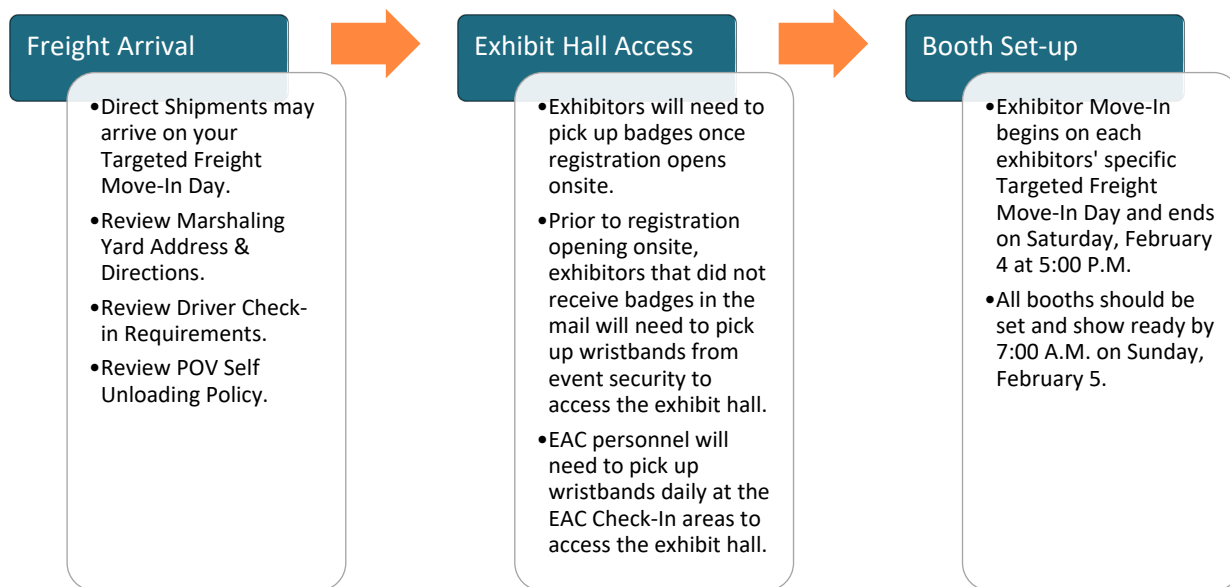
**All Exhibitors have a Targeted Freight Move-In Date.** Determine your targeted freight move-in day by referring to the color-coded Targeted Freight Move-In Floor Plan for the exhibit hall your booth is in found on the [Exhibitor Resources Dashboard](#) of the NY NOW website.

- The targeted freight move-in schedule pertains only to freight arrival. It does not necessarily represent the day the exhibitor should start setting up. Exhibitors may move in once their freight has been delivered to their booth.
- The targeted freight move-in date primarily applies to direct shipments. It is the day that exhibitors shipping direct to the convention center can have their shipments arrive. All delivery vehicles must check-in to the marshaling yard and await deployment to the convention center to be unloaded. The delivery of the direct shipments to the booth will depend on when the truck checks into the marshaling yard, what position in line the truck is in to be sent to the convention center for unloading, and how long it takes Freeman to unload the truck at the loading dock, log in all parts of the shipment and then deliver them to the booth. Due to the amount of direct deliveries each day, this can take hours. Even though an exhibitor has a target time of 8:00 a.m. on a specific date, this does not mean the shipment can come directly to the convention center and get to the booth by 8:00 a.m. to start setting up. As a result, exhibitors should not schedule setup labor at their exact targeted freight time.
- The way that the target freight move-in date applies to advance shipments is that this is the day and time that Freeman guarantees that warehouse deliveries will be delivered to the booth by. In this scenario, if an exhibitor has a targeted freight time of 8:00 a.m. on a specific day and has shipped everything to the advance warehouse, they could order labor to start at 8:00 a.m. as their shipment will be at their booth. If there are concerns with the amount of time available to set up, we recommend shipping to the advance warehouse as this provides the maximum amount of setup time available.
- Exhibitors do not need to be present on their targeted freight day if they do not feel the need to be there. If an exhibitor is targeted with 4 days to setup but they only need 2 days, they only need to make sure any shipments sent directly to the convention center arrive on their target date. Any advance shipments will be placed at their booth by the target day. When exhibitors arrive to setup, their shipment will be at the booth, and they will be ready to begin working.



- Exhibitors wishing to request a revised targeted move-in date and time must email Show Management the request at [Londy.Alvarez@Emeraldx.com](mailto:Londy.Alvarez@Emeraldx.com) by **JANUARY 5, 2023**. All target change requests must be authorized and approved by Freeman and revised target times will be communicated by email.

## Move-in/out Procedures



## Self-Unloading / Hand Carry Policy

### HAND CARRY

The lane in front/adjacent to the Crystal Palace (on 11<sup>th</sup> Avenue between 35th and 36th streets) has been designated as the official location for exhibitors to hand carry or unload booth materials. Exhibitors must be badged and may hand carry their merchandise from their privately owned vehicle (i.e. car, van, SUV but no larger than a Sprinter van) to the designated exhibit areas. Exhibitors may use nothing larger than a two-wheeled baggage cart (plastic or rubber wheels only) or hanging clothes racks with four wheels to move in their items. Hand carts & dollies are not permitted. Unloading requires one person to remain with the vehicle at ALL times. Product must be unloaded within 30 minutes and the vehicle must then be moved. Vehicles left unattended will be ticketed and towed. See Labor Rules and Regulations for specific instruction.

### Privately Owned Vehicles (POV)

Vehicles that qualify as a POV may utilize the POV Check-In Area at the Jacob K. Javits Convention Center. Freeman workers equipped with flat carts will assist exhibitors with unloading at the posted roundtrip rate. Large vehicles are limited to a Sprinter van, no box truck allowed. Two people must be with the vehicle – one to accompany the product to the booth and one to remove the vehicle from the area – and the vehicle must be completely unloaded within 30 minutes of arrival at the unloading area. Vehicles that do not qualify for this service or that require mechanical assistance to unload will be directed to the marshaling yard.

*POV, or Privately Owned Vehicles, are defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use, not for cargo or freight.*

## Outbound Shipping

Freeman Exhibitor Support 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.

## Dismantle Booth

- Review Move-out Schedule
- Exhibitors must be completely clear of the hall by 12:00 P.M. on Thursday, February 9.

## Driver Check-in

- Review Driver Check-in Requirements.
- Carriers must arrive and check-in no later than 10:00 A.M. on Thursday, February 9.

## Outbound Shipping

- Submit Outbound Material Handling Authorization Form to the Freeman Service Desk for freight to be released to driver.

## Accessible Storage

Accessible storage service is available at show site for exhibitors to easily access their product samples and literature during show days only.

## International Freight

Phoenix International Business Logistics has been appointed as the official international freight forwarder and customs broker. For more information, please visit their [website](#) or [download the International Shipping Instructions](#).

## INSTALL/DISMANTLE & LABOR REGULATIONS

### UNION JURISDICTIONS at Jacob K. Javits Convention Center

There are three (3) major unions that have jurisdiction over trade shows. The following information will help guide you in understanding and 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.

#### ELECTRICAL UNION:

Electricians handle all electrical work, which includes supply power lines to your booth, connecting equipment to outlets and install signs or headers that are lighted, unless they are permanently a part of the exhibit backwall.

**Exhibitor access will terminate at 5:00 P.M. each set-up day. Set-up hours are as follows: Target Floorplan-COMING SOON**

- Exhibitors with a targeted freight date of Thursday may begin set-up on Thursday, February 2, after your target date time and *after the receipt of your freight*.
- Exhibitors may set up on Friday, February 3 and Saturday, February 4, from 8:00 A.M. until 5:00 P.M.
- Neither setting up nor unpacking will be permitted after 6:00 P.M. on Saturday night to allow for the removal to storage of all cases and crates and the laying of aisle carpet.
- Children under 16 years of age are not allowed on the show floor during the set-up and tear-down process. There are no exceptions to this rule.
- Contact the show office if you need additional time once you arrive at Javits.

Please note that the exhibitor service desk will only be in operation during the hours noted in the Freeman Quick Facts and services provided by Freeman and other vendors may be limited outside of those times.

## Labor/Union Laws

Union Labor is required to assist in the installation and dismantling of exhibit booths.

Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the providers' order forms. Exhibitors may not operate or utilize any type of tools, powered or mechanical equipment.

Union exhibit labor claims jurisdiction for the installation and dismantling of exhibits including the installation of vinyl/ wall decals.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs on your products.

If you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

## Forklifts

Forklift labor is an exclusive service provided by Freeman.

## 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. Exhibitors may install and dismantle their own exhibit and lay their own carpet in their own exhibit area as long as the booth size is 250 sq ft or less and the following conditions are met:

- 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 in advance.

## Tipping

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Freeman.

## Building Rules/Guidelines

It is strongly recommended that all exhibitors visit the [Jacob K. Javits Convention Center's Exhibitor page, \(Exhibit, Services\)](#). This page includes a [Guidelines & Information](#) section with documents to be downloaded with information that should be reviewed and understood for any topics relating to your booth.

## Safety

### Fire Marshal Requirements & Permitting

Please visit the Jacob K. Javits Convention Center's [Guidelines & Information](#) page for Fire Marshal requirements.

### OSHA Regulations

All exhibitors and hired third-party contractors, must comply with environmental laws and OSHA regulations.

## CLEANING

### Clean Floor Policy

Items must be removed from the show floor as follows:

All crates and skids labeled for EMPTY storage: *no later than 5:00 P.M. on Saturday, February 4, 2023*

All bulk trash labeled for disposal: *no later than 5:00 P.M. on Saturday, February 4, 2023*

All ladders and large booth construction equipment: *no later than 7:00 A.M. on Sunday, February 5, 2023*

All booths set and show ready: *no later than 7:00 A.M. on Sunday, February 5, 2023*

Following this Clean Floor Policy schedule will allow Freeman sufficient time for overall cleaning of the exhibit hall, as well as provide exhibitors the space to complete their booth set up by keeping aisles clear.

There will be no exceptions to this policy. Crates without empty or access storage stickers will be tagged by the area floor managers or Freeman and removed from the exhibit hall – whether full or empty. Exhibitors may request product to be returned to their booth at the exhibitor's expense. Depending on where the crates are located, it may not be possible to access the crates prior to move-out.

### Excessive/Bulk Trash

Any bulk trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a dumpster fee and a disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out that is not labeled for an outbound shipment or donation will be considered abandoned and deemed as bulk trash. Bulk trash is defined as any waste larger than 3' x 3' x 3' or 1m x 1m x 1m. **The exhibitor will be charged for the removal and disposal of these items. For information regarding bulk trash, please contact [Londy.alvarez@emeraldx.com](mailto:Londy.alvarez@emeraldx.com).**

### Booth & Material Abandonment

Exhibiting companies are required to make cleaning and labor arrangements for both material dismantle and/or removal. It is expected and required that all the exhibiting material be removed at the end of the show. It is not appropriate for bulk material to be left in the aisles during move-in or left behind during move-out. This includes, but is not limited to: flooring, large boxes and crates, racks, exhibit displays, literature, etc. If the exhibiting company does not want any or part of their exhibit material, arrangements for cleaning labor and dumpster/disposal need to be made in advance through Freeman. Exhibitors that do not comply with this policy and leave excessive literature and/or display materials in their booth during move-in or move-out will be deemed guilty of "material abandonment" and will be charged for the removal of these items.

### Care of the Facility

It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises.

No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas.

No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers.

Decals or other adhesive materials shall not be applied or affixed to the walls, columns, or floor of the exhibit areas.

All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions.

Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agent's contractors or representatives.

## DONATIONS

Housing Works is the official charity of NYNOW. Contact **Sarah Tanenbaum** for Homegoods, Gift Accessories, Furniture (including some IKEA furniture) donations **(646) 207-4847** for books or stationery donations.

## EXHIBITOR APPOINTED CONTRACTOR

If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the following rules and regulations must be adhered to by the exhibitor and the EAC. **These rules will be strictly enforced.** Completion of the required [EAC Notification Form & Insurance Submission](#) qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.

The EAC/I&D contractor must be licensed, insured, and authorized to work in Jacob K. Javits Convention Center. Contractors must adhere to all rules and regulations of NY

NOW, Freeman, the Jacob K. Javits Convention Center, and the local unions. This includes keeping “no freight aisles” clear, clearing empty crates off the show floor, not dismantling any portion of the booth before show close, and being properly badged.

All contracted personnel must pick up the daily EAC wristband from a designated EAC Check-In area before admission to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D.

The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor’s work. If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. Show Management will have the final decision in such instances.

The EAC will not solicit business at the event and personnel must wear the daily wristband at all times. It is the exhibitor’s responsibility to make sure that all independent contractors are properly badged before arrival.

Emerald (Show Management), NY NOW (Show Management), the Jacob K. Javits Convention Center (Facility), and Freeman (General Service Contractor) must be named as additionally insured by all contractors working in the hall. Show Management must receive the certificate of insurance no later than 30 days before the commencement of installation and it must be submitted using the online [EAC Notification Form & Insurance Submission](#). Certificates received through mail, e-mail, fax, or any other means will not be accepted. Show Management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:

- Certificate of insurance for workers’ compensation and employers’ liability, comprehensive general liability, and automobile liability insurance.
- The workers’ compensation and employers’ liability insurance must provide a minimum limit of (recommended \$500,000 USD) and meet the requirements established by the state in which the event is being held.
- Comprehensive general liability coverage must provide at least (recommended \$1 million USD per occurrence /\$2 million USD general aggregate) in coverage and shall name Show Management, the sponsoring associations, the event owners, the official contractor, and the facility as additional insured.
- Automobile liability should include all owned, non-owned, and hired vehicles with limits of (recommended \$500,000 USD) bodily injury and (recommended \$500,000 USD) property damage liability.

In performing work for their clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by Show Management in any contracts with the official contractors. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the event site.

Services ordered on behalf of exhibitors by EAC’s or other third parties must be so authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.

Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC) to set-up or teardown their exhibit, must complete the [EAC Notification Form & Insurance Submission](#).

Complete this form **only** if you are using the services of an outside contractor to install or dismantle any part of your display. The form must be filled out completely and submitted with the EAC’s certificate of insurance.

## UTILITIES

### ELECTRICAL, PLUMBING, GAS & CABLE

The Jacob K. Javits Convention Center is the exclusive provider of electrical, plumbing, and gas services to exhibitors. Services can be [ordered online](#).

### INTERNET SERVICES

Javits Center is the exclusive provider of telephone services, as well as both hard wired and wireless high-speed Internet to exhibitors on site at the Jacob K. Javits Convention Center. Services can be [ordered online](#).

## ONSITE BOOTH GUIDELINES

### DISPLAY

#### Animals

Permission for any animal (cats, dogs, etc.) to appear must be approved by Show Management then by the facility.

#### Booth Appearance

All open or unfinished sides of the exhibit which may appear unsightly must be covered or Show Management will have them covered at the exhibitor's expense.

Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering, or graphics that would detract from the adjoining exhibit.

Exhibitors that do not properly cover the floor of their entire exhibit area will be required to have carpet supplied by the General Service Contractor at the exhibitor's expense.

#### Display of Product

Aisles must not be obstructed at any time. No portion of an exhibitor's display, product, or demonstration may extend into any aisle, including the audience. Space within the booth must be designated for any group of attendees viewing or participating in a presentation or demonstration within the booth.

Fog, smoke, and steam machines are not permitted.

Exhibitors are prohibited from possessing, displaying, or depicting any products or components in their booth which could be interpreted as being a promotion of another company.

No exhibit will be permitted which interferes with the use of other exhibits or impedes access to the aisles.

Items located in the exhibit space must be in good taste or will be removed at the discretion of Show Management.

#### Floral

The official provider of floral and plants is Big Apple Floral. Visit their [website](#) for more information or [download the order form](#).

#### Vehicles on Display

Please review the requirements for display vehicles in the [Javits Center Fire Marshal Regulations](#).

## DEMONSTRATIONS

### Exhibitor Conduct /Good Neighbor Policy

Activities may not disturb neighboring booths. Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits.

Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Unsportsmanlike, unethical, illegal, or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.

Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed.

### Food & Beverage Sampling

All food and beverage samples brought into the Jacob K. Javits Convention Center must have written approval from Cultivated Catering prior to the event. For more information, [Get Started with Cultivated Catering](#).

### Temporary Staffing

CTI CONVENTION STAFFING, Tom Borst, PHONE: (212) 297-1211 [Website](#) or [EMAIL](#)

### Noise / Music

In general, exhibitors may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of Show Management, disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.

Sound created by amplified devices should not exceed 80 decibels when measured from the aisle immediately in front of a booth.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. **Show Management does not have a license with any licensing agencies; therefore, exhibitor is responsible for obtaining licensing directly.** Adherence to these federally mandated copyright licensing laws is of critical importance.

### Raffles, Drawings, and Contests

Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by Show Management. Show Management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, handouts, contests, lotteries, promotional activities, entertainment, raffles and drawings.

## ADDITIONAL

### Americans with Disabilities Act (ADA)

All exhibiting companies are required to comply with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Click [here](#) for more information on the Americans with Disabilities Act (ADA).

### Distribution of Promotional Items

Circulars, catalogs, magazines, folders, promotional, educational or other giveaway matter may be distributed only inside the exhibitor's display. Distribution from booth to booth or canvassing on any part of the facility property is forbidden. Exhibitors must confine their exhibit activities to the space for which they have contracted.

No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without prior written approval of Show Management.

### Photography

Photography and video recording are NOT permitted in the exhibit hall except by the Official Show Photographer or an *approved* Exhibitor Appointed Photographer.



Exhibitors and/or *approved* Exhibitor Appointed Contractors may photograph or record their own exhibits during show days ONLY.

Photography or video recording of any area outside an exhibitor's booth (including but not limited to Registration Areas, Keynote Sessions, Conference Sessions and Meeting Rooms) is prohibited.

Photo shoots scheduled outside of published show hours must include a security escort ordered from the official security provider or a member of the Emerald marketing department.

Members of the press must first receive permission from the exhibitor to photograph the exhibitor's booth.

### Selling at Booth

Selling merchandise from your booth during the show is strictly prohibited.

Any display items sold during the show cannot be removed from the show floor until after closing on the final show day. Exhibitors who choose to sell their display items must work jointly with the purchasing party to arrange for removal of the items from the show floor, while following all move-out and labor regulations. Exhibitors must also escort the purchaser to the exhibit hall exit and confirm with security that the purchaser is authorized to remove the items from the exhibit hall.

### Sharing of Exhibit Space

An exhibitor may not bridge an aisle, whether by a physical structure, carpeting, banners, etc., in order to connect their exhibit space with one across the aisle without permission from Show Management.

### Strolling Entertainment & Suitcasing

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by Show Management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.

The selling or solicitation of product or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by Show Management. Companies conducting business outside the confines of the exhibit hall, booth location or in unauthorized properties within [JKJCC] of the exhibit facility without the permission of Show Management are in violation of this clause.

## SECURITY INFORMATION

NY NOW Show Management makes every effort to protect exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days, and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, the Jacob K. Javits Convention Center, agents nor employees assumes any responsibility for such property, loss, or theft.

Exhibitors are solely responsible for the care, custody, and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.

Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended. In cases where valuable equipment may not be removed to storage daily, the services of a private booth guard are available.

When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship computers, monitors, tablets, or other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.



At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

***Tips To Help Protect Your Product***

- Monitor your booth when your product is being delivered.
- Hire a security guard to watch your booth overnight.
- Perform an inventory after your product has been delivered and note any damages or missing items.
- Do not list the contents on the outside of your shipping crates/boxes. Use a code to indicate contents.
- After show hours cover your displays with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the show is closed, or your booth is unattended.
- Always staff your booth during show hours (required).
- Staff your booth until your product and/or the floor is cleared during move-out. Once the show has closed, pack as quickly as possible and do not leave your display unattended.

## REGISTRATION

### STAFF BADGES

Booth personnel may register online by logging in to your [NY NOW Exhibitor Console](#).

All exhibitor personnel must have and visibly wear their Exhibitor badge while in the exhibit hall during move-in, move-out and official show hours.

Badges are the property of Show Management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation.

Exhibitor badges do NOT automatically receive access to conference sessions. If exhibiting staff desire to attend conference sessions, this can be added to their registration for a fee at Exhibitor Registration.

### ADMISSION POLICY

#### Children

Children under 16 are not allowed on the floor during set-up and tear down. **There will be no exceptions to this rule.**

On show days **baby strollers are not allowed on the show floor.**

#### Early Appointments

Exhibitors with proper badges and/or the appropriate daily wristband are permitted 24-hour access to the exhibit hall on exhibitor move-in days, show days, and exhibitor move-out days.

Attendees, speakers, press, and any other registration type other than Exhibitor will not be allowed access to the show floor at any time during move-in and move-out or prior to 9:00 A.M. on show days.

#### Exhibitor Appointed Contractors (EAC)

All contracted personnel must pick up wristbands daily at the EAC Check-In areas before admission to the exhibit floor. Each individual person must sign-in and present photo I.D. each day to be issued a wristband. Wristbands cannot be picked up for others. A different wristband will be used each day and available after 1:00 P.M. the day prior.

#### Guests

All guests must have and visibly wear their Guest badge while in the exhibit hall, sessions, or any function held by NY NOW during move-in, move-out or show hours.

## GETTING THERE

### HOTELS

onPeak is the official hotel agency for NY NOW and the best way to book hotel reservations. Hotel arrangements can be made online beginning Tuesday, October 11 through the [Exhibitor Housing Reservations](#) page.

With onPeak you will receive descriptions, photos, and maps to help you choose the perfect hotel. An acknowledgment of your hotel reservation will be sent to you immediately via email upon completion of the online process or within 24 hours for reservations received via phone, fax, or mail.

Reservations are accepted on a first-come, first-served basis and require a first night's room and tax deposit guaranteed by check or credit card. All deposits are due when the initial reservation is made. All new reservations, changes, substitutions, and cancellations must be made through onPeak. Please refer to your hotel confirmation for individual cancellation policies.

### PARKING

Parking Information can be found on the [Jacob K. Javits Convention Center's "Attend" page](#).

### SHUTTLES

No Shuttle Service is provided.

### BUS / SUBWAY

7 Line Service / Hudson Yards

### RIDESHARE / TAXI

Taxis, Uber, and Lyft are available for anyone choosing to use their services. Drop-off and pick-up will be in designated areas at the Jacob K. Javits Convention Center.

### CITY RESOURCES

While in NYC, experience a world of thrilling attractions, superb restaurants, world-class spas, captivating museum exhibitions and performing arts, and more than 1,200 retail shops. Take advantage of [NYC The Official Guide](#) to plan your trip!

### BUSINESS CENTER

[FedEx Office](#) is the exclusive business center for all convention participants, offering full-service printing materials, advertising opportunities, mobility services, Internet access and faxing.

## SPONSORSHIP OPPORTUNITIES

Log in to your [NY NOW Exhibitor Console](#) to enter your company profile and product categories by **Friday, December 16**.

Find opportunities to maximize your exposure and brand presence to the entire NY NOW audience by visiting the [Advertising & Sponsorship](#) page of the NY NOW website.

Please contact your NY NOW Sales representative for pricing and availability of meeting rooms at the Jacob K. Javits Convention Center.

**EASY IS NICE, ON ANY DEVICE**

FreemanOnline<sup>®</sup> provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event.

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move-out process
- Access invoices after the show

**HEALTH AND SAFETY**

Stay informed on Products, Services and Resources that will help you plan for a safe return to your next event. [Click Here](#) for our Health and Safety Resources.

**BOOTH EQUIPMENT**

Please refer to your exhibit space contract for details about what comes with your booth.

**EXHIBIT HALL CARPET**

The aisles will be carpeted in gray.

**DISCOUNT PRICE DEADLINE DATE**

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by [Thursday, January 5, 2023](#).

**EXHIBITOR FREQUENTLY ASKED QUESTIONS**

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

**SHOW SCHEDULE****EXHIBITOR MOVE-IN**

In order to manage an efficient move-in operation, freight delivered to show site will be accepted on a targeted schedule. Please refer to the Freight Target Check-In/Move-In Floor Plan for your targeted move-in date and time.

[Freight Target Check-In/Move-In Floor Plan - Level 3](#)

**EXHIBIT HOURS**

Sunday	February 5, 2023	9:00 a.m. - 6:00 p.m.
Monday	February 6, 2023	9:00 a.m. - 6:00 p.m.
Tuesday	February 7, 2023	9:00 a.m. - 6:00 p.m.
Wednesday	February 8, 2023	9:00 a.m. - 3:00 p.m.

**EXHIBITOR MOVE-OUT**

Wednesday	February 8, 2023	3:00 p.m. - 11:00 p.m.
Thursday	February 9, 2023	8:00 a.m. - 12:00 p.m.

Freeman will begin returning empty containers as soon as the aisles clear after the show closes.

**DISMANTLE AND MOVE-OUT INFORMATION**

- Exhibitors must be packed and have their Material Handling Agreement turned into the Freeman Service Center by [10:00 a.m. on Thursday, February 9, 2023](#).
- To ensure all exhibitor materials are removed by this time, all carriers must be checked in by [10:00 a.m. on Thursday, February 9, 2023](#). In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.
- All exhibitor materials must be removed from the exhibit facility by [Thursday, February 9, 2023 at 12:00 p.m.](#)

## POST SHOW PAPERWORK AND LABELS

Exhibitor Support 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.

## FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by Thursday, January 5, 2023. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during and after** your show.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the "Create an Account" link. To access Freeman Online without using the email link, visit [FreemanOnline](#).

If you need assistance with Freeman Online, please call Exhibitor Support at (888) 508-5054 Toll Free US and Canada.

## SHIPPING INFORMATION

### Warehouse Shipping Address:

Exhibiting Company Name / Booth #

**NY NOW**

C/O Freeman

140 Central Ave, Ste 130

Kearny, NJ 07032

Freeman will accept crated, boxed or skidded material beginning **Tuesday, January 3, 2023** at the above address. Material arriving after **Tuesday, January 24, 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:

**Please refer to the Freight Target Check-In/Move-In Floor Plan for your targeted move-in date and time.**

Exhibiting Company Name / Booth #

**NY NOW**

Jacob K Javits Convention Center

C/O Freeman

369 12th Ave

New York, NY 10001

Freeman will receive shipments at the exhibit facility beginning **Wednesday, February 1, 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.

**Please refer to the Material Handling rates form for all inbound shipping information including shipping in advance to the Freeman warehouse and shipping direct to show site using Freeman Exhibit Transportation or your own carrier.**

Adherence to your assigned move-in target date is required. Not adhering to your assigned target date will result in delays for your delivering carrier in the marshalling yard, with potential wait time charges from your carrier, and delay the delivery of freight to your booth. Additional charges may apply.

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.

**INTERNATIONAL SHIPMENTS**

Exhibitors with shipments originating outside the United States should make their own arrangements for brokerage, customs clearance and local transportation.

**HAND CARRYING PRODUCT**

Although the movement of freight at the Jacob K. Javits Convention Center is handled by Teamsters, certain items may be brought into JKJCC through the front of the building by the exhibitors. Suitable vehicles for the self-service/hand carry unloading procedures are cars, minivans, SUV's, sprinter vans, and Econoline vans. Box or cube trucks or vans, and trailers hitched to the aforementioned vehicles are prohibited in the self-service unloading areas. Someone must stay with the vehicle at all times and a 30-minute unloading and loading time limit applies.

**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 exhibitor 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.

**PURCHASE TERMS**

Freeman's Terms & Conditions apply to all orders submitted to Freeman for any goods or services, and may be amended without notice. To review the current Terms & Conditions, [click here](#).

**LABOR INFORMATION**

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS 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.

**SERVICE CONTRACTOR CONTACTS / INFORMATION:****FREEMAN**

[Contact Us](#)

**FREEMAN EXHIBIT TRANSPORTATION**

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183  
International Shipping Services or fax (469) 621-5810 or  
[Exhibit.Transportation@freeman.com](mailto:Exhibit.Transportation@freeman.com)

**ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call Exhibitor Support at (888) 508-5054.

**WE APPRECIATE YOUR BUSINESS!**

## FREEMAN GENERAL INFORMATION

### TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Exhibitor Support at (888) 508-5054 US & Canada or +1(512) 982-4186 Local & International.

### HELPFUL HINTS

#### SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by Thursday, January 5, 2023.

#### AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

#### 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 you booth. This can cause serious injury or damage to materials.

Children under the age of 16 are not allowed on the show floor at any time during installation and/or dismantle.

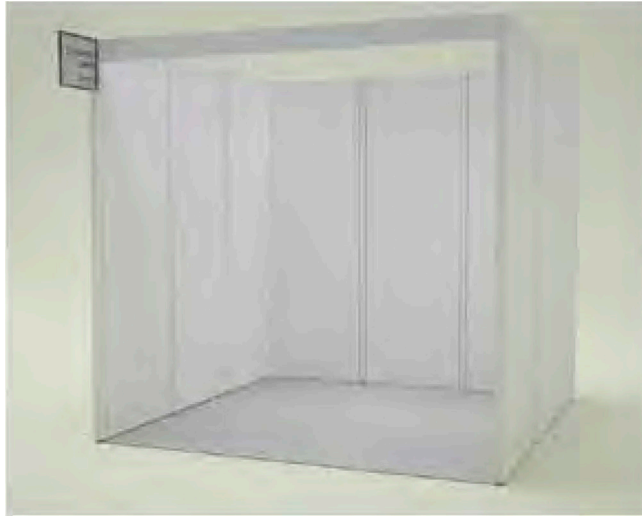
Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you 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.

**DAMAGED PANEL FEE**

***Attention***  
***Exhibitors with Veloce Booth Packages***



Excessive damages to package booth panels will result in a panel repair and refurbish charge of \$402.05 per panel, which will appear on your Freeman invoice.

Excessive damage includes:

- Screw or nail holes larger than 0.25" (6.3mm) in diameter
- Any hardware not removed of any size

A panel deemed to be damaged beyond repair will be subject to a replacement charge of \$630 per panel. Cutting holes **THROUGH** any panel renders the panel a complete loss, and the exhibitor will be responsible for the full replacement cost of the panel.

Graphics, wall coverings, wallpaper or adhesives not removed are also considered panel damage. If not removed by the exhibitor at the end of the event, a labor charge will be billed for the amount of time required to remove the items from the wall panels.

Painting booth panels is not considered as excessive damage and will not result in a charge.



## Interested in going green and saving money?

Follow these tips to make sure your sustainable booth strategies are cost-neutral or even cost-saving! Leave an impact on the show floor, not the environment.



### 1 *booth structure*

#### Option 1 Multiple Use

Use **Forest Sustainable Certified (FSC)** wood to build your booth and crates.

Get creative! Design your booth with a **small shipping footprint** to minimize carbon emissions. Freeman's eye-catching stretch-fabric booth designs pack up small (and light!) for shipping.

#### Option 2 One-time Use

Rent locally from nearby Freeman offices to reduce both shipping costs and carbon emissions.

### 2 *carpet*

#### Option 1 Rent

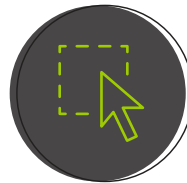
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

#### Option 2 Color

Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.



### 3 *shipping*



**Online + before deadline = better bottom line.** Take advantage of early-bird pricing and consolidate shipping when ordering supplies.



**Choose reusable shipping padding.** Avoid packing peanuts and foam plastic materials that never decompose.



**Ship early.** Use the 30-day policy to ship materials to the Freeman advance warehouse.

### 4 *graphics*

#### Option 1 Multiple Use

Print on a durable substrate **without dates, event names, or locations.**

#### Option 2 One-time Use

Print on 100 percent recyclable materials like Freeman Honeycomb and Smartbuild Eco, which are just as cost-effective as PVC.

### 5 *printing*



Reduce printing and **go digital** with your booth literature.



**Print locally.** Supporting local businesses while reducing shipping? It's a win-win.



Print on at least **50 percent post-consumer recycled paper.**

6

## ON SITE

### save energy



**Use Energy Star-rated equipment** for audio-visual equipment and monitors.



**Power down.** Turn off equipment at the end of each day.



**Light up your booth** with CFLs, LEDs, or other energy-efficient lighting.



## MOVE OUT

### train your team

Educate your installation and dismantling teams about **recycling and donation processes**.



8

### shipping out

#### Pack in, pack out.

Leave no traces on show site.

#### Join a caravan.

If you're shipping directly to another show, ask **Freeman Transportation** about **joining a caravan** to your next show.



### leftover materials

#### Remember to label.

Clearly **label recyclable leftover material** for disposal.

#### Donate the rest.

Ask the Freeman Exhibitors Services desk about local donation programs.



#### TYPICALLY\* DONATE-ABLE

**Furniture:** Purchased items  
Home furnishing: Décor  
staging materials

**Unused raw materials:** Plywood,  
subflooring, non-laminate wood

**Flooring:** 100 square feet of  
flooring. Excludes carpet.

**Left over giveaways:** Pens, pads  
of paper, sunglasses, USBs, etc., left  
over in your promotional giveaway

#### TYPICALLY\* RECYCLABLE

**Cardboard:** Used for signs or  
shipping boxes

**Glass:** Green, brown, clear

**Plastics:** Shrink-wrap or plastic  
banding used to secure shipments;  
water/soda bottles; plexiglass  
(acrylics) clear, smoked, or tinted;  
Visqueen used to protect flooring

**Metal:** Aluminum cans/  
steel banding

**Paper:** Fliers, brochures, programs,  
tickets, office paper, newspaper,  
magazines, paperboard

**Wood:** Non-laminate wood

FREEMAN

FREEMAN.COM

## ***GENERAL INFORMATION***

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### ***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 standards 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 its return. In most cases a rider can be added to your present policy for a very nominal cost.

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## PAYMENT INFORMATION

Freeman only accepts payment information electronically. Place your order on [FreemanOnline](#) or follow the steps below to provide your payment information electronically and submit your order forms.

***Freeman will no longer accept cash payments for any Freeman services.***

### 1. Submit your payment information

Proceed to our electronic Freeman Pay site to securely submit your payment information

<https://www.freemanpay.com/515885>

### 2. Submit your order

Upload your order forms through the same link used to submit your payment information

- Both your order and your payment must be received by the discount price deadline date to guarantee discount pricing.
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.

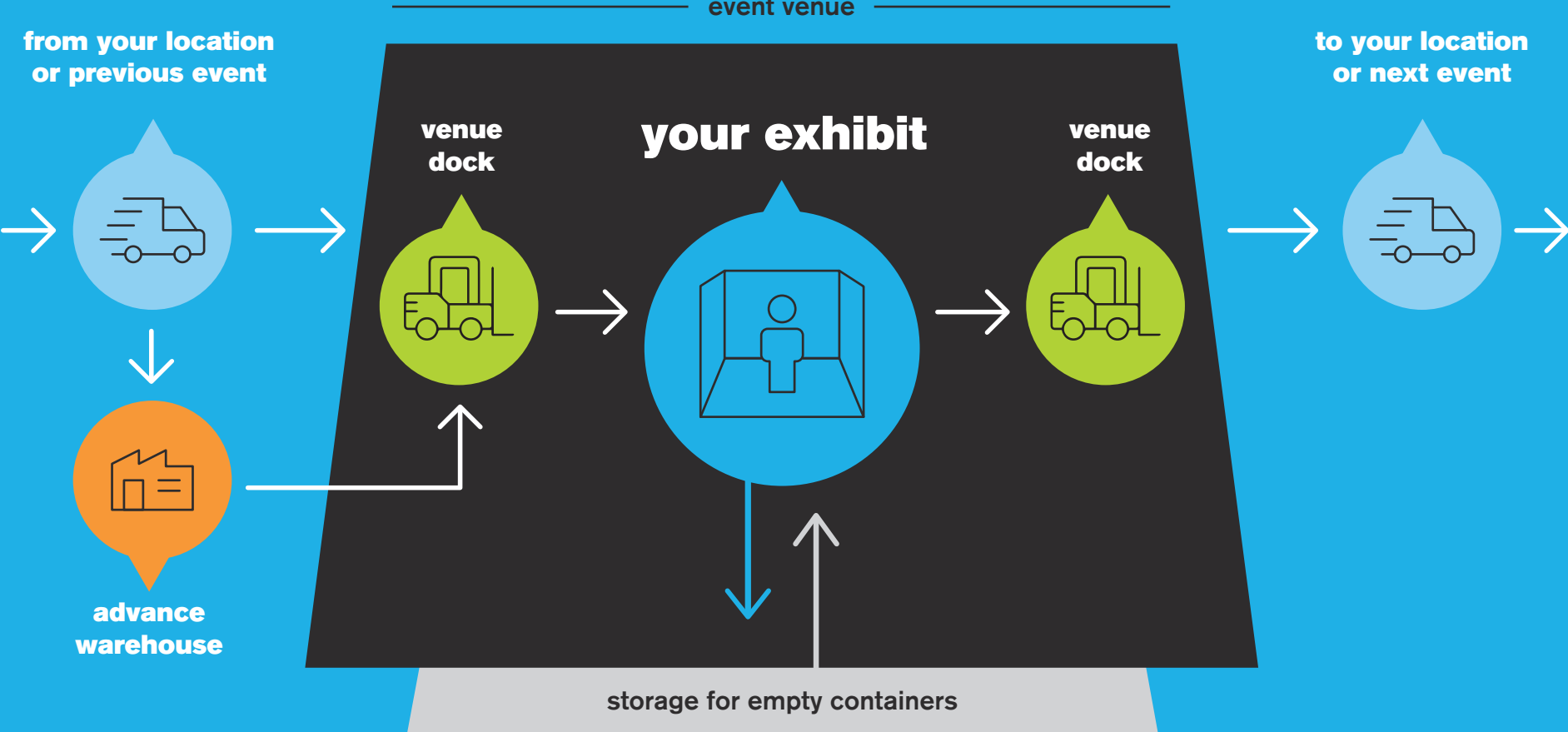
*before event*

*during the event*

*after event*

**from your location  
or previous event**

**to your location  
or next event**



*advance warehouse*

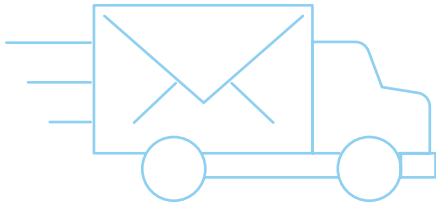
where exhibit materials are stored before an event

*shipping*

transport to the venue's shipping dock then from the shipping dock to the next event or customer location

*material handling*

move items from the dock, to the exhibit, back to the dock after the show



# TRANSPORTATION SERVICE, FULLY LOADED.

Our convenient, affordable package puts productivity in overdrive.

Turn to Freeman for one-stop transportation services. Our all-inclusive round trip standard ground shipping and material handling package means transporting materials to any exhibit location has never been easier or more affordable. Plus, Freeman works directly with you and show site decision makers to streamline the process, so it's faster than ever to get on the road to success.

## The Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- PICK-UP AND TRANSPORTATION FROM POINT OF ORIGIN TO YOUR CHOICE OF EITHER ADVANCE WAREHOUSE OR SHOW SITE
- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION
- PRE-PRINTED SHIPPING LABELS AND OUTBOUND PAPERWORK

## Benefits:

- TURNKEY PRICING ENSURES PRECISE BUDGETING
- NO ADDITIONAL HANDLING, PICK-UP OR DELIVERY FEES
- NO ADDITIONAL FUEL SURCHARGES OR OVERTIME SURCHARGES
- NO CARRIER WAITING TIME FEES
- EXPERIENCED ON-SITE TRANSPORTATION REPS FROM MOVE-IN THROUGH MOVE-OUT
- LTL (LESS THAN TRUCK LOAD) SHIPPING

\*Services apply to destinations anywhere in the Continental U.S.



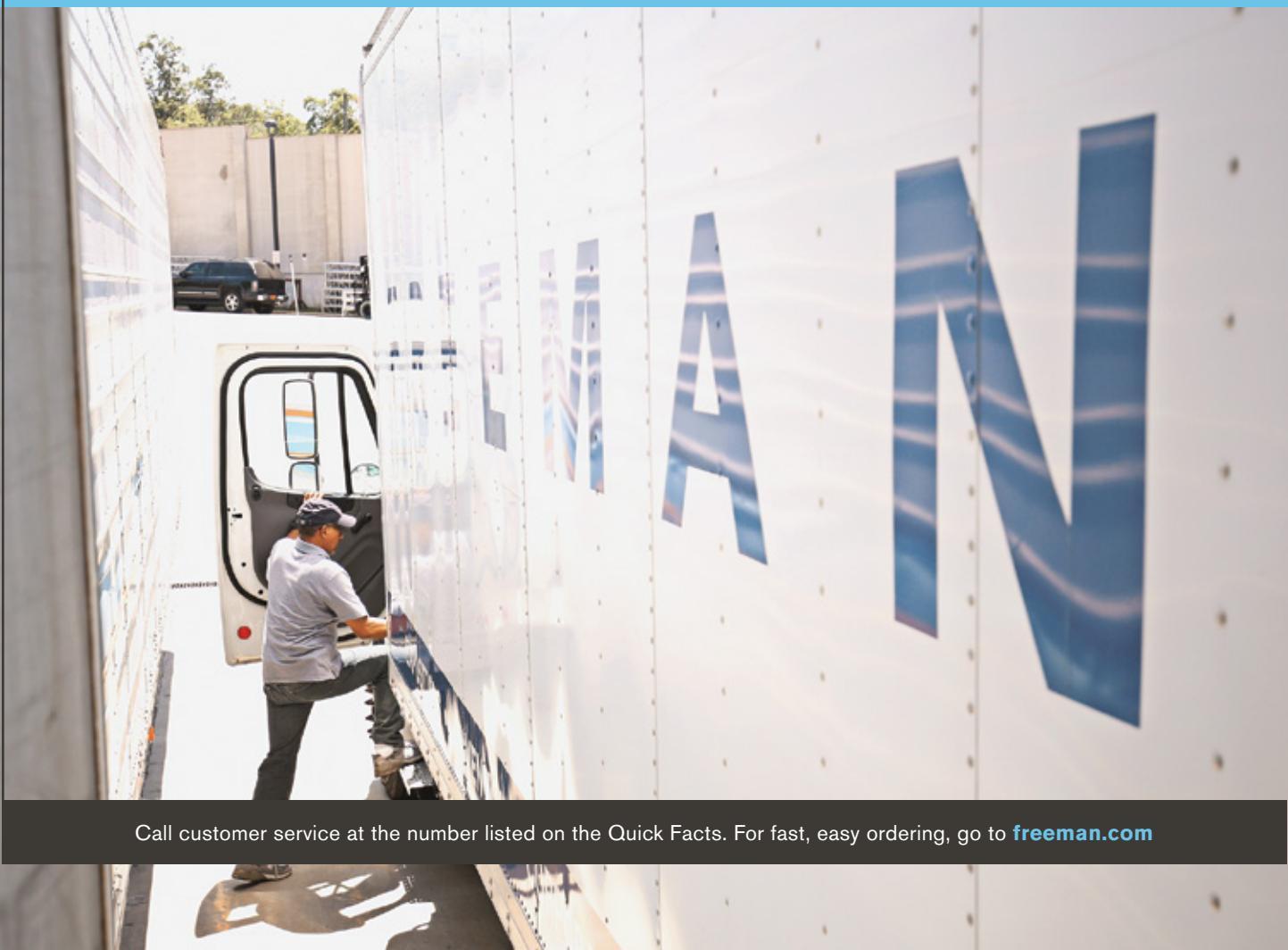
To take advantage, call **1-800-995-3579** or email **[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)** for a quote.

# RESULTS, DELIVERED

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With more than 90 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

Between our all-inclusive pricing and superior customer service, Freeman Exhibit Transportation is the most reliable, convenient and cost-effective solution available. Our team of experts has the ability to quickly respond to changes when necessary, remaining entirely responsive to all of your show requirements, whenever and wherever they arise.



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [freeman.com](http://freeman.com)



## EXHIBIT TRANSPORTATION SERVICES

Freeman Exhibit Transportation is an EPA Smartway Partner and is dedicated to reducing carbon emissions related to the transportation of goods. Renting or shipping items locally saves on carbon emissions and your shipping footprint.

### Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- ONE CONVENIENT INVOICE ENCOMPASSING ALL FREEMAN SHOW SERVICES
- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION

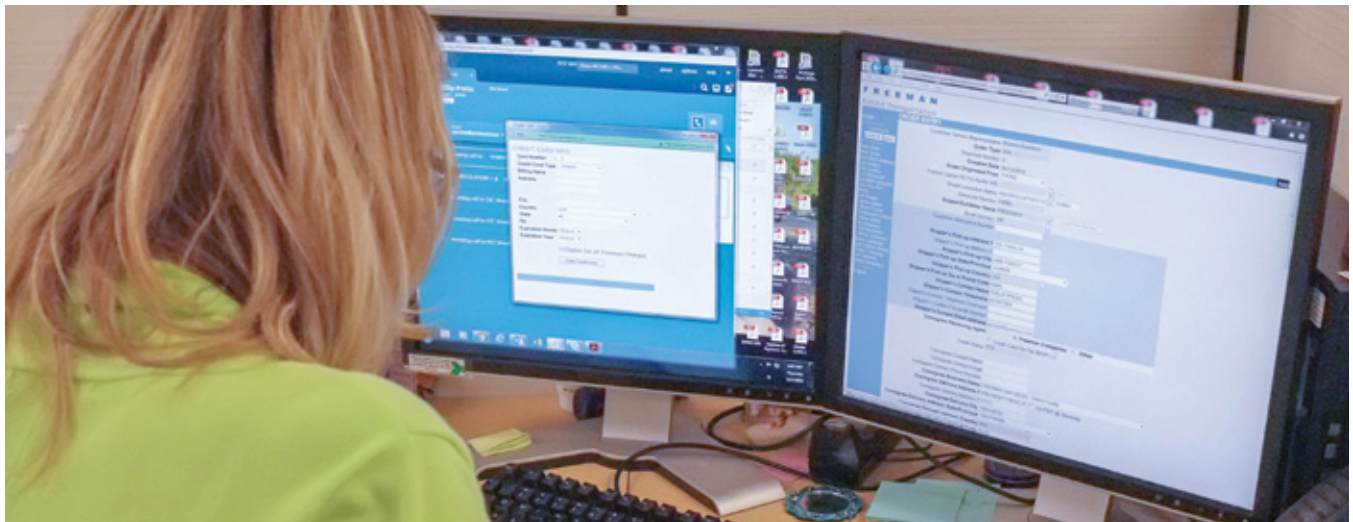
### Questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit **freeman.com**

Continental U.S. Exhibitors: Contact our exhibit transportation experts at **800.995.3579** or via email at **exhibit.transportation@freeman.com**

International Exhibitors: Contact our exhibit transportation experts at **+1.817.607.5183** or via email at **international.freight@freeman.com**

**DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM**





NAME OF SHOW: **NY NOW / February 5-8, 2023**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

For fast, easy ordering, go to [www.freeman.com/store](http://www.freeman.com/store).

### EXHIBIT TRANSPORTATION

#### TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the US must be cleared through customs. Please call for additional information:  
(800) 995-3579 Toll Free US & Canada  
(817) 607-5183 Local & International

#### COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

##### PICK UP INFORMATION

Requested Pick Up Date:

SHIPPER NAME

SHIPPER ADDRESS

(City)

(State)

(Zip Code)

##### DESTINATION

- ☐ I will be shipping to the **WAREHOUSE**

**FREEMAN / Exhibiting Company Name / Booth #**

**NY NOW**

C/O: Freeman

140 Central Ave, Ste 130

Kearny, NJ 07032

**MUST BE DELIVERED BY JANUARY 24, 2023**

- ☐ I will be shipping to **SHOW SITE**

**FREEMAN / Exhibiting Company Name / Booth #**

**NY NOW**

C/O: Freeman

Jacob K Javits Convention Center

369 12th Ave

New York, NY 10001

**CANNOT BE DELIVERED BEFORE FEBRUARY 1, 2023**

##### TYPE OF SERVICE

- ☐ Next Day Air: Delivery next business day by 5:00 PM
- ☐ Second Day Air: Delivery second business day by 5:00 PM
- ☐ 3-5 Day Service: Delivery within 3 - 5 business days
- ☐ Declared Value \$ \_\_\_\_\_

**Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.**

- ☐ Standard Ground: Dependent on distance
- ☐ Expedited Ground: Tailored to specific requirements
- ☐ Specialized: Pad wrapped, uncrated, truck load

#### SHIPPING INFORMATION

##### Items to be shipped

Number of Pieces Est. Weight

\_\_\_\_ Crates (wooden) \_\_\_\_\_

\_\_\_\_ Cartons (cardboard) \_\_\_\_\_

\_\_\_\_ Cases/Trunks (fiber) (color \_\_\_\_\_) \_\_\_\_\_

\_\_\_\_ Skids/Pallets \_\_\_\_\_

\_\_\_\_ Carpet (color \_\_\_\_\_) \_\_\_\_\_

\_\_\_\_ Other ( \_\_\_\_\_ ) \_\_\_\_\_

\_\_\_\_ Total \_\_\_\_\_

Size of largest piece: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (L) \_\_\_\_\_

**NOTE: Shipments will be weighed and measured prior to delivery.**

#### OUTBOUND SHIPPING

- ☐ I would like to schedule outbound Freeman Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information **if different from pick up address:**

Ship to address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Labels : \_\_\_\_\_

#### FAX THIS COMPLETED FORM VIA:

**E-mail:**

**[exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)**

**or**

**Fax: (469) 621-5810**

**A TRANSPORTATION SPECIALIST  
WILL CALL YOU TO CONFIRM  
RECEIPT OF SHIPMENT REQUEST  
AND FINALIZE DETAILS.**

**SHOW #** (515885)

**Freeman**

(888) 508-5054

Fax: (469) 621-5618



**NY NOW**

February 5-8, 2023

Jacob K Javits Convention Center

New York, New York

***Information Coming Soon***

# WHAT ARE FREIGHT SERVICES?

.....

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

## HOW DO I SHIP TO THE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.

## HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

## HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Quick Facts.

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually. All shipments are subject to reweigh.
- On the Material Handling Form, locate the rate that applies to your shipment and multiply that rate by the weight of your shipment in pounds.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

## WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up “Empty Labels” at the Freeman Service Center. Once the container is completely empty, place a label on each container individually. Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

## HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

## HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Center at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Center.
- After materials are packed, labeled and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times, and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will be rerouted on Freeman's carrier choice at the exhibitor's expense.
- For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

## WHERE DO I GET A FORKLIFT?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Rigging Order Form for available equipment.
- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Freeman Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

## DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the Terms and Conditions, which can be found in the exhibit service manual or online at [www.freeman.com](http://www.freeman.com).

## OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

- Cranes
- Accessible storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return

FREEMAN®

# material handling simplified

**Our new straight forward pricing makes pre-show budgeting easier. Pay for your actual weight per-pound with no invoice surprises.**

- × No minimums
- × No crated
- × No special handling
- × No carpet & pad only
- × No uncrated
- × No hundred-weight billing
- × No reweigh fees
- × No overtime
- × No marshalling yard fees
- × No rounding - pay only for actual weight

## It's just easier!



## MATERIAL HANDLING

Freeman is the exclusive provider of material handling services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. You have two options for shipping your advance freight - either to the warehouse or directly to show site. Material handling charges will automatically be applied to your account upon receipt of each shipment. It is not necessary to return this form to receive material handling services.

### RATES

**Material Handling - Warehouse** ..... \$ **0.77 per pound**

**Material Handling - After Deadline** ..... \$ **0.96 per pound**

Rate applies to shipments arriving at the warehouse after **Tuesday, January 24, 2023**.

**Material Handling - Show Site** ..... **Free of Charge**

Show site material handling is included in your exhibit fee with the exception of shipments from UPS, FedEx and DHL.

**Material Handling - Show Site - UPS, FedEx, DHL** ..... \$ **0.77 per pound**

**Material Handling - 10 lbs and under** ..... **Free of Charge**

This rate is per shipment. A qualifying shipment totals any number of pieces delivered to the same booth, by the same carrier, from the same shipper, on the same day, weighing 10 pounds or less.

### IMPORTANT SHIPPING INFORMATION

Freeman Exhibit Transportation offers fast and easy service! Please call (800) 995-3579 to have one of our representatives help arrange all your shipment needs.

#### Warehouse:

- Avoid wait times at show site; ship to our warehouse!
- Warehouse receiving begins on **Tuesday, January 3, 2023**.
- Warehouse address: Exhibiting Company Name / Booth #  
**NY NOW**  
C/O Freeman  
140 Central Ave, Ste 130  
Kearny, NJ 07032
- 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 refrigeration 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.

#### Show Site:

- **Please refer to the [Freight Target Check-In/Move-In Floor Plan](#) for your targeted move-in date and time.**
- Show site receiving begins on **Wednesday, February 1, 2023**.
- Show Site address: Exhibiting Company Name / Booth #  
**NY NOW**  
Jacob K Javits Convention Center  
C/O Freeman  
369 12th Ave  
New York, NY 10001

#### Outbound:

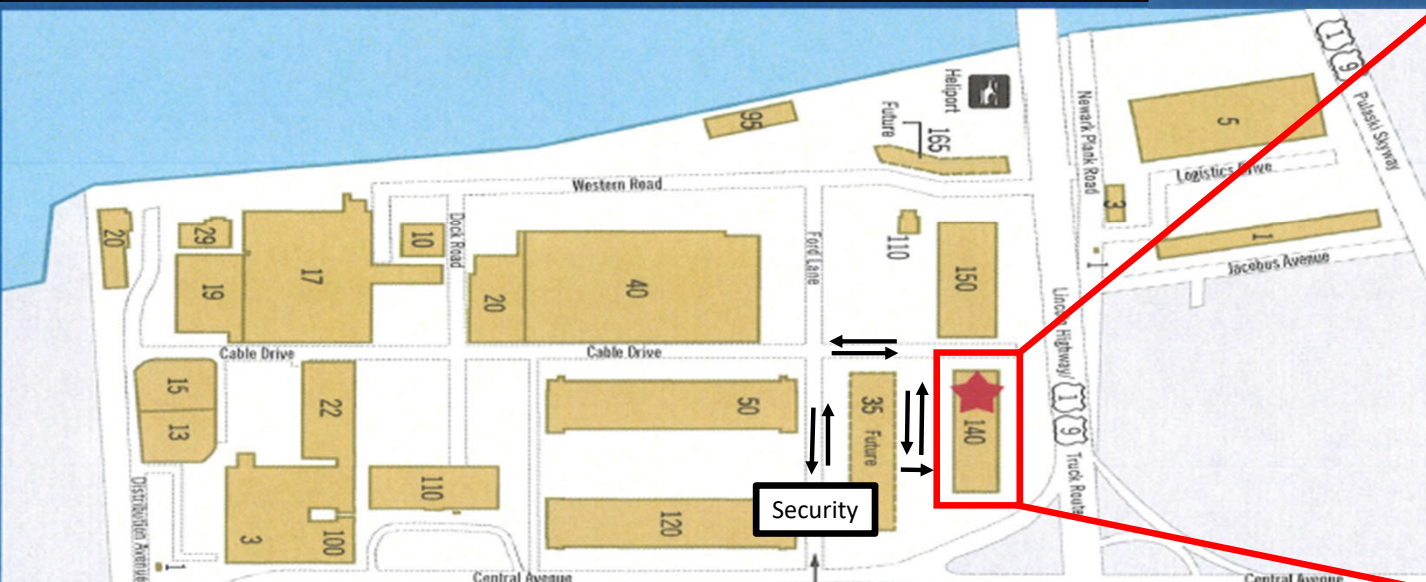
- Submit your outbound shipping information in advance and we will deliver your paperwork to your booth during the show.



# Delivery Instructions for Freeman NY Warehouse

## Driver Check-In Step by Step Instructions:

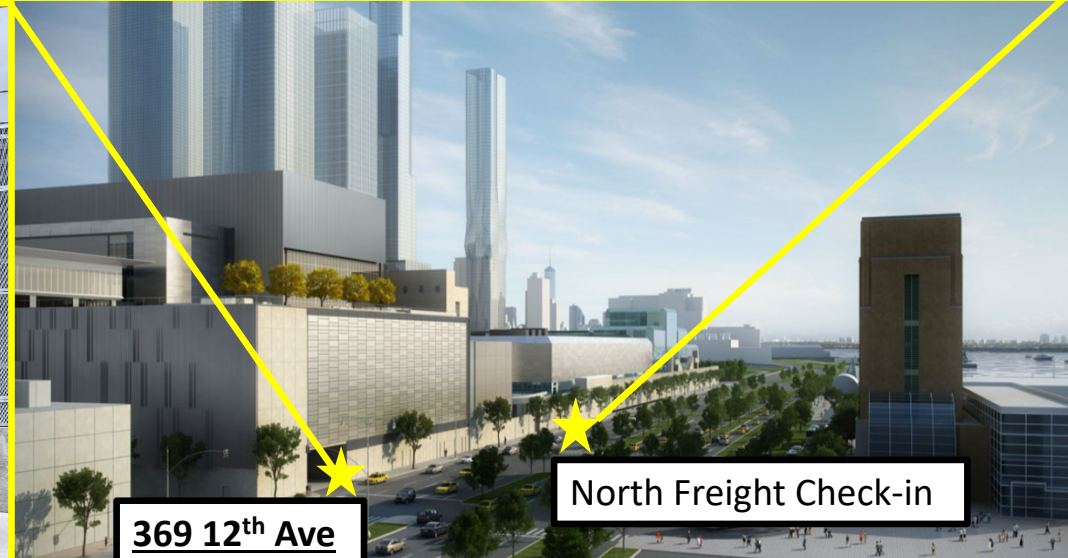
1. Drivers must enter the River Terminal Development Corporate Park via Central Avenue.
2. Upon entering the driver will pass through a security check point, no action required other than waiting for the gate arm to rise. Once through the security check point take a right on Cable Ave and a right into the Freeman warehouse area.
2. Once at the Freeman warehouse, driver presents bill of lading (BOL) with Booth#, Exhibitor name, etc. along with certified scale weights and Freeman supervisor will create receiving reports.
3. Driver receives a Driver# after checking in and returns to his truck and awaits call on his cell phone when there is dock space to unload the truck. If there is a que due to high volume drivers will sign in, receive a Driver# and then be directed to a local truck stop.
4. After the driver is called, proceed to open loading dock as prescribed by Freeman staff.
5. Driver presents paperwork to Freeman supervisor and is unloaded, gets his DR signed and exits the development the same way entered.



# Delivery Instructions for Freeman Events at JKJCC

## Driver Check-In Step by Step Instructions:

1. Driver must park on 12<sup>th</sup> Ave and visit the North Freight Check-in office located on 12<sup>th</sup> Ave.
2. At check-in driver presents bill of lading (BOL) with Booth#, Exhibitor name, etc. along with certified truck scale weight tickets if available and Freeman supervisor will create receiving reports.
3. Upon checking in, driver will receive a driver number and be directed to the internal marshalling area or docks as space permits. If marshalled, driver must wait in their truck until dispatched.
5. Freeman supervisor directs driver to proceed to assigned dock area where driver is given specific dock # to back into.
6. Driver presents paperwork to Freeman supervisor and is unloaded, gets his DR signed and leaves facility.
7. Office phone number is **212-216-2780**.







(888) 508-5054

Fax: (469) 621-5618



Place your order online at  
[www.freeman.com/store](http://www.freeman.com/store)

Submit order forms [here](#)

NAME OF SHOW: **NY NOW / February 5-8, 2023**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_



EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM TO THE FREEMAN SERVICE CENTER.

### SHIPPING INFORMATION

SHIP TO: COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

BILL TO: ☐ Same as Ship to:

COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

### METHOD OF SHIPMENT

Select a Carrier:

☐ Freeman Exhibit Transportation

☐ Other Carrier

No need to schedule your outbound shipment.  
Charges will appear on your Freeman invoice.

Carrier Name: \_\_\_\_\_

Carrier Phone: \_\_\_\_\_

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.  
Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select a Level of Service:

☐ 1 Day: Delivery next business day

☐ Standard Ground

☐ 2 Day: Delivery by 5:00 PM second business day

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

Select Desired Number of Labels: \_\_\_\_\_

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. If no outbound information is submitted, Freeman reserves the right to return the freight back to the company address on file at the exhibitor's expense.

Freeman<sup>1</sup>

**R U S H**

***DO NOT DELAY***

**RECEIVING DATE BEGINS: JANUARY 3, 2023**

**DEADLINE DATE IS: JANUARY 24, 2023**

TO: \_\_\_\_\_

*EXHIBITOR NAME*

**C/O: Freeman**

**140 Central Ave**

**Ste 130**

**Kearny, NJ 07032**

**WAREHOUSE**

(515885)

EVENT: \_\_\_\_\_ ***NY NOW***

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

Freeman<sup>1</sup>

**R U S H**

***DO NOT DELAY***

**RECEIVING DATE BEGINS: JANUARY 3, 2023**

**DEADLINE DATE IS: JANUARY 24, 2023**

TO: \_\_\_\_\_

*EXHIBITOR NAME*

**C/O: Freeman**

**140 Central Ave**

**Ste 130**

**Kearny, NJ 07032**

**WAREHOUSE**

(515885)

EVENT: \_\_\_\_\_ ***NY NOW***

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

Freeman<sup>7</sup>

**R U S H**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE FEBRUARY 1, 2023**

TO:

EXHIBITOR NAME

C/O: Freeman

Jacob K Javits Convention Center

369 12th Ave

New York, NY 10001

**SHOW SITE**

(515885)

EVENT: NY NOW

BOOTH NO:        NO.        OF        PCS

Freeman<sup>7</sup>

**R U S H**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE FEBRUARY 1, 2023**

TO:

EXHIBITOR NAME

C/O: Freeman

Jacob K Javits Convention Center

369 12th Ave

New York, NY 10001

**SHOW SITE**

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Freeman<sup>1</sup>

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**DO NOT DELAY**

**RECEIVING DATE BEGINS: JANUARY 3, 2023**

**DEADLINE DATE IS: JANUARY 24, 2023**

TO: \_\_\_\_\_

*EXHIBITOR NAME*

**C/O: Freeman**

**140 Central Ave**

**Ste 130**

**Kearny, NJ 07032**

**HANGING SIGN**

(515885)

EVENT: \_\_\_\_\_ **NY NOW**

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

Freeman<sup>1</sup>

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: JANUARY 3, 2023**

**DEADLINE DATE IS: JANUARY 24, 2023**

TO: \_\_\_\_\_

*EXHIBITOR NAME*

**C/O: Freeman**

**140 Central Ave**

**Ste 130**

**Kearny, NJ 07032**

**HANGING SIGN**

(515885)

EVENT: \_\_\_\_\_ **NY NOW**

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

# Freeman<sup>7</sup>

Summer 2022 – Spring 2023

# Furniture catalog

The right furniture sets the stage to educate attendees about your brand, inspire audiences to partner with you, display your products elegantly, or connect through conversation.

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Side seating



Barstools



Accent tables



Soft seating



Ottomans



# Freeman<sup>1</sup>

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Fax: (469) 621-5618



Place your order online at  
[www.freeman.com/store](http://www.freeman.com/store)

Submit order forms [here](#).

NAME OF SHOW: **NY NOW / February 5-8, 2023**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

Take advantage of the Online price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by JANUARY 5, 2023.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SOFT SEATING</b>						
<b>Naples Group - Black Vinyl</b>						
_____	810119	Chair.....	639.45	703.40	895.25	_____
_____	830120	Loveseat.....	859.95	945.95	1,203.95	_____
_____	830119	Sofa.....	953.40	1,048.75	1,334.75	_____
<b>Munich Group - Gray Fabric</b>						
_____	810151	Armless Chair.....	681.45	749.60	954.05	_____
<b>Baja Group - White Vinyl</b>						
_____	81050	Chair.....	779.10	857.00	1,090.75	_____
_____	83020	Loveseat.....	827.40	910.15	1,158.35	_____
_____	83019	Sofa.....	1,086.75	1,195.45	1,521.45	_____
<b>Valencia - Velvet</b>						
_____	810180	Chair - Spice Orange.....	407.45	448.20	570.45	_____
_____	83045	Sofa - Coffee Brown.....	612.20	673.40	857.10	_____
<b>Key Largo Group - Black Fabric</b>						
_____	830950	Loveseat.....	664.65	731.10	930.50	_____
_____	830951	Sofa.....	740.25	814.30	1,036.35	_____
_____	810950	Chair.....	526.05	578.65	736.45	_____
<b>Allegro Group - Blue Fabric</b>						
_____	81019	Chair.....	648.90	713.80	908.45	_____
_____	83015	Sofa.....	1,032.15	1,135.35	1,445.00	_____
<b>Fairfax Group - White Vinyl</b>						
_____	810949	Chair.....	444.15	488.55	621.80	_____
_____	830949	Sofa.....	707.70	778.45	990.80	_____
<b>Palm Beach - White Vinyl</b>						
_____	83040	Sofa.....	809.55	890.50	1,133.35	_____
<b>Sterling Group - Gray Fabric</b>						
_____	81037	Chair.....	1,121.40	1,233.55	1,569.95	_____
_____	8309	Sofa.....	1,672.65	1,839.90	2,341.70	_____
<b>Cordoba Group - Taupe/Black</b>						
_____	81048	Chair.....	780.00	858.00	1,092.00	_____
_____	83013	Loveseat.....	910.00	1,001.00	1,274.00	_____
<b>CASUAL SEATING</b>						
<b>Ottomans</b>						
_____	815122	Endless Square - White Vinyl.....	408.45	449.30	571.85	_____
_____	815123	Endless Square - Black Vinyl.....	408.45	449.30	571.85	_____
_____	815953	Endless Curve - White Vinyl.....	548.10	602.90	767.35	_____
_____	815952	Endless Curve - Black Vinyl.....	548.10	602.90	767.35	_____
_____	81518	Vibe Cube - Blue Vinyl.....	184.80	203.30	258.70	_____
_____	81519	Vibe Cube - Red Vinyl.....	184.80	203.30	258.70	_____
_____	81525	Vibe Cube - Orange Vinyl.....	184.80	203.30	258.70	_____
_____	81517	Vibe Cube - Yellow Vinyl.....	184.80	203.30	258.70	_____
_____	81530	Vibe Cube - Black Vinyl.....	162.75	179.05	227.85	_____
_____	81531	Vibe Cube - White Vinyl.....	162.75	179.05	227.85	_____

NAME OF SHOW: **NY NOW / February 5-8, 2023**

COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

Take advantage of the Online price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by JANUARY 5, 2023.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Ottomans (continued)</b>						
	81532	Vibe Cube - Steel Blue Vinyl.....	184.80	203.30	258.70	
	81533	Vibe Cube - Silver Vinyl.....	184.80	203.30	258.70	
	81534	Vibe Cube - Purple Vinyl.....	184.80	203.30	258.70	
	81535	Vibe Cube - Citrus Green Vinyl.....	184.80	203.30	258.70	
	81536	Vibe Cube - Taupe Vinyl.....	184.80	203.30	258.70	
	81537	Vibe Cube - Spice Orange Vinyl.....	184.80	203.30	258.70	
	81538	Vibe Cube - Desert Rose Vinyl.....	184.80	203.30	258.70	
	815151	Marche Swivel - Gray Fabric.....	288.75	317.65	404.25	
	815154	Marche Swivel - Red Fabric.....	288.75	317.65	404.25	
	815159	Marche Swivel - Blue Fabric.....	288.75	317.65	404.25	
	815152	Marche Swivel - Linen Fabric.....	288.75	317.65	404.25	
	815157	Marche Swivel - Meadow Green Fabric.....	288.75	317.65	404.25	
	815158	Marche Swivel - Pear Yellow Fabric.....	288.75	317.65	404.25	
	815156	Marche Swivel - Plum Fabric.....	288.75	317.65	404.25	
	815153	Marche Swivel - Raspberry Fabric.....	288.75	317.65	404.25	
	815155	Marche Swivel - Rose Quartz Fabric.....	288.75	317.65	404.25	
	815150	Marche Swivel - White Vinyl.....	288.75	317.65	404.25	
	815160	Marche Swivel - Orange Fabric.....	298.20	328.00	417.50	
	81540	Marche Swivel - Forest Green Vinyl.....	288.75	317.65	404.25	
	81541	Marche Swivel - Teal Velvet.....	288.75	317.65	404.25	
	81542	Marche Swivel - Distressed Brown Vinyl.....	288.75	317.65	404.25	
	81543	Marche Swivel - Black Vinyl.....	288.75	317.65	404.25	
	81539	Marche Swivel - Ivory Faux Sheep Fur.....	288.75	317.65	404.25	
<b>Beverly Bench Ottomans</b>						
	81550	Black Vinyl.....	580.65	638.70	812.90	
	81551	Brown Fabric.....	580.65	638.70	812.90	
	81552	Gray Fabric.....	580.65	638.70	812.90	
	81553	Linen Fabric.....	580.65	638.70	812.90	
	81554	Ocean Blue Fabric.....	580.65	638.70	812.90	
	81555	Red Fabric.....	580.65	638.70	812.90	
	81556	White Vinyl.....	580.65	638.70	812.90	
<b>Beverly Small Bench Ottomans</b>						
	81560	Black Vinyl.....	337.05	370.75	471.85	
	81561	Blue Fabric.....	337.05	370.75	471.85	
	81562	Brown Fabric.....	337.05	370.75	471.85	
	81563	Green Fabric.....	337.05	370.75	471.85	
	81565	Linen Fabric.....	337.05	370.75	471.85	
	81568	Red Fabric.....	337.05	370.75	471.85	
	81569	White Vinyl.....	337.05	370.75	471.85	
	81566	Lavender Fabric.....	337.05	370.75	471.85	
	81567	Orange Fabric.....	337.05	370.75	471.85	
	81564	Gray Fabric.....	337.05	370.75	471.85	
	81570	Yellow Fabric.....	337.05	370.75	471.85	
<b>Accent Chairs</b>						
	71089	Black Diamond Side Chair.....	171.95	189.15	240.75	
	71090	Black Diamond Arm Chair.....	208.25	229.10	291.55	
	810861	Laguna Chair - Maple/Chrome.....	178.50	196.35	249.90	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Accent Chairs (continued)</b>						
	210108	Limerick® Chair by Herman Miller.....	137.65	151.40	192.70	
	810816	Madrid Chair - White Vinyl/Chrome.....	976.50	1,074.15	1,367.10	
	810948	Meeting Chair - White Vinyl.....	308.70	339.55	432.20	
	810164	Marina Chair - White Vinyl.....	191.10	210.20	267.55	
	810160	Marina Chair - Black Vinyl.....	191.10	210.20	267.55	
	810161	Marina Chair - Brown Fabric.....	191.10	210.20	267.55	
	810162	Marina Chair - Ocean Blue Fabric.....	191.10	210.20	267.55	
	810163	Marina Chair - Red Fabric.....	191.10	210.20	267.55	
	810131	Malba Chair - Gray Molded Plastic.....	130.20	143.20	182.30	
	810130	Malba Chair - Green Molded Plastic.....	130.20	143.20	182.30	
	810846	Christopher Chair - White Vinyl/Chrome.....	158.55	174.40	221.95	
	810851	Zenith Chair - White/Chrome.....	201.60	221.75	282.25	
	810841	Rustique Chair - Gunmetal.....	127.05	139.75	177.85	
	810837	Razor Armless Chair - White High Density Plastic.....	74.55	82.00	104.35	
	810875	Swanson Swivel Chair - White Vinyl.....	447.30	492.05	626.20	
	81083	Blade Chair - Sky Blue.....	103.95	114.35	145.55	
	81082	Blade Chair - Red.....	103.95	114.35	145.55	
	81093	Lucent Chair - Frosted Acrylic.....	268.80	295.70	376.30	
	810145	Wentworth Chair - Brown Vinyl.....	437.85	481.65	613.00	
	81024	Atherton Chair - Brown Leather.....	652.05	717.25	912.85	
	81034	Bowery Chair - Yellow Fabric.....	611.10	672.20	855.55	
	81035	Century Chair - Gray Velvet.....	686.70	755.35	961.40	
	81036	Lena Chair - Green Leather.....	551.25	606.40	771.75	
	81031	Montreal Chair - Blue Fabric.....	784.35	862.80	1,098.10	
	81032	Pasadena Chair - White Plastic.....	441.00	485.10	617.40	
	81038	Tech Chair - Gray Vinyl.....	529.20	582.10	740.90	
	81039	Tech Tablet Chair - Gray Vinyl.....	544.95	599.45	762.95	
	81046	Brooklyn Swivel Meeting Chair - White/Oak.....	520.00	572.00	728.00	
	81047	Brooklyn Swivel Meeting Chair - White/Black.....	520.00	572.00	728.00	
<b>Executive Seating</b>						
	71045	Gray Gaslift Chair Without Arms.....	308.30	339.15	431.60	
	810874	La Brea Swivel Chair - Charcoal Gray Fabric.....	408.45	449.30	571.85	
	810175	Genesis Chair - Black.....	202.70	222.95	283.80	
	810844	Pro Executive High Back Chair - White Vinyl.....	357.00	392.70	499.80	
	810946	Pro Executive High Back Chair - Black Vinyl.....	357.00	392.70	499.80	
	810945	Pro Executive Mid Back Chair - White Vinyl.....	454.65	500.10	636.50	
	810944	Pro Executive Mid Back Chair - Black Vinyl.....	454.65	500.10	636.50	
	810947	Pro Executive Guest Chair - Black Vinyl.....	470.40	517.45	658.55	
	810170	Cupertino Mid Back Chair - Black Vinyl.....	325.55	358.10	455.75	
<b>Barstools</b>						
	71088	Black Diamond Stool.....	269.50	296.45	377.30	
	71047	Gray Gaslift Stool without Arms.....	407.45	448.20	570.45	
	810860	Laguna Barstool - Maple/Chrome.....	223.65	246.00	313.10	
	210109	Limerick® Stool by Herman Miller.....	145.85	160.45	204.20	
	810872	Lift Barstool - Gray Vinyl/Chrome.....	211.05	232.15	295.45	
	810873	Lift Barstool - Red Vinyl/Chrome.....	211.05	232.15	295.45	



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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Barstools (continued)</b>						
	810871	Lift Barstool - Black Vinyl/Chrome.....	211.05	232.15	295.45	
	810870	Lift Barstool - White Vinyl/Chrome.....	211.05	232.15	295.45	
	810103	Banana Barstool - White Vinyl/Chrome.....	249.90	274.90	349.85	
	810104	Banana Barstool - Black Vinyl/Chrome.....	249.90	274.90	349.85	
	810850	Zenith Barstool - White/Chrome.....	201.60	221.75	282.25	
	810840	Zoey Barstool - White Vinyl/Chrome.....	389.55	428.50	545.35	
	810848	Christopher Barstool - White Vinyl/Chrome.....	273.00	300.30	382.20	
	810202	Shark Swivel Barstool - White Plastic/Chrome.....	431.55	474.70	604.15	
	810839	Rustique Barstool - Gunmetal.....	139.65	153.60	195.50	
	81080	Blade Barstool - Red.....	211.05	232.15	295.45	
	81081	Blade Barstool - Sky Blue.....	211.05	232.15	295.45	
	81092	Lucent Barstool - Frosted Acrylic.....	285.60	314.15	399.85	
	810135	Task Stool - Black Fabric.....	229.95	252.95	321.95	
	81026	Marina Barstool - Ocean Blue.....	368.55	405.40	515.95	
	81027	Marina Barstool - Black Vinyl.....	368.55	405.40	515.95	
	81028	Marina Barstool - Brown Fabric.....	368.55	405.40	515.95	
	81029	Marina Barstool - Red Fabric.....	368.55	405.40	515.95	
	81030	Marina Barstool - White Vinyl.....	368.55	405.40	515.95	

**Draped Tables & Counters**

**Draped Tables** - Tables are 24" wide  
☐ Black ☐ Blue ☐ White ☐ Gray ☐ Red

	124430	Draped Table 4'L x 30"H.....	189.90	208.90	265.85	
	124630	Draped Table 6'L x 30"H.....	239.15	263.05	334.80	
	124830	Draped Table 8'L x 30"H.....	274.70	302.15	384.60	
	12404630	4th Side Drape 6'L x 30"H.....	71.30	78.45	99.80	
	12404830	4th Side Drape 8'L x 30"H.....	71.30	78.45	99.80	
	124442	Draped Counter 4'L x 42"H.....	274.70	302.15	384.60	
	124642	Draped Counter 6'L x 42"H.....	293.60	322.95	411.05	
	124842	Draped Counter 8'L x 42"H.....	340.75	374.85	477.05	
	12404642	4th Side Drape 6'L x 42"H.....	71.30	78.45	99.80	
	12404842	4th Side Drape 8'L x 42"H.....	71.30	78.45	99.80	

**Undraped Tables & Counters**

	125430	Undraped Table 4'L x 30"H.....	71.30	78.45	99.80	
	125630	Undraped Table 6'L x 30"H.....	85.90	94.50	120.25	
	125830	Undraped Table 8'L x 30"H.....	107.70	118.45	150.80	
	125442	Undraped Counter 4'L x 42"H.....	104.30	114.75	146.00	
	125642	Undraped Counter 6'L x 42"H.....	116.95	128.65	163.75	
	125842	Undraped Counter 8'L x 42"H.....	134.10	147.50	187.75	

**Table Top Risers** - Risers are 8" wide

	1504100	Black 4'L x 7"H Corrugated Riser.....	31.65	34.80	44.30	
	1504101	White 4'L x 7"H Corrugated Riser.....	31.65	34.80	44.30	
	1506100	Black 6'L x 7"H Corrugated Riser.....	37.05	40.75	51.85	
	1506101	White 6'L x 7"H Corrugated Riser.....	37.05	40.75	51.85	

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Table Top Risers - Risers are 8" wide (continued)</b>						
_____	1508100	Black 8'L x 7"H Corrugated Riser.....	42.75	47.05	59.85	_____
_____	1508101	White 8'L x 7"H Corrugated Riser.....	42.75	47.05	59.85	_____
_____	1504200	Black 4'L x 14"H Corrugated Riser.....	48.40	53.25	67.75	_____
_____	1504201	White 4'L x 14"H Corrugated Riser.....	48.40	53.25	67.75	_____
_____	1506200	Black 6'L x 14"H Corrugated Riser.....	59.20	65.10	82.90	_____
_____	1506201	White 6'L x 14"H Corrugated Riser.....	59.20	65.10	82.90	_____
_____	1508200	Black 8'L x 14"H Corrugated Riser.....	70.05	77.05	98.05	_____
_____	1508201	White 8'L x 14"H Corrugated Riser.....	70.05	77.05	98.05	_____
<b>Pedestal Tables - Soho Series</b>						
_____	72069	Black Top Cafe Table - 30"H x 24"W.....	243.25	267.60	340.55	_____
_____	72067	Black Top Cafe Table - 30"H x 36"W.....	243.25	267.60	340.55	_____
_____	72066	Black Top Mini Table - 18"H x 18"W.....	194.05	213.45	271.65	_____
_____	72070	Black Top Bistro Table - 42"H x 24"W.....	243.25	267.60	340.55	_____
_____	72068	Black Top Bistro Table - 42"H x 36"W.....	243.25	267.60	340.55	_____
<b>Pedestal Tables - Chelsea Series</b>						
_____	72063	Butcher Block Top Cafe Table - 30"H x 30"W.....	243.40	267.75	340.75	_____
_____	72064	Butcher Block Top Cafe Table - 30"H x 36"W.....	243.40	267.75	340.75	_____
_____	720163	Butcher Block Top Bistro Table - 42"H x 30"W.....	243.40	267.75	340.75	_____
_____	720164	Butcher Block Top Bistro Table - 42"H x 36"W.....	243.40	267.75	340.75	_____
<b>Pedestal Tables</b>						
_____	8201208	Hydraulic Base Cafe Table - Maple.....	451.50	496.65	632.10	_____
_____	8201207	Hydraulic Base Bar Table - Maple.....	470.40	517.45	658.55	_____
_____	8201209	Hydraulic Base Cafe Table - Graphite.....	502.95	553.25	704.15	_____
_____	8201211	Hydraulic Base Bar Table - Graphite.....	515.55	567.10	721.75	_____
_____	8201206	Hydraulic Base Cafe Table - Maple.....	512.40	563.65	717.35	_____
_____	8201205	Hydraulic Base Bar Table - Maple.....	506.10	556.70	708.55	_____
_____	820126	Hydraulic Base Cafe Table - White Laminate.....	512.40	563.65	717.35	_____
_____	820125	Hydraulic Base Bar Table - White Laminate.....	535.50	589.05	749.70	_____
_____	820241	Madison Hydraulic Base Cafe Table - Gray Acajou.....	402.15	442.35	563.00	_____
_____	820240	Madison Hydraulic Base Bar Table - Gray Acajou.....	402.15	442.35	563.00	_____
_____	820265	Madison Cafe Table - Gray Acajou.....	318.15	349.95	445.40	_____
_____	820264	Madison Bar Table - Gray Acajou.....	347.55	382.30	486.55	_____
_____	8201220	30" Cafe Table Black Base - White Laminate.....	337.05	370.75	471.85	_____
_____	8201221	30" Bar Table Black Base - White Laminate.....	363.30	399.65	508.60	_____
_____	8201222	30" Bar Table Chrome Base - White Laminate.....	518.70	570.55	726.20	_____
_____	8201223	30" Cafe Table Chrome Base - White Laminate.....	518.70	570.55	726.20	_____
_____	820920	30" Bar Table Chrome Hydraulic Base - Red.....	402.15	442.35	563.00	_____
_____	820921	30" Cafe Table Chrome Hydraulic Base - Red.....	402.15	442.35	563.00	_____
_____	820922	30" Bar Table Chrome Hydraulic Base - Graphite.....	402.15	442.35	563.00	_____
_____	820923	30" Cafe Table Chrome Hydraulic Base - Graphite.....	402.15	442.35	563.00	_____
_____	820930	30" Bar Table w/ Hydraulic Base - Blue.....	392.70	431.95	549.80	_____
_____	820931	30" Bar Table w/ Black Base - Blue.....	311.85	343.05	436.60	_____
_____	820932	30" Bar Table w/ Hydraulic Base - Wood.....	479.85	527.85	671.80	_____
_____	820933	30" Bar Table w/ Black Base - Wood.....	321.30	353.45	449.80	_____
_____	820940	30" Cafe Table w/ Hydraulic Base - Blue.....	392.70	431.95	549.80	_____
_____	820941	30" Cafe Table w/ Black Base - Blue.....	240.45	264.50	336.65	_____

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<b>Pedestal Tables (continued)</b>						
	820942	30" Cafe Table w/ Hydraulic Base - Wood.....	479.85	527.85	671.80	
	820943	30" Cafe Table w/ Black Base - Wood.....	304.50	334.95	426.30	
	820910	30" Bar Table w/ Hydraulic Base - Gunmetal.....	504.00	554.40	705.60	
	820911	30" Bar Table w/ Hydraulic Base - Black.....	504.00	554.40	705.60	
	820912	30" Bar Table w/ Hydraulic Base - Green.....	504.00	554.40	705.60	
	820913	30" Bar Table w/ Hydraulic Base - Orange.....	504.00	554.40	705.60	
	820914	30" Bar Table w/ Hydraulic Base - Yellow.....	504.00	554.40	705.60	
	820915	30" Bar Table w/ Black Base - Gunmetal.....	352.80	388.10	493.90	
	820916	30" Bar Table w/ Black Base - Black.....	352.80	388.10	493.90	
	820917	30" Bar Table w/ Black Base - Green.....	352.80	388.10	493.90	
	820918	30" Bar Table w/ Black Base - Orange.....	352.80	388.10	493.90	
	820919	30" Bar Table w/ Black Base - Yellow.....	352.80	388.10	493.90	
	8201230	30" Cafe Table w/ Hydraulic Base - Gunmetal.....	504.00	554.40	705.60	
	8201231	30" Cafe Table w/ Hydraulic Base - Black.....	504.00	554.40	705.60	
	8201232	30" Cafe Table w/ Hydraulic Base - Green.....	504.00	554.40	705.60	
	8201233	30" Cafe Table w/ Hydraulic Base - Orange.....	504.00	554.40	705.60	
	8201234	30" Cafe Table w/ Hydraulic Base - Yellow.....	504.00	554.40	705.60	
	8201235	30" Cafe Table w/ Black Base - Gunmetal.....	327.60	360.35	458.65	
	8201236	30" Cafe Table w/ Black Base - Black.....	327.60	360.35	458.65	
	8201237	30" Cafe Table w/ Black Base - Green.....	327.60	360.35	458.65	
	8201238	30" Cafe Table w/ Black Base - Orange.....	327.60	360.35	458.65	
	8201239	30" Cafe Table w/ Black Base - Yellow.....	327.60	360.35	458.65	
	8201240	36" Bar Table w/ Hydraulic Base - Black.....	519.75	571.75	727.65	
	8201241	36" Bar Table w/ Black Base - Black.....	355.95	391.55	498.35	
	8201242	36" Cafe Table w/ Hydraulic Base - Black.....	497.70	547.45	696.80	
	8201243	36" Cafe Table w/ Black Base - Black.....	384.30	422.75	538.00	
<b>Accent Tables</b>						
	82015	Silverado End Table - Tempered Glass/Painted Steel.....	333.90	367.30	467.45	
	82014	Silverado Cocktail Table - Tempered Glass/Painted Steel.....	357.00	392.70	499.80	
	820252	Alondra End Table - Glass/Chrome.....	291.90	321.10	408.65	
	820250	Alondra Cocktail Table - Glass/Chrome.....	408.45	449.30	571.85	
	820253	Alondra End Table - Wood/Chrome.....	291.90	321.10	408.65	
	820251	Alondra Cocktail Table - Wood/Chrome.....	408.45	449.30	571.85	
	8201224	Atomic 36" Round Table - Glass/Chrome.....	454.65	500.10	636.50	
	8201225	Atomic 42" Round Table - Glass/Chrome.....	454.65	500.10	636.50	
	82028	Geo End Table - Wood/Black Steel.....	347.55	382.30	486.55	
	82027	Geo Cocktail Table - Wood/Black Steel.....	353.85	389.25	495.40	
	82035	Geo End Table - Glass/Chrome.....	256.20	281.80	358.70	
	82034	Geo Cocktail Table - Glass/Chrome.....	240.45	264.50	336.65	
	82054	Sydney End Table - Black Laminate/Brushed Steel..	311.85	343.05	436.60	
	82055	Sydney End Table - White Laminate/Brushed Steel..	311.85	343.05	436.60	
	82052	Sydney Cocktail Table - Black Laminate/Brushed Steel.....	375.90	413.50	526.25	
	82053	Sydney Cocktail Table - White Laminate/Brushed Steel.....	375.90	413.50	526.25	
	82079	Sydney End Table - Blue Laminate/Brushed Steel.....	304.50	334.95	426.30	

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<b>Accent Tables (continued)</b>						
	82080	Sydney End Table - Wood Laminate/Brushed Steel..	304.50	334.95	426.30	
	82077	Sydney Cocktail Table - Blue Laminate/Brushed Steel.....	369.60	406.55	517.45	
	82078	Sydney Cocktail Table - Wood Laminate/Brushed Steel.....	369.60	406.55	517.45	
	82075	Regis End Table - Brushed Metal.....	308.70	339.55	432.20	
	82074	Regis Bench Table - Brushed Metal.....	434.70	478.15	608.60	
	820844	Aura Round Table - White Metal.....	169.05	185.95	236.65	
	82043	Geo Square-Round Table - Glass/Black Steel.....	411.60	452.75	576.25	
	82044	Geo Square-Round Table - Glass/Chrome.....	411.60	452.75	576.25	
	8201226	Rustique Square Metal Bar Table - Gray.....	399.00	438.90	558.60	
	820130	Mesa Cocktail Table - Black/Bronze.....	363.85	400.25	509.40	
	820131	Mesa Cocktail Table - Glass/Bronze.....	363.85	400.25	509.40	
	820132	Mesa Cocktail Table - Wood/Bronze.....	363.85	400.25	509.40	
	820133	Mesa End Table - Black/Bronze.....	322.25	354.50	451.15	
	820134	Mesa End Table - Glass/Bronze.....	322.25	354.50	451.15	
	820135	Mesa End Table - Wood/Bronze.....	322.25	354.50	451.15	
	820310	Sedona Side Table - Black/Bronze.....	174.05	191.45	243.65	
	820311	Sedona Side Table - Wood/Bronze.....	174.05	191.45	243.65	
	820312	Sedona Side Table - White/Bronze.....	174.05	191.45	243.65	
	820320	Taos Side Table - Black/Bronze.....	174.05	191.45	243.65	
	820321	Taos Side Table Wood/Bronze.....	174.05	191.45	243.65	
	820322	Taos Side Table - White/Bronze.....	174.05	191.45	243.65	
<b>Conference Tables</b>						
	82041	Geo Conference Table - Glass/Black Steel.....	512.40	563.65	717.35	
	82051	Geo Conference Table - Glass/Chrome.....	506.10	556.70	708.55	
	820260	Madison Conference Table - Gray Acajou.....	541.80	596.00	758.50	
	820708	42" Round Conference Table - White Laminate.....	535.50	589.05	749.70	
	820261	Madison 5' Conference Table - Gray Acajou.....	658.35	724.20	921.70	
	820262	Madison 8' Conference Table - Gray Acajou.....	1,092.00	1,201.20	1,528.80	
	820263	Madison 10' Conference Table - Gray Acajou.....	1,092.00	1,201.20	1,528.80	
	820951	Ventura Bar Table - Maple w/ Grommets.....	982.80	1,081.10	1,375.90	
	820952	Ventura Communal Bar Table - Black.....	963.90	1,060.30	1,349.45	
	820953	Ventura Bar Table - White w/ Grommets.....	982.80	1,081.10	1,375.90	
	820954	Ventura Communal Bar Table - Maple.....	982.80	1,081.10	1,375.90	
	820956	Ventura Communal Bar Table - White.....	982.80	1,081.10	1,375.90	
	820963	Ventura Communal Cafe Table - Maple.....	642.60	706.85	899.65	
	820960	Ventura Cafe Table - Maple w/ Grommets.....	963.90	1,060.30	1,349.45	
	820961	Ventura Cafe Table - White w/ Grommets.....	963.90	1,060.30	1,349.45	
	820966	Ventura Communal Cafe Table - White.....	642.60	706.85	899.65	
	820962	Ventura Communal Cafe Table - Black.....	642.60	706.85	899.65	
	8201244	42" Round Conference Table - Black Laminate.....	519.75	571.75	727.65	
	8201	10' Table - Black Laminate.....	1,127.70	1,240.45	1,578.80	
	8203	5' Table - Black Laminate.....	579.60	637.55	811.45	
	8205	8' Table - Black Laminate.....	850.50	935.55	1,190.70	

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COMPANY NAME:

BOOTH #:

CONTACT NAME :

PHONE #:

E-MAIL ADDRESS :

Take advantage of the Online price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by JANUARY 5, 2023.

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Office</b>						
	84075	Madison Desk - Gray Acajou.....	771.75	848.95	1,080.45	
	84078	Madison Bookcase - Gray Acajou.....	551.25	606.40	771.75	
<b>Computer Desks/Tables</b>						
	820706	Work Desk - White Laminate.....	460.95	507.05	645.35	
<b>POWERED</b>						
<b>Powered Seating</b>						
	810120	Naples Chair, Powered - Black Vinyl.....	908.25	999.10	1,271.55	
	830122	Naples Loveseat, Powered - Black Vinyl.....	1,019.55	1,121.50	1,427.35	
	830121	Naples Sofa, Powered - Black Vinyl.....	1,170.75	1,287.85	1,639.05	
<b>Powered Tables</b>						
	820950	Ventura Communal Bar Table, Powered - Black.....	992.25	1,091.50	1,389.15	
	820955	Ventura Communal Bar Table, Powered - White.....	1,083.60	1,191.95	1,517.05	
	820964	Ventura Communal Cafe Table, Powered - Black.....	814.80	896.30	1,140.70	
	820965	Ventura Communal Cafe Table, Powered - White.....	814.80	896.30	1,140.70	
	84083	Tech Desk w/ 3 Drawer File Cabinet, Powered - Black Metal.....	798.00	877.80	1,117.20	
	84084	Tech Desk, Powered - Black Metal.....	700.35	770.40	980.50	
	82076	Sydney Cocktail Table, Powered - Black.....	541.80	596.00	758.50	
	82073	Sydney Cocktail Table, Powered - White.....	541.80	596.00	758.50	
	8202	10' Table, Powered - Black Laminate.....	1,411.20	1,552.30	1,975.70	
	8204	5' Table, Powered - Black Laminate.....	730.80	803.90	1,023.10	
	8206	8' Table, Powered - Black Laminate.....	1,411.20	1,552.30	1,975.70	
<b>Powered Pedestals</b>						
	85060	Powered Locking Pedestal 36" H, Black.....	661.50	727.65	926.10	
	85061	Powered Locking Pedestal 36" H, White.....	661.50	727.65	926.10	
	85062	Powered Locking Pedestal 42" H, Black.....	791.70	870.85	1,108.40	
	85063	Powered Locking Pedestal 42" H, White.....	791.70	870.85	1,108.40	
	820710	Wireless Charging Table, Powered.....	645.75	710.35	904.05	
<b>Midtown Counters &amp; Bars</b>						
	850103	Midtown Powered Counter Unlighted - Pewter.....	1,619.10	1,781.00	2,266.75	
	850102	Midtown Powered Counter Lighted w/ Plug-In - Pewter.....	1,890.00	2,079.00	2,646.00	
	850101	Midtown Bar Unlighted - Pewter.....	1,457.40	1,603.15	2,040.35	
	850100	Midtown Bar Lighted w/ Plug-In - Pewter.....	1,727.25	1,900.00	2,418.15	
<b>DISPLAY &amp; ACCESSORIES</b>						
<b>Product Storage</b>						
	84080	3 Door File Cabinet on Castors - Black .....	243.60	267.95	341.05	
	85020	Posh Shelving w/ Chrome Frame - White.....	723.45	795.80	1,012.85	
<b>Refrigerator</b>						
	8503001	Refrigerator - White.....	1,482.65	1,630.90	2,075.70	
	8983000	Small Refrigerator.....	975.00	1,072.50	1,365.00	
<b>Lighting</b>						
	850707	Mason Table Lamp - White/Brushed Silver.....	201.60	221.75	282.25	
	850708	Mason Floor Lamp - White/Brushed Silver.....	301.35	331.50	421.90	

NAME OF SHOW: **NY NOW / February 5-8, 2023**

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>Display</b>						
	75030	Display Cube - Black - 12" Small.....	288.70	317.55	404.20	
	75031	Display Cube - Black - 18" Medium.....	308.95	339.85	432.55	
	75032	Display Cube - Black - 24" Large.....	350.25	385.30	490.35	
	72056	Display Counter - Black.....	289.20	318.10	404.90	
<b>Boxwood Hedges</b>						
	85030	7' Boxwood Hedge.....	596.40	656.05	834.95	
	85035	4' Boxwood Hedge.....	319.20	351.10	446.90	
<b>Accessories</b>						
	220121	Chrome Stanchion w/ 8' Retractable Belt.....	103.15	113.45	144.40	
	220118	Chrome Sign Holder.....	123.55	135.90	172.95	
	750135	Round Literature Rack.....	294.95	324.45	412.95	
	750136	Flat Literature Rack.....	253.20	278.50	354.50	
	220109	Chrome Coat Tree.....	75.30	82.85	105.40	
	220134	Aluminum Easel.....	46.25	50.90	64.75	
	220110	Chrome Bag Rack.....	173.95	191.35	243.55	
	10201484	Floor Standing Bulletin Board.....	234.20	257.60	327.90	
	220106	Corrugated Wastebasket.....	33.30	36.65	46.60	
	8502	Village Charging Hub.....	305.55	336.10	427.75	
<b>Special Drape</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Gray <input type="checkbox"/> Red						
	12103	Special Drape 3'H (per ft.).....	26.70	29.35	37.40	
	12108	Special Drape 8'H (per ft.).....	35.45	39.00	49.65	

**TOTAL COST**

Total Cost = \$ \_\_\_\_\_

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NAME OF SHOW: **NY NOW / February 5-8, 2023**

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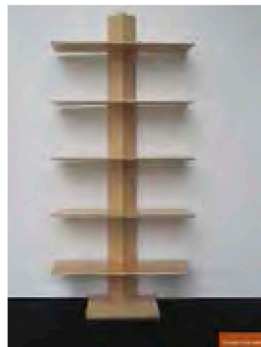
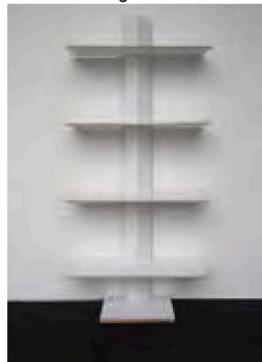
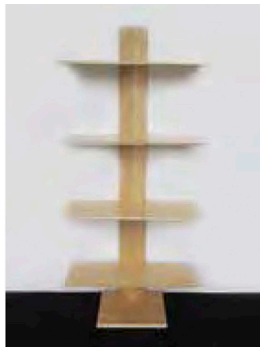
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E-MAIL ADDRESS:

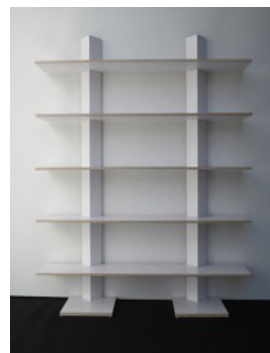
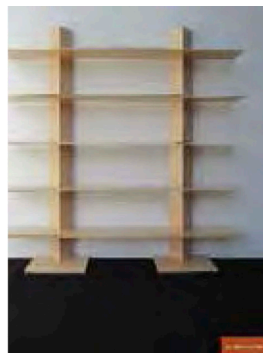
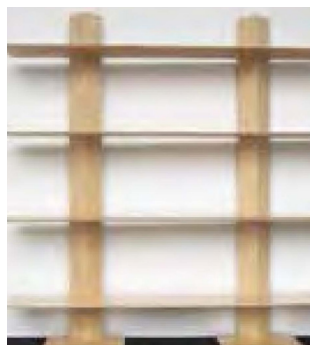
**Take advantage of the Discount Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by JANUARY 5, 2023.**

### SHELF UNITS

- Single unit shelves are 30" long x 11.5" deep x 65.5" tall.
- 5 shelf units have the shelf positioned 11.5" apart vertically (from the underside of one shelf to the top of the next shelf down).
- Pricing includes labor.
- Orders received after the deadline date will be charged the Standard Price.



- Double unit shelves are 64" long x 11.5" deep x 65.5" tall.
- 5 shelf units have the shelf positioned 11.5" apart vertically (from the underside of one shelf to the top of the next shelf down).
- Pricing includes labor.
- Orders received after the deadline date will be charged the Standard Price.



Part #	Description	Quantity	Discount Price	Standard Price	Total
10-95-40	4 Shelf Single Unit - Maple		\$283.45	\$396.85	\$
10-95-41	4 Shelf Single Unit - White		\$331.95	\$464.75	\$
10-95-50	5 Shelf Single Unit - Maple		\$299.70	\$419.60	\$
10-95-51	5 Shelf Single Unit - White		\$348.35	\$487.70	\$
10-95-42	4 Shelf Double Unit - Maple		\$526.60	\$737.25	\$
10-95-43	4 Shelf Double Unit - White		\$575.15	\$805.20	\$
10-95-52	5 Shelf Double Unit - Maple		\$558.90	\$782.45	\$
10-95-53	5 Shelf Double Unit - White		\$591.25	\$827.75	\$

### TOTAL COST

Total Cost = \$

Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.





# Flooring solutions

Freeman offers the largest selection of exhibit flooring in the industry with a wide choice of colors and sizes. Choose from varying carpet weights to fit your level of comfort and durability or stand out with vinyl and turf.

[View full catalog](#)

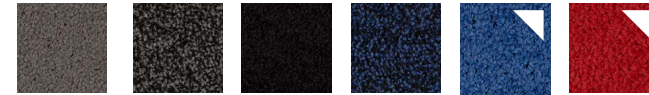
[Order now](#)

For fast, easy ordering, visit us at [freeman.com/find-show](https://freeman.com/find-show)

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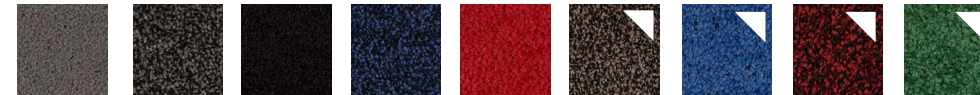
## Classic Collection

16oz carpet



## Custom Cut Classic Collection

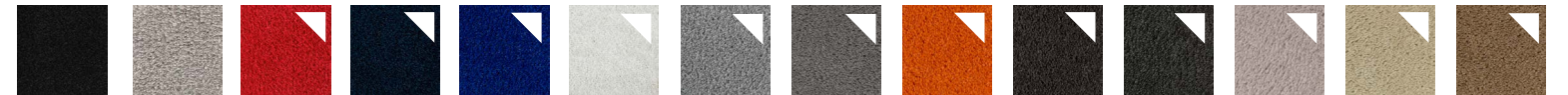
16oz carpet



## Designer Plus Collection

NEW

30oz carpet



## Supreme Collection

NEW

45oz carpet



## Expo Flex Collection

NEW

10ft vinyl



## Event Flex Collection

NEW

12ft vinyl



## Riviera + Parkside Collections

NEW

Turf



**Order before the discount deadline for a wider selection at discounted prices.**

 = Available only before the discount deadline



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### FLOORING

- Orders received after the deadline date or without payment will be charged the Standard Price and are subject to availability.
- Products or colors with limited availability after the discount deadline are denoted with an asterisk \*
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Pricing includes delivery, material handling, installation and removal.
- All carpets, padding and plastic covering contain recycled content and are recyclable.

#### 10' Classic Carpet, Padding & Plastic Covering

##### CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue\* ☐ Gray ☐ Midnight Blue ☐ Red\* ☐ Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
	10' x 10' Classic Carpet .....	\$ 332.65	\$ 365.90	\$ 465.70	
	10' x 20' Classic Carpet .....	\$ 665.30	\$ 731.85	\$ 931.40	
	10' x 30' Classic Carpet .....	\$ 997.95	\$ 1,097.75	\$ 1,397.15	
	10' x 10' Carpet Padding - Single Layer.....	\$ 281.60	\$ 309.75	\$ 394.25	
	10' x 20' Carpet Padding - Single Layer.....	\$ 563.20	\$ 619.50	\$ 788.50	
	10' x 30' Carpet Padding - Single Layer.....	\$ 844.80	\$ 929.30	\$ 1,182.70	
	10' x 10' Carpet Padding - Double Layer.....	\$ 563.20	\$ 619.50	\$ 788.50	
	10' x 20' Carpet Padding - Double Layer.....	\$ 1,126.40	\$ 1,239.05	\$ 1,576.95	
	10' x 30' Carpet Padding - Double Layer.....	\$ 1,689.60	\$ 1,858.55	\$ 2,365.45	
	Plastic Covering (price per sqft).....	\$ 1.15	\$ 1.25	\$ 1.60	

#### Custom Cut Classic Carpet

- Order Custom Cut Classic Carpeting by the sqft if your size is not listed on the standard size order form.
- Pricing includes plastic covering, delivery, material handling, installation and removal.

##### CHOOSE YOUR CARPET COLOR:

☐ Black ☐ Blue\* ☐ Gray ☐ Green\* ☐ Latte\* ☐ Midnight ☐ Red ☐ Red pepper\* ☐ Tuxedo

**16 oz. Carpet Rental** - Price per sqft (100 sqft minimum)

Per sqft	Booth Size: _____ X _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 5.60	\$ 6.15	\$ 7.85	

#### Vinyl\*

- Pricing includes delivery, material handling, installation and removal.

##### 10 ft Expo Event Vinyl, choose your flooring color:

☐ Ash ☐ Birch ☐ Dark Maple ☐ Light Maple ☐ Smoke

**10 ft wide Vinyl** - Price per sqft (100 sqft minimum)

Per sqft	Booth Size: _____ X _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 9.15	\$ 10.05	\$ 12.80	

##### 12 ft Event Flex Vinyl, choose your flooring color:

☐ Barnwood ☐ Blackwood ☐ Dark Maple ☐ Silverwood ☐ Whitewood

**12 ft wide Vinyl** - Price per sqft (100 sqft minimum)

Per sqft	Booth Size: _____ X _____ = _____ sqft	Online Price	Discount Price	Standard Price	Total
		\$ 11.45	\$ 12.60	\$ 16.05	

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### Upgraded Carpet\*

- Pricing includes plastic covering, delivery, material handling, installation and removal.

#### 30 oz Designer Plus Carpet, choose your carpet color:

☐ Black ☐ Graphite\* ☐ Gray Pearl ☐ Ivory\* ☐ Lava Rock\* ☐ Navy\* ☐ Paprika\* ☐ Red\* ☐ Royal Blue\* ☐ Silky Beige\*  
☐ Silver Cloud ☐ Smoke\* ☐ Sword\* ☐ White\*

#### 30 oz. Carpet Rental - Price per sq. ft. (100 sqft minimum)

					Online Price	Discount Price	Standard Price	Total
1 - 700 sqft	Booth Size:	_____	x _____	= _____ sqft	\$ 7.10	\$ 7.80	\$ 9.95	_____
Over 700 sqft	Booth Size:	_____	x _____	= _____ sqft	\$ 6.40	\$ 7.05	\$ 8.95	_____

#### 45 oz Supreme Carpet, choose your carpet color:

☐ Black\* ☐ Charcoal\* ☐ Cream\* ☐ Navy\* ☐ Red\* ☐ Reflex Blue\* ☐ Silver Cloud\* ☐ Silver Mist\* ☐ Smoke\* ☐ White\*

#### 45 oz. Carpet Rental - Price per sq. ft. (100 sqft minimum)

					Online Price	Discount Price	Standard Price	Total
1 - 700 sqft	Booth Size:	_____	x _____	= _____ sqft	\$ 8.30	\$ 9.15	\$ 11.60	_____
Over 700 sqft	Booth Size:	_____	x _____	= _____ sqft	\$ 7.45	\$ 8.20	\$ 10.45	_____



### Carpet Padding

- Pricing includes delivery, material handling, installation and removal.
- Order padding by the sqft if your size is not listed on the standard size order form.

#### Carpet Padding- Price per sqft (100 sqft minimum)

					Online Price	Discount Price	Standard Price	Total
100 - 700 sqft	Booth Size:	_____	x _____	= _____ sqft	\$ 2.85	\$ 3.15	\$ 4.00	_____
Over 700 sqft	Booth Size:	_____	x _____	= _____ sqft	\$ 2.35	\$ 2.60	\$ 3.30	_____

#### Double Carpet Padding- Price per sqft. (100 sqft minimum)

					Online Price	Discount Price	Standard Price	Total
100 - 700 sqft	Booth Size:	_____	x _____	= _____ sqft	\$ 5.70	\$ 6.25	\$ 8.00	_____
Over 700 sqft	Booth Size:	_____	x _____	= _____ sqft	\$ 4.70	\$ 5.15	\$ 6.60	_____

#### Vinyl Flooring Padding - Price per sqft (100 sqft minimum)

					Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size:	_____	x _____	= _____ sqft	\$ 5.45	\$ 6.00	\$ 7.65	_____

### Turf\*

- Pricing includes delivery, material handling, installation and removal.

#### Riviera Turf, choose your color:

☐ Black ☐ Ivy Green

#### Riviera Turf - Price per sqft (100 sqft minimum)

					Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size:	_____	x _____	= _____ sqft	\$ 6.40	\$ 7.05	\$ 8.95	_____

#### Parkside Turf, choose your color:

☐ Green

#### Parkside Landscape Turf - Price per sqft (100 sqft minimum)

					Online Price	Discount Price	Standard Price	Total
Per sqft	Booth Size:	_____	x _____	= _____ sqft	\$ 13.75	\$ 15.15	\$ 19.25	_____

#### TOTAL COST

Total Cost = \$ \_\_\_\_\_

Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.

NAME OF SHOW: **NY NOW / February 5-8, 2023**

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### CLEANING SERVICES

- Cleaning is an exclusive service. This includes all floor services and trash removal.
- Prices are based on total square footage of booth regardless of area to be cleaned.
- Show Site Prices will apply to all cleaning orders placed at show site.

#### VACUUMING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
------------	--------	-------------	---------------	-----------------	-------

•Please note: Show Management will provide the first night of cleaning.

•Includes emptying of your booth's wastebasket(s) at the time of vacuuming.

_____ 610100	Booth Vacuuming - One Time .....	.47	.65	_____
_____ 610200	Booth Vacuuming - 2 Days .....	.94	1.30	_____
_____ 610300	Booth Vacuuming - 3 Days .....	1.41	1.95	_____

#### SHAMPOOING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
------------	--------	-------------	---------------	-----------------	-------

_____ 630100	Shampoo Carpet - One Time .....	.89	1.25	_____
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#### FLOOR SURFACE CLEANING (per sqft - 100 sqft minimum)

Qty (sqft)	Part #	Description	Advance Price	Show Site Price	Total
------------	--------	-------------	---------------	-----------------	-------

_____ 690100	Floor Surface Cleaning - One Time .....	.89	1.25	_____
_____ 690200	Floor Surface Cleaning - 2 Days .....	1.78	2.50	_____
_____ 690300	Floor Surface Cleaning - 3 Days .....	2.67	3.75	_____
_____ 690400	Floor Surface Cleaning - 4 Days .....	3.56	5.00	_____

#### PORTER SERVICE (per day)

Qty (# days)	Part #	Description	Advance Price	Show Site Price	Total
--------------	--------	-------------	---------------	-----------------	-------

• Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.

_____ 620500	Exhibit Area / Under 500 sqft. ....	86.10	120.55	_____
_____ 6201500	Exhibit Area / 501 - 1,500 sqft.....	129.15	180.80	_____
_____ 6202500	Exhibit Area / 1,501 - 2,500 sqft.....	172.20	241.10	_____
_____ 6203504	Exhibit Area / Over 2,500 sqft.....	215.25	301.35	_____

#### TOTAL COST

Total Cost = \$ \_\_\_\_\_

Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.



# SEEING IS BELIEVING

.....

Quality graphics contribute significantly to the impact of your exhibit. With state-of-the-art design and printing capabilities, Freeman brings your banners, signage, and exhibit graphics to life in a larger-than-life way. Our graphics products redefine "high definition," which means your brand has never been seen like this before.

- Photo-quality / high-resolution printing on a variety of rigid and rolled material including honeycomb, foam, Polyfoam, PVC, acrylic, fabric, vinyl and mesh materials
- Grand Format printers provide high-resolution digital printing of single and double-sided banners in virtually any size
- Electronic file transfer, in-house printing, and company-wide procedure standardization allow us to control quality, cost and scheduling on a nationwide basis
- Extensive resources ensure that last minute repairs and replacements are handled efficiently as needed, no matter where your event may be located



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [freeman.com](http://freeman.com)



## CREATING VISUAL EXCITEMENT

Quality graphics contribute significantly to the impact of your exhibit. Vivid colors and sharp images attract attention, build traffic, and communicate messages more effectively. Freeman has invested in the latest printing technology and has the skills to provide you with the finest high-resolution digital graphic reproduction available.

## STATE-OF-THE-ART CAPABILITIES

Freeman can provide four-color, photo-quality, high-resolution digital printing in virtually any size for banners, signage, exhibit graphics, and more. Each Freeman location has stand-alone printing capabilities, along with two additional graphic locations for additional support and for special requirements.

## SUPERIOR QUALITY CONTROL

Electronic file transfer, in-house printing, and company-wide standardization of procedures allow us to control quality, cost and scheduling for our customers on a nationwide basis. Last minute repairs and replacements are handled efficiently through our nationwide resources.

## DEPTH OF RESOURCES

- 5M UV roll printers provide grand format, four-color, high-resolution digital printing of single and double-sided banners up to 16' wide and virtually any size with seams.
- 3M Dye Sublimation printers provide 10' fabric graphics that work perfectly in our SmartWall panel system.
- UV flatbeds print directly to a variety of ridged materials and offer a 100% recyclable graphic when using a cardboard substrate.
- Freeman offers 100% recyclable substrates that can save you money and the environment.
- Large format Eco-Solvent printers produce high quality graphics for wall, carpet and window applications.
- 3M high speed digital cutters allow for precise cutting of multiple panel applications and also custom router graphic panels.
- Computer-aided graphic design & layout available for your assistance.

## REPRODUCTION AND INSTALLATION

- Suspended banners
- Accent graphic photo panels
- Large format signage and banners
- Logo reproduction
- Backlit displays and murals
- Four-color carpet image printing



NAME OF SHOW: **NY NOW / February 5-8, 2023**

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Take advantage of the Discount Price by ordering at [www.freeman.com/store](http://www.freeman.com/store) by JANUARY 5, 2023.

### GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file.  
Please see artwork guidelines for electronic files on page 2 of this form.

#### DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high-resolution digital printing virtually any size for banners, signage, exhibit graphics and more.

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sqft  
\$ 25.50 per sqft discount price  
sqft \_\_\_\_\_ x or \_\_\_\_\_ = \$ \_\_\_\_\_  
\$ 38.25 per sqft standard price

- Minimum order per graphic 9 sqft (1296 sqin)
- Double sqft for double-sided graphics
- Round sqft to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

#### LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sqft.

File Information:

Electronic File Name \_\_\_\_\_

Application \_\_\_\_\_

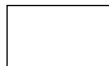
PMS Colors \_\_\_\_\_

#### Backing Material:

- |   |  |
|---|--|
| <input type="checkbox"/> Freeman Foam (Foamcore)        | <input type="checkbox"/> Masonite                      |
| <input type="checkbox"/> Freeman PVC (PVC)              | <input type="checkbox"/> Plexi                         |
| <input type="checkbox"/> Freeman HD Foam (Gatorfoam)    | <input type="checkbox"/> Freeman Honeycomb (Eco-Board) |
| <input type="checkbox"/> Freeman Polyfoam (Ultra Board) | <input type="checkbox"/> Other                         |

The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.

Vertical Horizontal Use Your Judgment For Sign Layout



Special Instructions \_\_\_\_\_

#### STANDARD SIZES

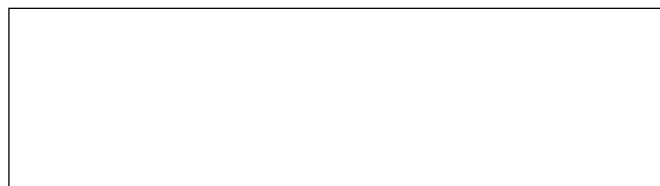
##### CHOOSE YOUR SIZE:

QTY.	Discount Price	Standard Price	TOTAL
7" x 11"	58.20	87.30	=
7" x 22"	62.50	93.75	=
7" x 44"	64.60	96.90	=
9" x 44"	79.20	118.80	=
11" x 14"	66.10	99.15	=
14" x 22"	66.90	100.35	=
14" x 44"	132.45	198.70	=
22" x 28"	132.45	198.70	=
28" x 44"	229.00	343.50	=

Note: File conversion, retouching, cloning or color may incur additional labor charges. (See reverse side for graphic guidelines.)

#### INDICATE YOUR SIGN COPY HERE:

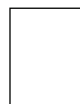
\* Please feel free to attach additional sign copy on separate page.



Vertical

Horizontal

Use Your Judgment For Sign Layout



Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

#### TOTAL COST

Total Cost = \$ \_\_\_\_\_

Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

*Our goal is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer or art department. Artwork must be submitted in the proper resolution and/or file size to produce quality images. Please provide proper color matching information and proofs to ensure accurate color reproduction.*

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

**RASTER ART** (photos, logos containing any continuous tone images):

- Art submitted at 1:1 (100%), resolution should be no less than 60 dpi (100 dpi preferred)
- Art submitted at 2:1 (50%), resolution should be no less than 120 dpi (200 dpi preferred)
- Art submitted at 4:1 (25%), resolution should be no less than 240 dpi (400 dpi preferred)

**VECTOR ART:**

- Logos should be vector and have outlined fonts (if provided as bitmap, please use high-res images)

**FONTS and LINKS**

- Supply all fonts used in your design (zip Mac fonts). If unsure how to collect fonts, convert them to outlines
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

**COLOR**

- If PMS color matching is required, please use original Pantone + Solid Coated swatches in your artwork. Modifying Pantone names will result in printing default color (CMYK)
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC file information used to print your samples. Best option would be to include ICC chart on your prints.

**ARTWORK IN THE STRUCTURE**

- Please note that any panels going in the metal frame will hide 1/4" of your art all the way around. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

### ACCEPTABLE FILE SOFTWARE

We are capable of working with both PC and MAC based software, and can accept art created with the ADOBE Creative Suite - Illustrator, InDesign, and Photoshop

Always provide the following:

- Native files with fonts and links (zipped)
- High-res PDF-X/4 exports of the files

### ACCEPTABLE FILE TYPES and SUPPORT FILES

**NATIVE FILES:**

- AI CLOUD (CC) file with Packaged supporting links and fonts. You may keep images linked but Packaging feature must be used.
- AI (CS6, CS5, CS4...) file with embedded links and outlined fonts
- EPS file with embedded links and outlined fonts
- INDD file with Packaged supporting links and fonts

**PRINT FILES:**

- High-res PDF-X/4 (preferred)
- AI with PDF content (choose this option when saving file)
- EPS files with embedded links and outlined fonts

**RASTER OR BITMAP ART:**

- Photoshop EPS (preferred, use 8-bit preview, Max, Quality JPG compression)
- PSD (make sure font layers are rasterized)
- TIFF, JPG (quality 8 and higher)

Mac users: Use Zip or Stuffit programs when submitting fonts other than OTF (Open Type Fonts)

### WAYS TO SEND ARTWORK

- When placing an order online, your order confirmation will include a link to our secure file sharing library so you may upload your graphic files. If your order is faxed in, or if you are working directly with a Freeman team member, a link will be emailed to you when your order is processed.



# UNION JURISDICTIONS AT JACOB K. JAVITS CONVENTION 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.

## ***ELECTRICAL UNION:***

Electricians handle all electrical work, which includes supply power lines to your booth, connecting equipment to outlets and install signs or headers that are lighted, unless they are permanently a part of the exhibit backwall.

## ***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. Exhibitors may install and dismantle their own exhibit and lay their own carpet in their own exhibit area as long as the booth size is 250 sq ft or less and the following conditions are met: 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 before hand.

## ***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.

# LET US DO THE HEAVY LIFTING

Freeman specialists are ready to assist you with all of your exhibit requests, from beginning to end. And when it comes to installing and dismantling exhibits, we make no exceptions. Whether it's shipping and storage, emergency on-site repairs, basic installation and dismantling or support service coordination, including electrical, furnishings and more, Freeman has the resources and capabilities to ensure the most successful show experience possible.



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

Freeman installation & dismantling experts work closely with you to coordinate every phase of your trade show participation, including:

- Pre-planning and budget consultation
- Skilled labor coupled with support services coordination - electrical, furnishings, floral, transportation, and audio visual
- On-site supervisors with dedicated floor managers
- Full, in-house carpentry for emergency repairs and refurbishing
- Post-show evaluations focused on incremental improvement to meet rapidly changing market conditions based upon customer feedback
- Post-show evaluations that help identify small changes that make big impacts

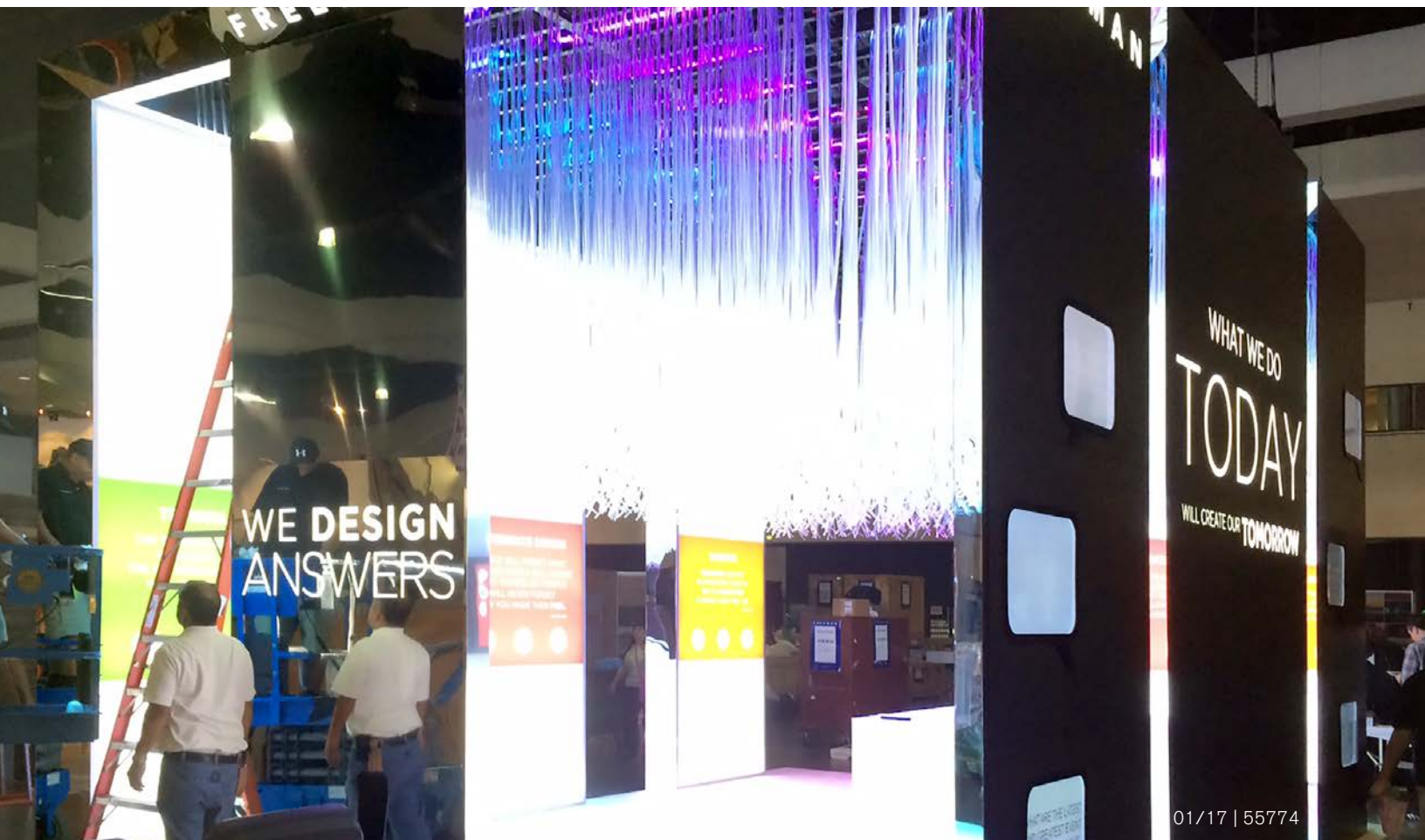
## ON-SITE SUPERVISION

You may wish to supervise labor on your own, but if you need assistance, Freeman installation & dismantling experts will get the job done as an extension of your team.

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### If You Use Freeman Staff

Exhibits can be set up prior to your arrival under the direction of Freeman I&D supervisors.





NAME OF SHOW: **NY NOW / February 5-8, 2023**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For fast, easy ordering, go to [www.freeman.com/store](http://www.freeman.com/store).

### INSTALLATION & DISMANTLE LABOR

Description	Advance Price	Show Site Price
<b>Straight Time:</b> Monday-Friday (1st 8 hours of the worker's shift, regardless of time of day, excluding holidays) .....	\$245.25	\$343.50
<b>Overtime:</b> (after 1st 8 hours of the worker's shift, regardless of time of day, excluding holidays) & Saturdays .....	\$317.75	\$445.00
<b>Double Time:</b> Sunday and recognized holidays.....	\$381.25	\$533.75

• **Show Site prices will apply to all labor orders placed at show site.**

- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person - labor thereafter is charged in half (1/2) hour increments.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**

#### INSTALLATION LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**

- Installation of your exhibit will be completed at our discretion prior to show opening.
- The charge for this service is 30% of the total installation labor bill.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

☐ **Exhibitor Supervised Labor** (Supervisor must check in at the Freeman Service Center to pick up labor)

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	x _____	= \$ _____
_____	_____	_____	x _____	= _____	x _____	= \$ _____
Freeman Supervision (30%) = \$ _____						
Total Installation = \$ _____						

#### DISMANTLE LABOR

☐ **Freeman Supervised Labor - Please complete the reverse side of this form.**

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor.
- The charge for this service is 30% of the total dismantle labor bill.

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

☐ **Exhibitor Supervised Labor** (Supervisor must check in at the Freeman Service Center to pick up labor)

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____	= _____	x _____	= \$ _____
_____	_____	_____	x _____	= _____	x _____	= \$ _____
Freeman Supervision (30%) = \$ _____						
Total Dismantle = \$ _____						

NAME OF SHOW: **NY NOW / February 5-8, 2023**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

### FREEMAN SUPERVISED LABOR

**IN ORDER TO BETTER SERVE YOU** - Please complete the following information if your display is to be set-up and/or dismantled by Freeman I&D and you will not be present to supervise the installation and/or dismantle.

### INBOUND SHIPPING & SET-UP INFORMATION

Freight will be shipped to: Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_

Total No. of Pieces: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

Setup Plan/Photo: Attached \_\_\_\_\_ To Be Sent With Exhibit \_\_\_\_\_ In Crate No. \_\_\_\_\_

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_ Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION

SHIP TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Select a Carrier:

##### ☐ Freeman Exhibit Transportation:

No need to schedule your outbound shipment.  
Charges will appear on your Freeman invoice.  
Freeman will make arrangements for all  
Freeman Exhibit Transportation shipments.

##### ☐ Other Carrier:

Carrier Name: \_\_\_\_\_

Carrier Phone: \_\_\_\_\_

Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

#### Select Level of Service:

☐ 1 Day: Delivery next business day

☐ 2 Day: Delivery by 5:00 PM second business day

☐ Deferred: Delivery within 3-5 business days

☐ Standard Ground

☐ Specialized: Pad wrapped, uncrated or truckload

#### Freight Charges:

☐ Same as ship to

Bill To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Select Shipment Options (if applicable)

☐ Have loading dock

☐ Inside delivery

☐ Pad wrap required

☐ Do not stack

☐ Lift gate required

☐ Air ride required

☐ Residential

**In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.**

PLEASE NOTE: Freeman is not responsible for product or literature that is not properly packed and labeled by the exhibitor.



(888) 508-5054  
Fax: (469) 621-5618



Place your order online at  
[www.freeman.com/store](http://www.freeman.com/store)

Submit order forms [here](#).

NAME OF SHOW: **NY NOW / February 5-8, 2023**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For fast, easy ordering, go to [www.freeman.com/store](http://www.freeman.com/store).

## FORKLIFT & RIGGING LABOR

**Straight Time:** 8:00 AM to 4:30 PM Monday through Friday  
**Overtime:** 4:30 PM to 8:00 AM Monday through Friday, all day Saturday and Sunday  
**Double Time:** Recognized holidays

- **Show site prices will apply to all labor orders placed at show site**
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at the Freeman Service Center to pickup labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part #	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift/Crew - up to 5,000 lbs - ST.....	\$577.25	\$808.25
304051	Forklift/Crew - up to 5,000 lbs - OT.....	\$858.50	\$1,202.00
304052	Forklift/Crew - up to 5,000 lbs - DT.....	\$1,172.00	\$1,641.00
3040100	Forklift/Crew - up to 10,000 lbs - ST.....	\$692.25	\$969.25
3040101	Forklift/Crew - up to 10,000 lbs - OT.....	\$1,206.50	\$1,689.25
3040102	Forklift/Crew - up to 10,000 lbs - OT.....	\$1,405.75	\$1,968.25

### EQUIPMENT

3090600	Forklift Cage.....	\$ 98.50
3090700	Forklift Boom.....	\$ 98.50
3090800	Pallet Jack.....	\$ 98.50

### INSTALLATION

Part #	Description	Start Date	Start Time	No. Equip/ People	Approx. Hrs. per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: \_\_\_\_\_

Total Installation \$ \_\_\_\_\_

### DISMANTLE

Part #	Description	Start Date	Start Time	No. Equip/ People	Approx. Hrs. per Person	Total Hours	Hourly Rate	Estimated Total Cost

Describe work to be done: \_\_\_\_\_

Total Dismantle \$ \_\_\_\_\_

NAME OF SHOW: **NY NOW / February 5-8, 2023**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For fast, easy ordering, go to [www.freeman.com/store](http://www.freeman.com/store).

### HANGING SIGN LABOR

#### INSTRUCTIONS

- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed [Hanging Sign Labels](#). This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- All ceiling rigging must conform to show management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman.
- Set up instructions must be provided for signs needing assembly.
- All hanging hardware must be shouldered, forged, stamped, and rated for overhead lifting. This hardware must be sourced domestically. Freeman will inspect and replace all non-compliant hardware. All additional hardware will be charged accordingly.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical service requirements must be ordered in advance on the enclosed Electrical Order Form.
- If any hang point supports over 200 lbs., notify Freeman immediately for special authorization.

#### SUPERVISION

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

- ☐ Freeman  
☐ Exhibitor Personnel  
☐ Display House

If Freeman will not be supervising, please provide the contact information for the onsite supervisor:

Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

#### PLEASE NOTE:

- Freeman will begin to assemble and hang the signs as soon as the hall is accessible as long as the order and the sign are received by the appropriate deadline dates.

#### EQUIPMENT AND LABOR RATES TO HANG SIGNS

##### Equipment With Crew

- Show Site Prices will apply to all hanging sign orders placed at show site.**
- Rates are per lift and crew per hour.
- Boom with crew consists of boom, operator and rigger.
- Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.
- Assembly and Ground Labor is an additional charge.
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments.
- Freeman components (cable, clamps, etc.) will be used to install all hanging signs and charged accordingly.
- Straight time cannot be guaranteed.

##### Straight Time:

8:00 AM to 4:30 PM, Monday through Friday

##### Overtime

4:30 PM to 8:00 AM Monday through Friday, and all day Saturday

##### Double Time

All day Sunday and recognized holidays

	<u>Straight Time</u>	<u>Overtime</u>	<u>Double Time</u>
<b>Boom Lift With Crew</b>			
Advance Price	\$903.00	\$1,088.00	\$1,243.75
Show Site Price	\$1,264.25	\$1,523.25	\$1,741.25
<b>Additional Crew/Assembly Labor (Per person / Per hour)</b>			
Advance Price	\$245.25	\$317.75	\$381.25
Show Site Price	\$343.50	\$445.00	\$533.75

##### Installation Estimate

Approx Hours	Hourly Rate	Total Estimated Cost
_____ @ _____	=	_____

##### Dismantle Estimate

Approx Hours	Hourly Rate	Total Estimated Cost
_____ @ _____	=	_____

### STRUCTURAL INTEGRITY STATEMENT MUST ACCOMPANY ORDER

Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.



COMPANY NAME:	BOOTH #:
CONTACT NAME:	PHONE #:
E-MAIL ADDRESS:	

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**STRUCTURAL INTEGRITY STATEMENT**  
**THIS FORM MUST BE RETURNED**  
**FOR ALL SUSPENDED STRUCTURES**

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\_\_\_\_\_, the contracted exhibitor at the **NY NOW / February 5-8, 2023** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless **EMERALD X LLC, JACOB K JAVITS CONVENTION CENTER, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Display House/Builder (if applicable): \_\_\_\_\_

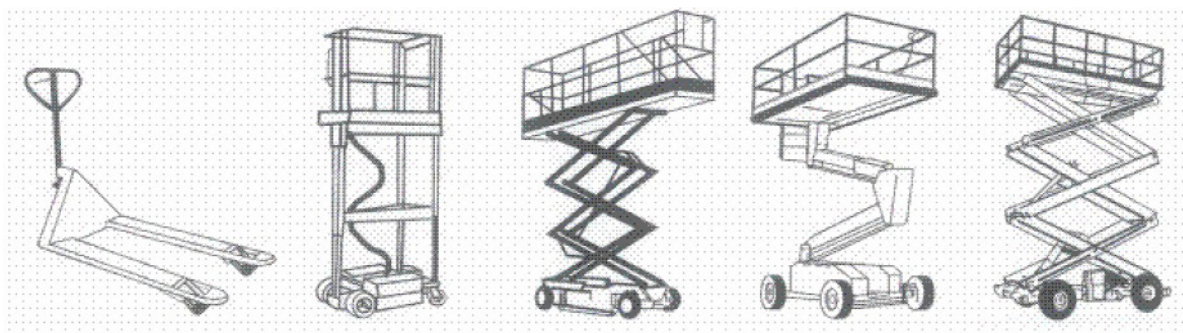
Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

# **MOTORIZED LIFTS AT JACOB K. JAVITS CONVENTION CENTER**

***ATTENTION ALL EXHIBITORS!***



The operation or use of all motorized lifting equipment for installation or dismantle of booth structures or signs is not permitted by exhibitors or their appointed contractors.

**ALL LIFTS AND MANPOWER MUST BE PROVIDED BY  
THE OFFICIAL SERVICE CONTRACTOR**

Thank you for your complete cooperation.



Dear Exhibitor,

We look forward to welcoming the **NY NOW the Market for Home and Lifestyle** to the Javits Center.

The **Advance Rate** will only be valid for orders placed by **January 21st, 2023**. All orders are to be placed via our Online ordering portal [Jake](#)

**Jake** is an innovative Online ordering system that allows you to place **electrical, technology and plumbing** needs- **there are no forms**.

Please see **USEFUL TOOLS** below for **Work Rules** and **Jake Tutorial**.

Please feel free to contact the Exhibitor Solutions Team with any questions regarding [Jake](#) via email at [services@javitscenter.com](mailto:services@javitscenter.com) or call us Monday – Friday 9am-5pm, Eastern Time at 877.452.8487.

Thank you,  
The Javits Center

**Jake**

is an online portal which allows you to place your utility orders for an event at the Javits Center. **To get started click here:** [Jake](#) or [Tutorial](#)

**MARKET  
EXPRESS**  
Catering + Delivery

is the place to go for all of your catering requirements and with timely delivery. **To get started click here:** [MARKET EXPRESS](#). [VIEW MENU](#)

---

## SERVICES

Need assistance choosing the best service options?

**We're here to help - Click below.**



ELECTRICAL



TECHNOLOGY



PLUMBING



CATERING

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## USEFUL TOOLS

- ✓ Need assistance navigating Jake? [click here](#)
- ✓ Work Rule - Exhibit Building. [click here](#)

## MOBILITY VEHICLE RENTAL

We are pleased to announce the Mobility Vehicle program.  
Interested in knowing more? [Click here](#)

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## PARTNERS

Also available for your service requirements:



CULTIVATED

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**CREATIVE.  
TECHNICAL.**

*Memorable.*

52 Forest Ave., Suite 6, 2<sup>nd</sup> Fl  
Paramus, NJ 07652  
P 201-340-2290; Fax 201-340-2108  
E-Mail: info@metromultimedia.com

## PAYMENT AUTHORIZATION FORM

**DISCOUNT DEADLINE: 1/20/2023**

NY NOW  
FEBRUARY 5 – 8, 2023  
JAVITS CONVENTION CENTER

Company:	Booth:
Address:	
City, State Zip:	Phone:
Ordered by (Print):	
Email Address:	Fax:
<b>ESTIMATED TOTALS</b>	
Audio Equipment Total	
Projection Total	
Video and Data Display Total	
Labor Total	
<i>Sub Total Estimate due MetroMultimedia</i>	\$
<i>Sales Tax Due on Sub Total Amount</i>	\$
Delivery & Pick Up	\$ <b>150.00</b>
<i>Total Due MetroMultimedia</i>	\$
<b>PAYMENT AUTHORIZATION</b>	

YOUR SIGNATURE OF THIS PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND ON YOUR ORDER FORMS

**Company Check** – Make payable to MetroMultiMedia, and reference **NY NOW Winter**. Mail to: 52 Forest Ave, Suite 6, 2<sup>nd</sup> Floor, Paramus, NJ 07652

**\*\*Please Note** – Returned checks are subject to a \$35.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACK UP.**

**Wire Transfers** – If paying by wire transfer please contact MetroMultiMedia for wire transfer information and include a \$40.00 wire transfer fee.

**ALL WIRE TRANSFERS REQUIRE A CREDIT CARD BACK UP.**

**Credit Card** – For your convenience, MetroMultiMedia Services will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by you or your representative. These charges may include all MetroMultiMedia charges, and any charges that MetroMultiMedia may be obliged to pay on your behalf, including without limitations, any material handling and/or labor charges. Please Complete the information below.

<input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER															<b>Exp. Date</b>	
<b>Account Number</b>																
<b>Security Code</b>					Visa/MasterCard/Discover (3 Digits), Amex (4 Digits)											

Cardholder Name (Please Print): \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

\*\*\*The cardholder names above hereby authorize MetroMultiMedia to charge my credit card for the actual costs of the services estimated above and any additional services and amounts including, but not limited to, labor to install or remove equipment and/or material handling charges. If there is any intent to commit fraud, I will be held to the full extent of the law.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PAYMENT POLICY:** MetroMultiMedia requires payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made prior to completion of event. NO CREDITS WILL BE MADE AFTER THE CLOSE OF THE EVENT. Checks **must** be in US Dollars and drawn on a US Bank.

**TAX EXEMPT STATUS:** If you are exempt from paying sales tax, you must provide a certificate of exemption for the state in which services are to be provided, with your order.

**EQUIPMENT:** You are responsible for payment on any MetroMultiMedia rental equipment.

**CANCELLATIONS – EQUIPMENT CANCELLATIONS NOT RECEIVED 48 HRS BEFORE DELIVERY DATE WILL BE CHARGED 100% - \*\* NO EXCEPTIONS \*\***  
**ALL CANCELLATIONS ARE SUBJECT TO A 5% PROCESSING FEE.**  
**CANCELLATIONS RECEIVED AFTER DISCOUNT DEADLINE DATE ARE SUBJECT TO A 25% RESTOCKING FEE**



**CREATIVE.  
TECHNICAL.**

*Memorable.*

52 Forest Ave., Suite 6, 2<sup>nd</sup> Fl  
Paramus, NJ 07652  
P 201-340-2290; Fax 201-340-2108  
E-Mail: info@metromultimedia.com

## MetroMultiMedia Order Form

**DISCOUNT DEADLINE: 1/20/2023**

NY NOW  
FEBRUARY 5 – 8, 2023  
JAVITS CONVENTION CENTER

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_ Booth Size: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Delivery Date/Time: \_\_\_\_\_ Pick Up Date/Time: \_\_\_\_\_  
On Site Contact Name: \_\_\_\_\_ On Site Contact Phone: \_\_\_\_\_

Audio Equipment	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total
1 Speaker Sound System (Speaker, Stand, Mixer, PCDI)		\$168.00	\$210.00		
2 Speaker Sound System (Speakers, Stands, Mixer, PCDI)		\$285.60	\$357.00		
Wireless Microphone ( _____ Lavalier, _____ Handheld _____ Headset)		\$136.50	\$170.65		
10 Channel Audio Mixer (required with use of wireless mic)		\$78.75	\$98.50		
Large Venue Sound Systems are available upon request		Please Call	Please Call		
Projection	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total
3k Lumen LCD Video / Data Projector (Conference Room)		\$262.50	\$328.25		
4.5 Lumen LCD Video / Data Projector (In Booth)		\$435.75	\$544.75		
Tripod Projection Screen _____ 5' _____ 6' _____ 7' or _____ 8'		\$52.50	\$65.75		
Projector Stand		\$15.75	\$19.75		
Custom Projection and Lighting Packages are available upon request		Please Call	Please Call		
Computers & Accessories	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total
Lenovo Desktop Computer HD/DVD/RW w/ Monitor		\$288.75	\$361.00		
Apple Mac Mini		\$89.25	\$111.75		
Lenovo Laptop Computer FULL HD		\$168.00	\$210.00		
MacBook Pro 15"		\$262.50	\$361.00		
Apple iPad2		\$68.25	\$85.50		
iPad Floor Stand (stand only available with order of iPad2)		\$73.50	\$92.00		
Video and Data Display	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total
Please select Source for Monitor: _____ PC Laptop _____ MAC Laptop _____ DVD Player _____ Media Player _____ Other: _____					
32" Flat Panel Display _____ Table Top _____ Wall Mounted		\$168.00	\$210.00		
42" Flat Panel Display _____ Table Top _____ Wall Mounted		\$299.25	\$374.00		
50" Flat Panel Display _____ Table Top _____ Wall Mounted		\$472.50	\$590.50		
60" Flat Panel Display _____ Table Top _____ Wall Mounted		\$551.25	\$689.00		
70" Flat Panel Display _____ Wall Mounted		\$619.50	\$774.50		
90" Flat Panel Display _____ Wall Mounted		\$1,260.00	\$1,575.00		
40" Touch Screen Panel Display _____ Wall Mounted		\$525.00	\$656.25		
55" Touch Screen Panel Display _____ Wall Mounted		\$892.50	\$1,115.75		
*Dual Post Floor Stand for Flat Panel Monitors (for 40" through 70" sizes only)		\$63.00	\$78.75		
*Dual Post Floor Stand Shelf for Laptop		\$15.75	\$19.75		
Media Player (required for USB playback)		\$52.50	\$65.75		
Additional monitors, touchscreens and video walls are available upon request		Please Call	Please Call		
<b>Total Audio, Projection &amp; Video and Data Display</b>					\$
A labor charge of \$84.00 per hour may be added depending on the type and quantity of equipment ordered.				<b>Labor Total</b>	\$
<b>Grand Total Equipment Rental and Labor</b>					\$

**Please Note:**

Drayage Costs (if applicable) are not included in delivery costs. Regular rate applies if order is received after deadline date.

In venues where union rules are in effect, delivery and pick up times may vary depending on availability of laborers.

\*Dual Post Floor Stands and Shelves are only available with order of Flat Panel Display Monitors.

To receive a confirmation of your order prior to event, please e-mail: [info@metromultimedia.com](mailto:info@metromultimedia.com).

SUBTOTAL = \_\_\_\_\_ + TAX @ 8.875% = \_\_\_\_\_ + \$150.00 Deliver & Pick-Up = TOTAL \_\_\_\_\_

**Payment Authorization Form must accompany order.**

All Cancellations are subject to a 5% processing fee. Cancellations received after discount deadline date are subject to a 25% restocking fee.

Equipment Cancellations not received 72 Hrs. before delivery date will be charged 100% - \*\*NO EXCEPTIONS\*\*





## PRIVATE GUARD SERVICE – ORDER FORM

MAIL DIRECTLY TO:

A&M PROFESSIONAL SECURITY  
2253 3<sup>RD</sup> Avenue, Suite 229  
New York, N.Y. 10035  
(212)964-2121 E-FAX (646)349-1562  
Email: g.julbes@yahoo.com

EXHIBITOR: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

INDICATE NUMBER OF GUARDS PER SHIFT:	EVENT: <b>2023 NY NOW WINTER</b>		
	PLACE: <b>JACOB K. JAVITS CONVENTION CENTER</b>		
DATE OF SERVICE:	DATE: <b>February 5<sup>th</sup>-8<sup>th</sup>, 2023</b>		
	MIDNIGHT- 8:00 A.M. SHIFT	8:00 A.M.- 4:00 P.M. SHIFT	4:00 P.M.- MIDNIGHT SHIFT

PLEASE NOTE TO AVOID ANY MISUNDERSTANDINGS.....

THE OVERTIME RATE WILL BE APPLIED TO SATURDAY AND SUNDAY ONLY. THE ONSITE RATE APPLIES ONCE MOVE-IN STARTS.  
A&M SECURITY REQUIRES PAYMENT IN FULL AT THE TIME YOUR ORDER IS PLACED.

THE RATES FOR THIS SERVICE ARE AS FOLLOWS:	ONSITE SECURITY ORDERS		Armed Officer Rate:
	STRAIGHT TIME - \$31.00 PER HOUR	STRAIGHT TIME - \$3232.00 PER HOUR	\$48.00 Flat Rate
OVERTIME	\$46.00 PER HOUR	OVERTIME \$47.50 PER HOUR	\$52.00 Onsite order Flat Rate
8.875 % New York Sales Tax applies			

PAYMENT INFORMATION: AMEX (4 DIGIT SECURITY CODE FRONT OF CARD) \_\_\_\_\_ VISA/MC (3 DIGIT SECURITY CODE BACK OF CARD) \_\_\_\_\_ CREDIT

**NOTE: 3 ½ % CREDIT CARD COMPANY PROCESSING FEE APPLIES**

CARD BILLING ZIP CODE \_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_ CREDIT CARD #: \_\_\_\_\_ EXP. DATE \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_



**JACOB K. JAVITS  
CONVENTION CENTER**

**NY NOW**

Feb 5th-8th 2023

**228 E 45<sup>th</sup> St, New York, NY 10017 Phone 800.554.0001 Fax 212.687.5939**

Company/Exhibitor:					
Contact:					
Address:					
City:		State:		Zip:	
Phone:		Fax:			
Booth #					
On-Site Contact Name:					
On-Site Contact Phone Number:					
Contact E-mail Address:					
Company Web Address:					
<b>RENTAL PRICES</b>					
<b>QTY</b>	<b>ITEM</b>	<b>VARIETY</b>	<b>PREORDER</b>	<b>AT SHOW</b>	<b>TOTAL</b>
	2 -3' green plant		\$50.00	\$60.00	
	4' green plant		\$60.00	\$80.00	
	5' green plant		\$85.00	\$95.00	
	6' green plant		\$100.00	\$125.00	
	8' green plant		\$200.00	\$300.00	
	10" fern		\$60.00	\$70.00	
	Bromeliad		\$50.00	\$65.00	
*Please note, all plant heights are approximate.					
<b>PURCHASE PRICES</b>					
<b>QTY</b>	<b>ITEM</b>	<b>VARIETY</b>	<b>PREORDER</b>	<b>AT SHOW</b>	<b>TOTAL</b>
	Potted Mums	Yellow      White Lavender      Bronze	\$25.00	\$30.00	
	4" Flowering Plant		\$15.00	\$20.00	
	6" Flowering Plant		\$30.00	\$35.00	
<b>PLEASE CIRCLE STYLE</b>					
	Flower Arrangement	One-Sided      Tall	\$50      \$60      \$75		
	Seasonal	Round      Low	\$100      \$125      \$150		
	Flower Arrangement	One-Sided      Tall	\$60      \$75      \$100		
	Tropical	Round      Low	\$125      \$150      \$200		
Notes/Colors:					
Subtotal					
Delivery					\$30.00
8.875% Tax					
Grand Total					
<b>Use this space only to schedule a designer to visit your booth for Custom Floral Designs</b>					
Date/Time:		Booth:		Contact:	
Orders cannot be accepted without Sales Tax or a Tax Exempt Form. All orders must be paid in full (check or credit card) PRIOR to show, unless prior arrangements are made.					
Credit Card #				Exp:	
Name:					
Return this form with your check to: Big Apple Florist or Fax to 212.687.5939 or Email to Comments@bigappleflorist.com ** YOUR ORDER MUST BE RECEIVED NO LESS THAN 1 WEEK PRIOR TO THE SHOW TO ENSURE AVAILABILITY** If you don't receive an email confirmation 1 week prior to the show, we did NOT receive your order. Please call 212.687.3434 ** For assistance the day of the show, please call 917-231-6030					



5 CANDEUB CT. • SUITE #3 • MANALAPAN, NJ 07726-8438  
 PHONE (732) 617-1177 • FAX (732) 536-7508  
 CELL (908) 770-6543 • www.mannystone.com  
 scanned order forms to orders@mannystone.com

**ADVANCED  
RATE  
DISCOUNTS**  
 ACT NOW!  
 EXPIRES JAN. 13, 2023

# NY NOW WINTER

THE MARKET FOR HOME + LIFESTYLE  
 Jacob K. Javits Convention Center  
 February 5 - 8, 2023

☐ MIS Booth Package ☐ Raw Space

## FOAM BOARD • GRAPHICS • FLOORING • PVC LEDGE • GRID RENTAL ORDER FORM

FLAME RESISTANT FOAM BOARD	QTY.	1/2" flame resistant foam board unavailable per the (only) manufacturer of the same. 48" X 96" BOARD		(A) TO (B) TOTALS	ITEM	QTY.	PRICE PER UNIT		(C) TO (E) TOTALS
3/16" WHITE		ADVANCED \$375 each	STANDARD \$425 each	(A)	WHITE MASONITE FLOORING		ADVANCED \$13.00 SQ. FT.	STANDARD \$15.00 SQ. FT.	(C)
3/16" COLOR PANTONE® COLOR #		ADVANCED \$455 each	STANDARD \$495 each	(A)	INTERLOCKING FOAM FLOORING		ADVANCED \$11.00 SQ. FT.	STANDARD \$12.00 SQ. FT.	(C)
<b>GRAPHICS OPTION</b>					"WOOD LOOK" SHEET VINYL FLOORING		ADVANCED \$11.00 SQ. FT.	STANDARD \$12.00 SQ. FT.	(C)
GRAPHICS ON FOAM BOARD **plus handling fee		ADVANCED \$495 each	STANDARD \$555 each	(B)	2' x 8' GRID Installed		ADVANCED \$150 each	STANDARD \$175 each	(D)
SORRY, NO GRAPHICS OR COLOR ORDERS TAKEN AFTER JANUARY 13, 2023					PVC BOOK LEDGE Supports up to 1 lb. CIRCLE LENGTH 3FT 4FT		ADVANCED \$65 each	STANDARD \$80 each	(E)

CALL OR E-MAIL CARLOS AT  
 carlos@mannystone.com

FOR A FREE DESIGN CONSULTATION AND PACKAGE DISCOUNT OFFERS!

**Terms: PAYMENT IN FULL WITH PLACEMENT OF ORDER.** Cancellation: for any reason other than Covid: Fifty (50%) percent of the total order form price, shall be forfeited by client and retained by Manny Stone Decorators (MSD). The remaining fifty (50%) of the order form price may be applied to a future show at The Javits Center within twelve (12) months of the date of the show to which this order form applies or otherwise forfeited. Thereafter, the balance becomes non refundable and forfeited to MSD.

A Method of Payment/Authorization Form must accompany each order. Only one authorization form is needed per show for multiple services and materials, regardless of method of payment.

ALL INTERNATIONAL CLIENTS MUST CONTACT OFFICE FOR WIRE TRANSFER INSTRUCTIONS.

INSTALLATION & REMOVAL  
BY JAVITS CARPENTER  
LABOR INCLUDED  
WITH ALL ORDERS

A material handling fee  
will be added to the total  
if applicable

Standard Rates apply on all orders received after Jan. 13, 2023

Please Print Clearly  
and Include NYC Sales Tax!

PAYMENT: (please circle one)

Company Check    Mastercard    Visa    AMEX    Wire Transfer

Company Name \_\_\_\_\_

Company Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Name \_\_\_\_\_

Cell # \_\_\_\_\_

E-mail Address \_\_\_\_\_

Twitter Handle \_\_\_\_\_

Company Instagram \_\_\_\_\_

TOTAL A	
TOTAL B**	
**\$100 GRAPHICS HANDLING FEE	
TOTAL C	
TOTAL D	
TOTAL E	
SUB TOTAL	
DELIVERY FEE*	\$275.00
SUB TOTAL	
8.875% NYC SALES TAX	
TOTAL	

**MUST INCLUDE  
YOUR BOOTH #**

INLINE  
BOOTH  
SIZE    Side Wall LEFT    BACK Wall    Side Wall RIGHT    X    X

CORNER  
BOOTH  
SIZE    Side Wall    BACK    X

\*ONE DELIVERY FEE OF \$275.00  
WHEN ORDERING  
FROM EITHER FORM OR BOTH FORMS

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NYnowWinter23E



NAME OF SHOW \_\_\_\_\_

BOOTH NUMBER \_\_\_\_\_

**METHOD OF PAYMENT / AUTHORIZATION FORM**

COMPANY NAME \_\_\_\_\_ MOBILE NUMBER \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ E-MAIL \_\_\_\_\_

**CREDIT CARD PAYMENT INFORMATION**

A valid credit card MUST be on file with Manny Stone Decorators before any goods or services will be provided regardless of your preferred method of payment. This information may be provided by e-mailing this form to [orders@mannystone.com](mailto:orders@mannystone.com)

All accounts for pre-show orders must be settled prior to the start of the show set up. Your credit card will be processed for any additional services or materials requested at the show site and will be processed within 10 days of close of the show.

**No Credit Card on International Banks will be accepted. Please contact our office for wire transfer instructions.**

This form is to be completed by an authorized representative of the exhibiting company.

**CREDIT CARD AUTHORIZATION**

Please complete the information below and submit with your order. Incomplete and/or unsigned forms cannot be accepted.

☐ **MASTERCARD**      ☐ **VISA**      ☐ **AMERICAN EXPRESS**

ACCOUNT NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_ / \_\_\_\_\_

SECURITY CODE \_\_\_\_\_

(M/C and Visa 3 digit code back of card • AMEX 4 digit code front of card)

CARDHOLDER NAME (PLEASE PRINT) \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

To simplify payment and eliminate any credit card processing fees, please send a check payable to Manny Stone Decorators for your entire pre-show order to the address below or contact our office for wire transfer information. Please indicate your preferred form of payment for your entire pre-show order. All credit card charges are subject to a 4% credit card processing fee.

☐ Charge my credit card in the amount of \$ \_\_\_\_\_ (plus an additional 4% credit card processing fee)☐ Enclosed is a check in the amount of \$ \_\_\_\_\_☐ Wire transfer to be submitted in the amount of \$ \_\_\_\_\_ (please contact our office for wire transfer instructions)

By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Method of Payment/Authorization Form.

AUTHORIZED SIGNATURE \_\_\_\_\_

AUTHORIZED NAME (PLEASE PRINT) \_\_\_\_\_ Date \_\_\_\_\_

**5 CANDEUB COURT • SUITE #3 • MANALAPAN, NEW JERSEY 07726-8438 • PHONE (732) 617-1177 • FAX (732) 536-7508****[www.mannystone.com](http://www.mannystone.com)**



www.mannystone.com

## ADDENDUM

5 CANDEUB CT. • SUITE #3 • MANALAPAN, NJ 07726-8438  
CELL (908) 770-6543 • PHONE (732) 617-1177 • FAX (732) 536-7508

Show Name: \_\_\_\_\_

Show Opening Date: \_\_\_\_\_

### Cancellation for any reason other than Covid:

Fifty (50%) percent of the total contracted price, shall be forfeited by client and retained by Manny Stone Decorators (MSD). The remaining fifty (50%) of the order form price may be applied to a future show within twelve (12) months of the date of the show to which this order form applies or otherwise forfeited. Thereafter, the balance becomes non refundable and forfeited to MSD.

### Cancellation due to Covid:

If said show is cancelled or postponed by Show Management or as mandated by governmental authority on or before the 45 day period prior to the opening date of the scheduled show:

- Twenty five (25%) percent of the total contracted price shall be forfeited by client and retained by MSD, and the balance of the contracted price will be refunded to client within ten (10) days of qualified cancellation.

If said show is cancelled or postponed by Show Management or as mandated by governmental authority within the 45 day period prior to the opening date of the scheduled show:

- Fifty (50%) percent of the total contracted price shall be forfeited by client and retained by MSD, and the balance of the contracted price will be refunded to client within ten (10) days of qualified cancellation.

Company Name \_\_\_\_\_

Company Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Email Address \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Exhibitor Insurance Program**

### **EXHIBITOR GENERAL LIABILITY INSURANCE (REQUIRED)**

Emerald requires that all exhibitors carry Commercial General Liability with minimum limits of **\$1,000,000 per occurrence, \$2,000,000 aggregate**. Emerald and the Venue shall be named as Additional Insured.

The insurance will be in force during the lease dates of the event/show.

- Provides exhibitors who do not have Commercial General Liability Insurance or who do not want to use corporate insurance.
- Protects foreign exhibitors whose insurance will not pay claims brought in the U.S. Courts
- Cost is \$65.00 USD per exhibiting company – regardless of booth size.

### **Apply for insurance coverage online**

[Click here](#) to purchase General Liability insurance for NY NOW  
Visa, Mastercard, AMEX are accepted  
Coverage must be purchased prior to the event/show

### **QUESTIONS?**

#### **Total Event Insurance**

[emeraldexhibitor@totaleventinsurance.com](mailto:emeraldexhibitor@totaleventinsurance.com)

<b>ACORD</b> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">1.</span>		<b>CERTIFICATE OF LIABILITY INSURANCE</b>			DATE	
<b>PRODUCER</b> Insurance Company Name                      Fax: (212) 555-6100 Insurance Company Address 1 Insurance Company Address 2 Attn: Agent Name    (212) 555-6102 ext. 1234				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  <div style="text-align: center; border: 1px solid black; padding: 5px;">INSUREERS AFFORDING COVERAGE</div>		
<b>INSURED</b> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2.</span> Exhibiting Company Name Exhibiting Company Address 1 Exhibiting Company Address 2 Attn: Exhibiting Company Contact Name Phone: (212) 555-5349    Fax: (212) 555-9819				INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:		
<b>COVERAGES</b>						
<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">3.</span> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">4.</span> TYPE OF INSURANCE	POLICY NUMBER	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">7.</span> POLICY EFFECTIVE DATE (MM/DD/YY)	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">8.</span> POLICY EXPIRATION DATE (MM/DD/YY)	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">9.</span> LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/23	01/01/24	EACH OCCURRENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	\$ 50,000
					MED EXP (Any one person)	\$ 5,000
					PERSONAL & ADV INJURY	\$1,000,000
					GENERAL AGGREGATE	\$2,000,000
	PRODUCTS-COMP/OP AGG	\$2,000,000				
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/23	01/01/24	COMBINED SINGLE LIMIT	\$1,000,000
					(Ea accident)	
					BODILY INJURY	\$
					(Per person)	
					BODILY INJURY	\$
	(Per accident)					
	PROPERTY DAMAGE	\$				
	(Per accident)					
	AUTO ONLY-EA ACCIDENT					
	OTHER THAN AUTO ONLY:	\$	\$			
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/23	01/01/24	EACH OCCURRENCE	\$1,000,000
					AGGREGATE	\$1,000,000
						\$
						\$
						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/23	01/01/24	<input checked="" type="checkbox"/> WC STATU-ORY LIMITS <input type="checkbox"/> OTHER	
					E.L. EACH ACCIDENT	\$1,000,000
					E.L. DISEASE-EA EMPLOYEE	\$1,000,000
					E.L. DISEASE -POLICY LIMIT	\$1,000,000
D	OTHER				Each Occurrence & Aggregate	
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">5.</span> Emerald (Show Management), Freeman (Official Service Provider), The Javits Convention Center (Facility), and NY NOW (Show) are hereby named as additional insured, except for Workers' Compensation. The insurance provided for the benefit of Emerald, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Emerald shall be excess and non-contributory. Show date(s) are: February 5-8, 2023 at the Javits Convention Center, NY, NY.						
CERTIFICATE HOLDER		X ADDITIONAL INSURED: INSURER LETTER: X		CANCELLATION		
<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">6.</span> Emerald/NY NOW 100 Broadway 14 <sup>th</sup> Floor New York, NY 10005 Attn: Londy Alvarez				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS  AUTHORIZED REPRESENTATIVE <span style="border: 1px solid black; border-radius: 50%; padding: 2px; float: right;">10.</span>		

1. PRODUCER: Name, address and phone number of insurance carrier.
2. INSURED: Company name, address, phone number and booth number of company insured.
3. COVERAGES: Coverage must be provided for Comprehensive General Liability, Automotive Liability (if applicable), and Workmen's Compensation, complete with policy numbers, effective dates of Coverage and limits of coverage.
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME OF ADDITIONAL INSUREDS: Emerald (Show Management), Freeman (Official Service Provider), NY NOW (Show) and The Javits Convention Center (Facility) as additional insureds on a primary and non-contributory basis.

6. CERTIFICATE HOLDER: Emerald – NY NOW, 100 Broadway 14th floor, New York, NY 10005 Attn: Londy Alvarez
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Insurance Requirements.
10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.





**February 5 - February 8, 2023**

**Javits Convention Center, NYC**

# **International Shipping & U.S. Customs Guidelines**

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**PIBL**

Phoenix International Business Logistics, Inc.

Port Elizabeth

1201 Corbin Street

Elizabeth, NJ 07201

Phil Hobson / Sally Mulkeen

Tel 908-355-8900

Fax 908-355-8883

Email [phobson@phoenixlogistics.com](mailto:phobson@phoenixlogistics.com) / [smulkeen@phoenixlogistics.com](mailto:smulkeen@phoenixlogistics.com)

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## **Forms:**

- A) Import Freight Information Sheet**
- B) Importer Security filing form**
- C) PIBL's Worldwide List of Agents**

# INTRODUCTION

**Phoenix International Business Logistics, Inc. (PIBL) has been appointed the Official International Freight Forwarder / U.S. Customs Broker for the NY NOW 2023 Show.**

We strive to offer each exhibitor exemplary service in concert with our overseas partners. By using PIBL's international network, your company can derive the following benefits:

- Alleviate potential transport and customs clearance problems and insure your exhibit is delivered on time.
- Increase the efficiency and reliability of the entire transportation process
- By establishing an account with a PIBL overseas agent, all charges for services incurred in the U.S. can be invoiced directly to you through our agent. Otherwise, payment for services must be collected from the exhibitor (or their freight forwarder) prior to the delivery of your shipment to the show site.
- PIBL will coordinate the customs clearance of all inbound freight through U.S. Customs and Border Protection (CPB) and will arrange timely delivery to the show site.
- Our licensed personnel are on-site before, during, and after the show to answer questions about customs clearance and to assist you with the re-exportation of freight after the show closing.

Should you have any questions regarding transportation or U.S. Customs issues, we invite you to contact us.

# U.S. CUSTOMS CLEARANCE PROCESS

All shipments arriving in the U.S. require clearance from U.S. Customs prior to release from the port, airport or terminal. In order for PIBL to affect customs clearance on your behalf, you must provide a company name under which PIBL can prepare the customs entry. This company can either be a U.S. resident company or an overseas non-resident company.

## What PIBL Needs to Act as Your Customs Broker

1. Completed U.S. Customs Power of Attorney Form (available upon request)
2. Import Freight Information Sheet (attached) - return this by facsimile or email to the PIBL coordinating office. If needed, consult with your freight forwarder on how to complete this form.
3. Contact name and phone number

**Note:** Customs clearance will take approximately 2-3 days. During this time, the freight must remain under customs supervision at the port of entry and under no circumstances can it be delivered to the show site.

## About The Power Of Attorney

The PIBL coordinating office must be in possession of your Power of Attorney 48 hours prior to export of seafreight shipments, in order to file the importer security notice with U.S. Customs or immediately upon export of airfreight shipments. It is the exhibitor's responsibility to make available to PIBL all appropriate documentation for customs clearance. **Failure to do so may result in late filing fees and surcharges and/or late delivery to the show site.**

Blank Power of Attorney forms are available upon request.

## Timely Deliveries

Although PIBL will do everything possible to insure all shipments are delivered in time for the show, we cannot be held responsible for late or delayed delivery of shipments due to the exhibitor's failure to follow the provided procedures.

# TYPES OF U.S. CUSTOMS ENTRIES

## Permanent Entries

Permanent Customs entries are reserved for those Exhibitors who are expecting their freight to permanently remain in the United States. U.S. Duty and other applicable processing fees will apply. Shipments with duty liability of less than \$250.00 are automatically cleared as a permanent entry.

## Temporary Entries

NYNOW has been designated as an Official International Trade Show by the U.S. Government. This allows international exhibitors to enter freight into the United States duty free for 90 days. Prior to expiration of this 90 day period, the exhibitor must decide whether to Customs clear the goods permanently into the U.S., re-export the goods, or dispose of the goods. Unless instructions are otherwise provided or the shipment is imported under an ATA Carnet, all consignments with duty liability exceeding \$250.00 will be imported under a Trade Fair entry. Shipments with estimated duty liability less than \$250.00 will be entered permanently and the duty invoiced to the exhibitor or their agent. All give-away items, food, beverage, etc., are considered consumables and are therefore unable to be cleared under the Trade Fair Designation.

To prevent violation of the trade fair bond and the assessment of fines and penalties, re-exportation or permanent entry of all goods entered into the United States under trade fair designation must be processed by PIBL. All freight entered under Trade Fair status must remain in bond at PIBL's contracted warehouse after the show until permanent clearance has been processed with Customs and the duty paid or the freight is exported.

### **\*\* IMPORTANT NOTE \*\***

It is not recommended that merchandise intended for temporary or permanent entry into the U.S. be packed and shipped together. U.S. Customs will not accept one customs entry for both permanent and temporary freight. We suggest that such freight be packed and shipped independently under separate commercial invoices and house bills of lading. Questions on this subject can be forwarded to PIBL or our overseas agents.

# IMPORTER SECURITY FILING (10 + 2)

International exhibitors attending trade shows in the U.S. face federal regulations when importing cargo by ocean freight from overseas. On January 26, 2009 the Import Security Filing (ISF) rule, also known as the 10+2 rule, took effect. International exhibitors who fail to follow the new rule from the U.S. Customs and Border Protection (CBP) are subject to fines and penalties. Under the ISF rule, importers are required to submit 10 items of data about their cargo at least 24 hours before it is loaded aboard a vessel at a foreign port. Two additional data items are required by the carrier as well, resulting in what is known as the 10+2 rule. To comply with the new rule, exhibitors are required to provide PIBL or a PIBL agent the following 10 data elements 48 hours prior to loading at the port of origin.

- |  |  |
|--|--|
| 1. Manufacturer (or supplier) name and address | 6. Consolidator name and address         |
| 2. Seller name and address                     | 7. Importer of record number             |
| 3. Buyer name and address                      | 8. Consignee number                      |
| 4. Ship to name and address                    | 9. Country of origin of goods            |
| 5. Container stuffing location                 | 10. Harmonized Tariff Schedule (HTSUS) # |

On July 9, 2013, CBP was authorized to begin full enforcement of the ISF regulation. CBP will begin fining Importers for the submission of an inaccurate, incomplete or untimely filing or for failure to file. Violators will be fined \$5,000 per non filed, late filed, inaccurate filing or inaccurate ISF update. Fines will not exceed \$10,000 per ISF. To expedite the process, contact PIBL or a PIBL agent to request an email copy of an easy to use "type and send" ISF form or download it from

[http://phoenixlogistics.com/f\\_and\\_e.html](http://phoenixlogistics.com/f_and_e.html)

## CONSIGNMENT INFORMATION

Please insure that your shipments are sent on a prepaid basis, marked and consigned as follows.

### Consignee

Name of exhibiting company  
NY Now 2023 / Booth # \_\_\_\_\_  
C/O Jacob Javits Center  
655 West 34th Street  
New York, NY 10001

### Notify

PIBL - Phoenix Int'l Business Logistics, Inc.  
1201 Corbin Street  
Elizabeth, NJ 07201  
Attn: Sally Mulkeen  
[smulkeen@phoenixlogistics.com](mailto:smulkeen@phoenixlogistics.com)  
Phone: 908.355.8900 Fax: 908.355.8883



# OCEANFREIGHT/AIRFREIGHT DEADLINES

Ocean Freight (FCL): New York  
Ocean Freight (LCL): New York  
Air Freight: Newark or JFK

Contact PIBL for arrival dates  
Contact PIBL for arrival dates  
January 17, 2023

To ensure timely delivery to show site, we recommend all shipments arrive in the U.S. by the above dates. PIBL will not charge intermediate storage for airfreight or LCL seafreight shipments that have arrived and are customs cleared within the above provided time frames.

**Demurrage, per diem and chassis charges for full containers during the time period between arrival and delivery to showsite must be negotiated with the steamship lines in the country of origin.** If arrangements have not been made and confirmed in writing by the steamship lines, PIBL will invoice container and chassis demurrage and per diem charges directly to the Agent or Exhibitor.

*Freight arriving after the above dates will be charged additional fees based on services required to ensure timely clearance and delivery of your shipment to the show.* It is imperative that the coordinating PIBL office be pre advised of all incoming shipments prior to the freight's arrival in the U.S. If the above deadlines can not be met, please advise our office immediately so we can make arrangements to expedite the customs clearance and delivery of your shipment.

## REQUIRED DOCUMENTATION

The following documents must be available for Customs clearance:

- Bills of lading or Airway bills. (*Express release Bills of lading only*)- No Originals.
- Signed Commercial/Proforma invoices in English, giving exact commodity description with Harmonized number, unit value and total value. (NO COMMERCIAL VALUE on Invoices is not accepted by U.S. Customs)
- Completed and Signed Import Freight Information Sheet (Enclosed)
- Packing list in English (May be combined with the commercial invoice)
- Power of Attorney (Available upon request) Not required if you have worked with PIBL previously.
- Any applicable documents, licenses, insurance certificates



# RESTRICTIONS ON WOOD PACKAGING MATERIAL

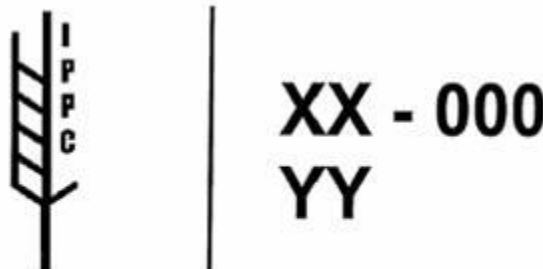
The United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) has revised its import regulation for wood packaging materials (WPM), 7 CFR § 319. The final rule was effective September 16, 2006 with full enforcement commencing on July 5, 2006.

The regulation restricts the importation of many types of untreated wood articles, including wooden packaging materials such as pallets, crates, boxes, and pieces of wood used to support or brace cargo. The regulations currently refer to these types of wood packaging materials as solid wood packaging materials, defined as “wood packing material other than loose wood packing material, used or for use with cargo to prevent damage, including, but not limited to, dunnage, crating, pallets, packing blocks, drums, cases, and skids.” **Any WPM not meeting the treatment specifications of this rule will be immediately re-exported.**

The rule states that regulated wood packaging materials must be marked in a visible location on each article, preferably on at least two opposite sides of the article, with a legible and permanent IPPC mark that indicates that the article meets the new requirements. U.S. Customs is no longer accepting fumigation certificates as proof of fumigation. All fumigated WPM must be stamped with the IPPC stamp.

Should you have any questions regarding the wood packing material used for your exhibit, please consult your local PIBL agent, in house freight forwarder, or packing and crating company. Additional information on this subject can be found on the USDA Website:

<https://www.aphis.usda.gov/aphis/ourfocus/planthealth/import-information/wood-packaging-material>



XX represents the ISO country code.  
000 represents the unique number assigned by the national plant protection organization.  
YY represents either HT for heat treatment or MB for methyl bromide fumigation.

# U.S. CUSTOMS CONTAINER SEAL REQUIREMENTS

U.S. Customs and Border Protection is reminding shippers and importers that all loaded containers arriving by vessel at a port of entry in the U.S. on or after October 15, 2008, are required by statute ([6 U.S.C. 944](#)) to be sealed with a seal meeting the [ISO/PAS 17712](#) standard.



The ISO/PAS 17712 standard requires that container freight seals meet or exceed certain standards for strength and durability so as to prevent accidental breakage, early deterioration (due to weather conditions, chemical action, etc.) or undetectable tampering under normal usage. ISO/PAS 17712 also requires that each seal be clearly and legibly marked with a unique identification number. If you have any questions regarding seal requirements, please contact PIBL or one of our overseas agents.

## **FULL CONTAINER OCEAN SHIPMENTS**

Containers must be terminated at the Port of New York/New Jersey. At which point, PIBL will arrange the customs clearance and transfer to showsite

For the purpose of ensuring containers are available for re-export, we ask that you notify PIBL of any full container return shipments prior to arrival of the container in New York / New Jersey. Availability of containers is limited and booking equipment is required 15 days in advance. If arrangements have not been made and containers are not available for loading on showsite, Exhibitor's freight will be removed from showsite and returned to PIBL's contracted warehouse at the exhibitor's expense.

## **LESS THAN CONTAINER LOAD OCEAN SHIPMENTS**

If you intend to utilize the services of a sea freight consolidator for your LCL (less than container load shipments), please be aware of the delays associated with utilizing this service. Freight availability and customs delays range from 5 -20 days. Although PIBL cannot reduce the risk of U.S. Customs examinations, we can expedite the clearance process and delivery to showsite. .

## **INTERNATIONAL SMALL PACKAGE SHIPMENTS**

Small package shipments are defined as shipments less than 32kgs/70 lbs. Successful customs clearance and delivery of international small package shipments can be a challenge for trade show shipments. To reduce delays, additional expenses and possible non delivery of your shipment, we recommend exhibitors utilize PIBL's door to showsite dock customs clearance and delivery services. In conjunction with our overseas agents, our staff arranges the transportation, customs clearance, and the delivery of your small package shipment to the show at a competitive price. Please contact us to discuss the best method for handling your small package shipment.

# U.S. CUSTOMS DUTY AND PROCESSING FEES

Merchandise entered into the Commerce of the United States is subject to duty, merchandise processing fees and, if imported via seafreight, a harbor maintenance fee. These duties/taxes will be estimated and invoiced by PIBL in accordance with the description provided on your commercial invoice. All U.S. Customs and service fees invoiced by PIBL must be paid prior to freight delivery to showsite.

Duty- Based on commodity description and rate of duty

Merchandise processing fee - .3464 % of FOB value (maximum USD\$ 538.40) Sea & Air

Harbor Maintenance fee - .125% of FOB Value - (No maximum) Seafreight only

Commercial/proforma invoices must include the following information:

- A. Name of Shipper (Exporter or Manufacturer)
- B. Name of Consignee (Exhibiting Company C/O  
**NY Now 2023 – New York, NY**)
- C. Booth Number
- D. Complete description of merchandise
- E. Harmonized tariff number of each description
- F. Unit Value and total value (No Commercial value statements are not accepted by U.S. Customs)
- G. Invoices must be in English

A display booth with lights, panels, etc., can be grouped and shown as: (example)

“Completed display booth and stand” 9403.20.0020 Value \$5,000.00

# INSURANCE

In our effort to best service our customers, we must inform you that the liability of your freight forwarders, customs broker and contracted carriers, as well as ourselves, is limited to \$50.00 per shipment under the Freight Forwarder/Customs Brokerage Industry's standard terms covering liability for physical loss or damage to your cargo. In the unfortunate event that your goods are damaged or lost while entrusted to PIBL and if our agents or we are determined liable for the damage or loss, our and their liability will be limited to \$50.00 per shipment.

If you do not wish to run this risk, you have two options. You may declare the value of the goods to us prior to shipment and we and our agents will charge you a significantly higher rate for our services, or you may procure insurance on your own, or through us, for the full value of the goods for the time the goods are entrusted to us and/or our agents, including international door-to-door coverage.

Generally, the premium for such insurance is much less than the higher freight rate that you will be charged if you choose the first option, declaring the higher value.

If you or your insurance broker has any concerns that your present coverage does not fully cover the value of your shipment in the event of loss or damage, please feel free to request full coverage of this shipment in writing to PIBL. Through our underwriters, we have the ability to insure your shipment for the value as indicated in your request.

If you do not wish to exercise either option, or if you are satisfied that the insurance coverage you have arranged through others and not through us is sufficient, you are acknowledging the fact that PIBL has not insured your shipment and has advised you of the liability limitation that will otherwise apply.

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# Outbound Shipping Instructions

These instructions are provided to assist you with the documentation required to remove your freight from the show site. Please contact your PIBL representative with any questions prior to the show closing.

## BEFORE THE LAST DAY OF THE SHOW

- Secure a **material handling form or bill of lading** from the appointed show contractor. You must complete this form to help the contractor identify your shipment and tender it to PIBL
- Ensure all show **contractor invoices** have been paid.

## ON THE LAST DAY OF THE SHOW

- If you have not received the material handling form or bill of lading from the show contractor, visit the contractor's service desk to request it.
- Complete the form by **adhering to all of the instructions** provided by the contractor.
- You must **indicate PIBL/Phoenix as the carrier** in this manner:  
PIBL-Phoenix/Attn: (your PIBL representative's name and phone number)
- Each piece that you pack **must be labeled** with a final delivery/consignee address. If you don't have labels, the show contractor can provide blank labels for your use.
- Be sure that the **piece count** that you list on the material handling form precisely matches the number of pieces that you have packed and are shipping.
- The **final delivery address** that you provide on the handling form must match the delivery address on the labels.
- After packing your exhibit, **return the completed material handling form to the show contractor's service desk**. Without this completed form, the show contractor cannot release your shipment to our driver.  
**Important:** Don't leave the material handling form with your freight at the booth, or leave the exhibition center without taking the completed form to the show contractor.
- Call or email your PIBL representative to **advise us of the final piece count**, as well as the time that you dropped off the completed material handling form at the show contractor's service desk.

**Questions? - Call our Export Department at  
908-355-9800**



## **PROHIBITED COMMODITIES**

Certain commodities are prohibited from import into the United States. We strongly advise you refrain from shipping any items of clothing, hazardous chemicals, paint, or food/beverages with your shipment. However, should you find it necessary to import such merchandise, please send it separately and in advance of your primary shipment.

## **OUTLAYS AND PAYMENT CONDITIONS**

PIBL will advance funds on your behalf for expenses incurred in New York. Unless you have an established account with PIBL or a PIBL partner, these charges are expected to be paid prior to delivery of your shipment to showsite.

## **PIBL's OVERSEAS AFFILIATES AND OFFICES**

PIBL urges all exhibitors to utilize the transportation services of our overseas partners and affiliates. These offices have familiarized themselves with these Guidelines and are in a position to invoice you directly for all destination and onsite charges. Utilization of the PIBL network will alleviate any delays in New York and increase efficiency of the entire transportation process. The full contact information for each office is enclosed. If an agent is not provided for your country, please contact PIBL for the office nearest your location.

# DEADLINES AND TARIFF

## A. Important scheduling notes

1. Phoenix is offering **free** storage of LCL and airfreight shipments arriving after the above indicated arrival dates.
2. Cargo arriving after the deadline referred to on page 5 will be charged additional fees based on the services required to insure timely clearance and delivery to the convention center.
3. Due to the possibility of a high volume of return shipments, please allow additional time for exports from NY/NJ. Expedited export transportation services are available. However, this service must be requested in advance of show closing.

## B. Inbound charges

1. Terminal Handling charges and transfer of documents ..... As per outlay
2. Customs clearance fees:
  - a. Permanent entries ..... US 160.00 p/entry
  - b. Temporary entries ..... US 195.00 p/entry
3. Customs examination ..... as per outlay
4. Document messenger services, communication and exhibition coordination fee ..... US 125.00 p/entry
5. Other Gov't Agency releases (If required)..... US 35.00 p/entry
6. Additional Classifications (3 free) ..... US 5.00 each additional  
Additional invoice (1 free) ..... US 10.00 each additional
7. \* Delivery from EWR/JFK Airport or consol point, to ..... US 50.00 p/100 lbs.  
Showsite dock. (Based on Greater of volume or weight) US 375.00 Minimum
8. Seafreight container drayage from port of arrival to Showsite dock Quotation required
9. US Customs bond fee ..... US 6.50 per/USD 1,000.00  
Minimum US 85.00
10. ISF Filing fee ..... US 35.00 each additional
11. ISF Filing Bond fee ..... US 85.00 each additional
12. Trucker waiting time ..... US 85.00 per/hour /1 hr. free

\* Discounts available for shipments exceeding 4,000 lbs.

## C. Outbound charges

1. Export documentation and handling fee:
  - Airfreight ..... US 95.00 p/Bill of lading
  - Seafreight ..... US 135.00 p/Bill of lading
2. Onsite sea/air freight export coordination fee ..... US 85.00 p/cont./shipment
3. Delivery from show site to EWR/JFK Airport or consol point ..... US 50.00 p/100 lbs.  
(Including intermediate storage) ..... US 375.00 Minimum  
(Based on Greater of volume or weight)
4. Cancellation of U.S. Customs Temporary entries ..... US 85.00 p/entry
5. Trucker waiting time ..... US 85.00 per/hour /1 hr. free

Return Air/Ocean freight rates will be quoted on a case per case basis.. **Above rates apply to services provided during normal working hours. For after-hours, weekend, and/or holiday pick ups or deliveries, add \$125.00 to the above inbound and outbound coordination fees.**

## D. Important Tariff notes

1. The above tariff applies to each exhibitor and shipment.
2. All rates are based on volume or actual weight whichever is greater.
3. The above rates exclude all U.S. Customs duty, taxes and/or Merchandise Processing Fees, waiting time on show site, any storage charges due to early arrival or delays beyond Phoenix's control, and charges related to the movement of freight once it arrives on the fairgrounds.
4. Unless prior arrangements have been made with our Phoenix overseas affiliate, all freight charges must be settled prior to show opening. Failure to do so will result in a 2.5% outlay charge. Payment may be in the form of credit card, wire transfer, or company check. *Company checks drawn on foreign banks cannot be accepted.* A 4% processing fee is added to all credit card payments
5. All merchandise brought into the exhibition center must be properly packed. Phoenix will not be held liable for damage caused due to poor packing.
6. Phoenix will invoice a 15% outlay fee for any/all monies outlaid on behalf of the exhibitor.
7. Rates do not include trucker waiting time while waiting onsite to be unloaded or loaded. Rates are invoiced at an hourly rate with 1 hour free.
8. Rates do not include chassis rental charges.
9. PIBL Terms and Conditions of service are available upon request.



**PIBL**

**Port Elizabeth**  
1201 Corbin Street  
Elizabeth, NJ 07201 USA  
Tel 908.355.8900 Fax 908.355.8883

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## IMPORTER SECURITY FILING

BILL OF LADING NO.	<input type="text"/>	ON BOARD DATE	<input type="text"/>
SHIPPER REF NO.	<input type="text"/>	COUNTRY OF ORIGIN	<input type="text"/>
MANUFACTURER NAME	<input type="text"/>		
MANUFACTURER ADDRESS	<input type="text"/>		
CONTAINER STUFFING LOCATION	<input type="text"/>		
BUYER NAME	<input type="text"/>		
BUYER ADDRESS	<input type="text"/>		
SHIPPER NAME	<input type="text"/>		
SHIPPER ADDRESS	<input type="text"/>		
CONSOLIDATOR NAME	<input type="text"/>		
CONSOLIDATOR ADDRESS	<input type="text"/>		
IMPORTER OF RECORD	<input type="text"/>	CONSIGNEE FEDERAL ID NO.	<input type="text"/>
ACTUAL OWNER OF GOODS	<input type="text"/>		
HARMONIZED TARIFF	<input type="text"/>		

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**PIBL**

# PHOENIX INTERNATIONAL BUSINESS LOGISTICS, INC.

TRADE SHOW / FINE ART DIVISION

1201 CORBIN STREET

ELIZABETH, NJ 07201

PHONE: (908) 355-8900 FAX: (908) 355-8883



## IMPORT FREIGHT INFORMATION SHEET



SHOW NAME:

EXHIBITOR:

HALL NO:

BOOTH NO:

MOVE-IN DATE:

CONTACT(S) AT SHOW:

Email address:

On-Site Cell No:

DEFINITIVE OR TEMPORARY CLEARANCE:

IMPORTER OF RECORD: Name and Address

BILLING PARTY (check one below):

☐

EXHIBITOR

☐

PHOENIX AGENT IN COUNTRY OF ORIGIN

(Confirmation required)

☐

OTHER: (Specify: \_\_\_\_\_)

Name and Address of Agent:

Importer IRS#: \_\_\_\_\_ If available

Is your company C-TPAT Certified?: YES ☐ NO ☐

Have you shipped with this agent previously?: YES ☐ NO ☐

### PAYMENT CONDITIONS:

Unless prior arrangements have been made with your local PIBL agent, all charges are payable before final delivery to show site. American Express, Visa, wire transfer or company check are all acceptable forms of payment.

### FREIGHT ARRIVAL CONDITIONS:

To insure proper U.S. Customs clearance and timely delivery to your booth, freight must arrive by the deadline date provided in the attached guidelines or as confirmed by email.

### DELIVERY TERMS:

PIBL is only responsible for delivery of freight to show site dock.

The designated drayage contractor is responsible for all onsite freight movements.

PIBL is not responsible for loss of freight while on show site.

PIBL will not accept collect freight unless advance arrangements have been made in writing.

The below signed Exhibitor/Company guarantees payment of all charges incurred on this shipment in accordance with the above instructions and the Terms and Conditions of PIBL which are available upon request

**THANK YOU.**

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_



**PHOENIX INTERNATIONAL BUSINESS LOGISTICS, INC**  
**WORLDWIDE NETWORK OF PARTNERS**

**Argentina**

**Centauro**  
**Benito Perez Galdos 256**  
**1155 – Buenos Aires – Argentina**

**Contact: Julieta Moroni**  
**Ph: 5411 43007200**  
**Fx: 5411 43007219**  
[Email: julietamoroni@centauroarg.com.ar](mailto:julietamoroni@centauroarg.com.ar)

**Austria**

**FairExpress GMBH**  
**Grafenheider Strasse 103**  
**33729 Bielefeld/Germany**

**Contact: Christiane Roelfs**  
**Phone: 49-521-91144-20**  
**Fax: [49] 52-1911-4411**  
[E-mail: christiane.roelfs@fairexpress.de](mailto:christiane.roelfs@fairexpress.de)

**Belgium**

**Kristal bvba**  
**Brucargo 734**  
**Zaventem B-1931, Belgium**

**Contact: Mr. Geert Frere**  
**Phone: [32] 27530737**  
**Fax: [32] 27514720**  
[E-mail: geert.frere@kristal-logistics.com](mailto:geert.frere@kristal-logistics.com)

**Brazil**

**TTI Log International Logistics**  
**137 Avenue Alexandr Mackenzie**  
**Sao Paulo, Brazil 05323-000**

**Contact: Marcos Krekovski**  
**Phone: (+55 11) 3716-3713**  
**Fax: n/a**  
[Email: MarcosKrekovski@ttilog.com.br](mailto:MarcosKrekovski@ttilog.com.br)

**Canada**

**Phoenix International Business Logistics, Inc**  
**1201 Corbin Street**  
**Elizabeth, NJ 07201US**

**Contact: Roger Howell**  
**Phone: 908-355-8900**  
**Fax: 908-355-8883**  
[Email: rhowell@phoenixlogistics.com](mailto:rhowell@phoenixlogistics.com)

**China**

**APT ShowFreight Shanghai**  
**RM 901-2, Modern Plaza Tower 1**  
**369 Xian Xia Road**  
**Shanghai, China 200336**

**Contact: Shirley Xing**  
**Phone: [86]21 6124 0090**  
**Fax: [86] 21 61240091**  
[Email: shirley.xing@aptshowfreight.com](mailto:shirley.xing@aptshowfreight.com)

**France**

**Bollere Logistics**  
**4-6 Rue des Deux Cedres-Zone Cargo 3**  
**35700 Roissy En France**

**Contact: Laurent Canot**  
**Phone: [33] 1-49-19-1593**  
**Fax: [33] 1-49-19-1591**  
[E-mail: laurent.canot@bollere.com](mailto:laurent.canot@bollere.com)

**Germany**

**Schenker Deutschland AG**  
**Auslandsmessen / International Fairs**  
**Messepiazza, 70629 Stuttgart**

**Contact: Agnes Hoffman**  
**Phone :49 711 18560-3324**  
**Fax: 49 711 18560-3359**  
[Email: agnes.hoffmann@dbschenker.com](mailto:agnes.hoffmann@dbschenker.com)

**Hong Kong**

**Hansen Exhibition Forwarding Ltd.**  
**Unit-13,13/F New Commerce Centre**  
**19-Onsum Street, Shatin Hong Kong**

**Contact: Michael Kun**  
**Phone: 852-2367-2303**  
**Fax: 852-2369-0479**  
[E-mail: michael@hansenhk.com](mailto:michael@hansenhk.com)

**Italy**

**O.T.I.M. S.p.A. – Int'l Fairs Dept.**  
**I-20159 Milano - Via Porro**  
**Lambertenghi, 9, Italy**

**Contact: Chiara Rossolimo Bergamini**  
**Phone: [39]-02 69912255**  
**Fax: [39] - 02 69912231**  
[E-mail: chiara.rossolimo@otim.it](mailto:chiara.rossolimo@otim.it)

**Japan**

**Nissin Corporation**  
**5.Sanbancho, Chiyoda-ku**  
**Tokyo, 102-8350, Japan**

**Contact: Exhibition Team**  
**Phone: 81-3-3238-6500**  
**Fax: 81-3-3238-6508**  
[Email: exhibition@nissin-tw.com](mailto:exhibition@nissin-tw.com)

**Netherlands**

**Fairexx Logistics for Exhibitions BV**  
**De Trompet 2650**  
**1967 DD HeemskerkThe Netherlands**

**Contact: Paul Van Zijl**  
**Phone: 31-251250060**  
**Fax: 31-251250065**  
[E-mail: paul.van-zijl@fairexx.nl](mailto:paul.van-zijl@fairexx.nl)

**Portugal**

**Ornofe Transitários, Lda.**  
**Via Carlos Mota Pinto, 74 - AU**  
**4470-034 Moreia - Maia, Portugal**

**Contact: Ricardo Fernandes**  
**Phone:[351]229415015/6**  
**Fax: [351]229415017**  
[E-mail: ricardo.fernandes@ornofe.pt](mailto:ricardo.fernandes@ornofe.pt)

**Spain**

**International Trade Shows S.A. (ITS, S.A.)**  
**AVDA. Eduard Corbella, 86-88**  
**Barcelona, Spain E-08440**

**Contact: Cristobal Cascante**  
**Phone:34 93 8713954**  
**Fax: 34 93 8712211**  
[E-mail: cristobal.cascante@itsfairs.com](mailto:cristobal.cascante@itsfairs.com)

**Taiwan**

**Carrier Logistics Corp.**  
**5F., NO.249-1, SEC. 3 Zhong Xiao East Rd**  
**Taipai 10654, Taiwan, R.O.C.**

**Contact: Vera Yeh**  
**TEL: 886-2-8773 4747**  
**FAX: 886-2-8773 7545**  
[Email:vera-yeh@carrier-logistics.com](mailto:vera-yeh@carrier-logistics.com)

**Thailand**

**APT Showfreight (Thailand) Limited**  
**11/24 Rachadapisek Road, Chongnonsee**  
**Yannawa, Bangkok 10120 Thailand**

**Contact: Hasnai Kongkaew**  
**Tel: +66 (0) 2285 3060 ext 201**  
**Fax:+66 (0) 2285 3068**  
[E-mail:hasnai@aptshowfreight.com](mailto:hasnai@aptshowfreight.com)

**Turkey**

**Level Uluslararası Lojistik**  
**ve Organizasyon Hizmetleri A.S**  
**Yeni Bosna Merkez Mahallesi**  
**29 Ekim Caddesi Vizyon Park Plazaları**  
**Plaza 4, Ofis 507 - 34197 Bahçelievler - Istanbul**

**Contact: Tufan Zaman**  
**Phone: 90 212 603 33 35**  
[E-mail:tufan.zaman@level-logistic.com](mailto:tufan.zaman@level-logistic.com)

**U.K.**

**GBH Exhibition Forwarding Ltd,**  
**10 Orgreave Drive**  
**Sheffield United Kingdom- S13 9NR**

**Contact: Mr. Mark Saxton**  
**Phone: [44] 114-269-0641**  
**Fax: [44] 114-269-3624**  
[E-mail: mark@gbhforwarding.com](mailto:mark@gbhforwarding.com)

# NY NOW Winter

February 5 - 8, 2023


Jacob Javits Convention Center, New York, NY



Choose the solution that will *instantly* capture contact & demographic data

See page 2 for our enhanced product descriptions.

Order Lead Retrieval	on or before 11/20/22	from 11/21/22 to 1/4/23	after 1/4/23	number of units	TOTAL
<b>SWAP® Mobile App</b> (1 - 3 users) <b>NEW FEATURES!</b>	\$ 549	\$ 579	\$ 599		\$
<b>Handheld Badge Scanner</b> (RT2000) For “Touchless” scanner with stand, please contact exhibitorservices@maritz.com.	\$ 549	\$ 579	\$ 599		\$
<b>Tablet (Android Device)</b> For “Touchless” tablet with stand, please contact exhibitorservices@maritz.com.	\$ 479	\$ 499	\$ 549		\$
<b>Add SWAP Mobile App Users* to any above products</b> (after purchase of initial lead option)	\$ 149 each				\$
<b>Bluetooth Printer</b> Order 1:1 for all SWAP Mobile Users, Handheld Scanners and Tablets purchased	\$ 100	\$ 125	\$ 150		\$
<b>Developer’s Kit</b> (Real Time Data Services) Click <a href="#">here</a> for more information	\$ 800				\$
<b>Delivery of Reader to Booth</b> (Post show pickup not available)	\$ 200				\$
<b>Sub-Total</b>					\$
<b>Processing Fee**</b>					\$ 9.99
<b>Total with 8% Sales Tax***</b>					\$
<b>TOTAL</b>					\$



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Secure

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**Your Lead Retrieval Order Confirmation will be emailed to you.**

**Note:** All equipment must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

**TERMS AND CONDITIONS:**  
Purchase Orders are not accepted.

All orders cancelled prior to 30 days of the show will incur a \$100 cancellation fee. Orders cancelled within 30 days of the show will not be refunded.

Click [here](#) for additional Terms and Conditions

\* Additional SWAP User Licenses pricing applies to singular booths only. If you are part of a pavilion, please contact Exhibitor Services.

\*\* Processing fee waived when order is placed using company's online lead portal.

\*\*\* Taxable items and rates vary among states and are subject to change. Please call for exact quote.



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**Order Online Now:** <https://exhibitor.swap.mge360.com/>

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Check if information is for: ☐ Exhibiting Company ☐ Third Party

3rd Party Company (if applicable): \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## Do not email credit card information

Upon registration for this event, all guests (foreign and domestic) agreed to Terms of Use which include voluntarily sharing their personal information with exhibiting companies via lead retrieval. Maritz Global Events recommends all customers seek their own expert advice for GDPR Compliance concerns.

**Order Online Now:** <https://exhibitor.swap.mge360.com/>

For Assistance Contact:  
ExhibitorServices@maritz.com  
877-623-3487

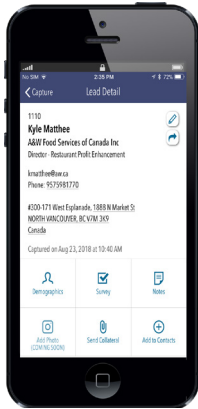
*It is against Maritz Global Events' security policy to accept credit card information via email.*

**Maritz Global Events®**  
(formerly Experient)

NYN231

LEAD MANAGEMENT ORDER FORM

## Which Solution is Right for Your Booth?



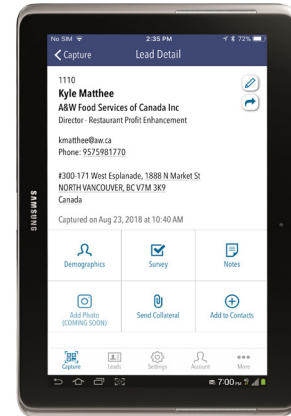
### SWAP

- Native app for Android or iOS
- Economical way to get scanning solution into the hands of each salesperson
- Tracks leads by individual
- Supports sending marketing collateral through email
- Printers pair 1:1 with each SWAP mobile device
- Business card scanning



### Handheld Scanner (RT2000)

- High Speed: excellent for booth events, product theaters, and in-booth sessions
- Ergonomic—left and right hand enabled
- Good for busy booths that require shared devices
- Printers pair 1:1 with each device



### Tablet (Android Device)

- Full connectivity with integrated scanning
- Good for booths that require a shared scanning device
- Larger screen is perfect for long surveys or detailed notes
- Printers pair 1:1 with each device
- Business card scanning

All our badge scanners run on the easy-to-use SWAP platform. Choose the option that's right for your booth or mix and match to create a custom solution.

#### Every lead choice allows you to:

- Gather data from attendee badges
- Rank leads
- Provide custom surveys
- Add notes to leads
- Access and download data from your secure portal
- Mix and match scanning solutions
- Scan leads with or without data connection
- View and edit data in real time

#### What's NEW with our badge scanning devices:

- Printers pair 1:1 with all lead solutions
- Copy over surveys from previous events
- Enhanced surveys: new branching functionality to allow for better lead qualification
- Lead matchmaking

Order Online Now: <https://exhibitor.swap.mge360.com/>



**FB INTERNATIONAL, INC.**  
1 Raritan Road  
Oakland, NJ 07436  
Tel: +1 201 337 1985  
Fax: +1 201 337 4848  
Email: customerservice@fbinternational.net


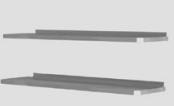



## **VELOCE WOOD BOOTH PACKAGE FURNITURE, ACCESSORIES & LIGHTING ORDER FORM**

**Company Name:** \_\_\_\_\_

**Booth #:** \_\_\_\_\_

**Section:** \_\_\_\_\_

**Advanced Rate DEADLINE: January 6, 2023**  
**Order must be accompanied by CREDIT CARD AUTHORIZATION FORM for processing.**

QTY	IMAGE	DESCRIPTIONS & DIMENSIONS	ADV. RATE	STD. RATE	AMOUNT
		<b>Shelving Unit with 3 Shelves</b> L 45in. x D 14in. x H 85in. (L 115cm x D 35cm x H 215cm)	<b>\$227.00</b>	\$283.50	
		<b>Straight or Slanted Shelf</b> <b>MUST BE ORDERED WITH SHELVING UNIT</b> L 45in. x D 13in. (L 115cm x D 32cm)	<b>\$42.00</b>	\$51.00	
		<b>Hanging Bar</b> <b>MUST BE ORDERED WITH SHELVING UNIT</b> L 45in. x D 1.18in. (L 115cm x D 3cm)	<b>\$42.00</b>	\$51.00	
		<b>Virgola Light</b> <b>25W LED Light</b> <b>(Electrical power and labor NOT included)</b>	<b>\$207.00</b>	\$275.75	
		<b>Customized Paint Color</b> <b>(Water-Based)</b>  (Please provide Behr# or Glidden for paint match)	<b>\$367.50</b> per linear meter <b>(per 39")</b>	\$459.50 per linear meter (per 39")	

■ **DAMAGED PANELS:**

Refurbishing fees are assessed for:  
- hole larger than 6.3mm (0.25") in diameter i.e. plasma mounts, furnishings or graphics.  
- any graphics, wall coverings wallpaper or adhesives not removed.  
- any hardware not removed (of any size).

<b>SUB-TOTAL</b>	<b>\$</b>
<b>8.875% NY SALES TAX</b>	<b>\$</b>
<b>GRAND TOTAL</b>	<b>\$</b>



E-Mail or fax forms with FB order form to:

**FB INTERNATIONAL, INC**

T: +201 337 1985 F: +201 337 4848

E: customerservice@fbinternational.net

## METHOD OF PAYMENT FORM / CREDIT CARD AUTHORIZATION

**\*ALL ORDERS ARE SUBJECT TO FULL PAYMENT PRIOR TO PROCESSING BY FB INTERNATIONAL, INC.**

EXHIBITING COMPANY NAME:	
CONTACT NAME:	
BILLING ADDRESS:	
BOOTH NUMBER:	BOOTH SIZE:
TELEPHONE:	FAX:
E-MAIL:	<b>ORDER SUMMARY</b>
	Furniture/Accessories:
	Graphics:
	Material Handling:
	Labor:
	Tax 8.875%:
	Grand Total:

### METHOD OF PAYMENT & AUTHORIZATION (used for FB International, Inc. orders only)

<b>Credit Card</b>	American Express <input type="checkbox"/>
	VISA <input type="checkbox"/>
	MasterCard <input type="checkbox"/>

**Credit card information is required to be on file to process your order regardless of the type of payment chosen**

For your convenience, we will use this authorization to charge your credit card account for your Material Handling in advance of Show, directly to the Show, and if applicable, returns to the FB Warehouse, or any other charges which FB INTERNATIONAL may be obligated to pay on behalf of Exhibitor.

Account# \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_

Security code: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Check**

☐

Check No. \_\_\_\_\_

MAKE PAYABLE TO:

**FB INTERNATIONAL, INC.**

\* Only checks drawn on United States banks in \$ will be accepted.

**Bank Wire Transfer**

☐

Bank Transfer Information provided upon request.

**Credit card information is required to be on file to process your order regardless of the type of payment chosen**

I agree in placing this order AND have accepted FB International terms and conditions

ORDERED BY (SIGNATURE): \_\_\_\_\_

Date \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

# Standard White Line

## STANDARD WHITE FEATURES:



- Fluorescent lighting
- LED lighting available for an additional \$85 per showcase
- Aluminum frame
- Matte white formica exterior
- Solid sides
- Sliding doors with lock (no mirrors)
- Rear storage area with lock in half and quarter vision cases
- Available in 4', 5' and 6' lengths and corner cases
- 38" high and 20" deep
- Showcases are available in full, half and quarter vision
- Corner cases are available in half and quarter vision only

SIZE	QUANTITY			ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 01/06/2023	SHOW SITE PRICE	TOTAL
	FULL VISION	HALF VISION	QUARTER VISION				
4 FOOT				\$360.00	\$435.00	\$560.00	
5 FOOT				\$360.00	\$435.00	\$560.00	
6 FOOT				\$360.00	\$435.00	\$560.00	
34" CORNER	X			\$380.00	\$455.00	\$580.00	

Add \$85.00 per showcase for LED lighting \$ \_\_\_\_\_

SUBTOTAL \$ \_\_\_\_\_

8.875% SALES TAX \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

BOOTH NUMBER \_\_\_\_\_

**ONLINE ORDERING  
AVAILABLE**  
VISIT [AMERICANFIXTURE.COM](http://AMERICANFIXTURE.COM)

**ORDERS AND BOOTH LAYOUT DUE BY January 6, 2023**

**American Fixture & Display Corp.**

Phone: (718) 463-2176 • Fax: (718) 463-4302

Email: [orders@americanfixture.com](mailto:orders@americanfixture.com) • Web: [americanfixture.com](http://americanfixture.com)

Please complete company name, credit card information and booth layout located on the final pages. This is required to process your order.

Please note: Telephone orders not accepted.

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# Designer Line



## DESIGNER LINE FEATURES:

- Fluorescent lighting
- Halogen lighting available for an additional \$50 per showcase
- LED lighting available for an additional \$85 per showcase
- Aluminum frame
- Textured designer gray formica exterior
- Glass sides
- Mirrored sliding doors with lock
- Rear storage area with lock in half and quarter vision only
- Available in 4', 5' and 6' lengths and corner cases
- 39" high and 20" deep
- Showcases are available in full, half and quarter vision
- Corner cases are available in half and quarter vision only

SIZE	QUANTITY			ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 01/06/2023	SHOW SITE PRICE	TOTAL
	FULL VISION	HALF VISION	QUARTER VISION				
4 FOOT				\$385.00	\$460.00	\$585.00	
5 FOOT				\$385.00	\$460.00	\$585.00	
6 FOOT				\$385.00	\$460.00	\$585.00	
34" CORNER				\$400.00	\$475.00	\$600.00	
42" CORNER				\$415.00	\$490.00	\$615.00	

Add \$50.00 per showcase for Halogen lighting \$ \_\_\_\_\_

Add \$85.00 per showcase for LED lighting \$ \_\_\_\_\_

SUBTOTAL \$ \_\_\_\_\_

8.875% SALES TAX \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

BOOTH NUMBER \_\_\_\_\_

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# Deluxe Line



## DELUXE LINE FEATURES:

- Fluorescent lighting
- LED lighting available for an additional \$85 per showcase
- Brushed gold frame
- Glossy black formica exterior
- Glass sides
- Mirrored sliding doors with lock
- Rear storage area with lock
- Available in 4', 5' and 6' lengths and corner cases
- 38" high and 20" deep
- Showcases and corner cases available in half vision and quarter vision only

SIZE	QUANTITY		ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 01/06/2023	SHOW SITE PRICE	TOTAL
	HALF VISION	QUARTER VISION				
4 FOOT			\$400.00	\$475.00	\$600.00	
5 FOOT			\$400.00	\$475.00	\$600.00	
6 FOOT			\$400.00	\$475.00	\$600.00	
34" CORNER			\$420.00	\$495.00	\$620.00	

Add \$85.00 per showcase for LED lighting \$ \_\_\_\_\_

SUBTOTAL \$ \_\_\_\_\_

8.875% SALES TAX \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

BOOTH NUMBER \_\_\_\_\_

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## ELITE LINE FEATURES:

- Halogen lighting
- LED lighting available for an additional \$60 per showcase
- Brushed gold frame
- Verdigris formica exterior
- Glass sides
- Mirrored sliding doors with lock
- Rear storage area with lock
- Available in 4', 5' and 6' lengths and corner cases
- 39" high and 20" deep
- Showcases and corner cases are available in half vision and quarter vision only



SIZE	QUANTITY		ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 01/06/2023	SHOW SITE PRICE	TOTAL
	HALF VISION	QUARTER VISION				
4 FOOT			\$425.00	\$500.00	\$625.00	
5 FOOT			\$425.00	\$500.00	\$625.00	
6 FOOT			\$425.00	\$500.00	\$625.00	
34" CORNER			\$445.00	\$520.00	\$645.00	

Add \$60.00 per showcase for LED lighting \$ \_\_\_\_\_

SUBTOTAL \$ \_\_\_\_\_

8.875% SALES TAX \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

BOOTH NUMBER \_\_\_\_\_

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# Ultra Line

## ULTRA LINE FEATURES:



**FULL VISION IN BLACK SHOWN HERE**

- LED lighting available in:
  - 3000K Yellow
  - 6000K White
- Aluminum frame
- Black or matte white exterior
- Glass sides
- Glass sliding doors with lock
- Rear storage area with lock available on half and quarter vision showcases only
- Available in 4', 5', and 6' lengths and corner cases
- 41½" high and 20" deep
- Showcases and corner cases are available in full vision, half vision, and quarter vision

SIZE	QUANTITY			BLACK or WHITE	3000K or 6000K	ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 01/06/2023	SHOW SITE PRICE	TOTAL
	FULL VISION	HALF VISION	QUARTER VISION						
4 FOOT						<b>\$485.00</b>	<b>\$560.00</b>	<b>\$685.00</b>	
5 FOOT						<b>\$485.00</b>	<b>\$560.00</b>	<b>\$685.00</b>	
6 FOOT						<b>\$485.00</b>	<b>\$560.00</b>	<b>\$685.00</b>	
34" CORNER						<b>\$505.00</b>	<b>\$580.00</b>	<b>\$705.00</b>	
48" CORNER						<b>\$525.00</b>	<b>\$600.00</b>	<b>\$725.00</b>	

SUBTOTAL \$ \_\_\_\_\_

8.875% SALES TAX \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

BOOTH NUMBER \_\_\_\_\_

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# Accent Cube



**WHITE  
SHOWN HERE**

## WHITE or DESIGNER LINES

- Aluminum frame
- 3 fixed 50 watt lights
- LED lighting available for an additional \$45
- Standard white or textured gray formica exterior
- 18" wide x 18" deep x 70" high
- 18" wide x 18" deep x 18" high glass display area
- Hinged frameless glass door with lock
- Storage area with lock

## DELUXE or ELITE LINES

- Brushed gold frame
- 4 MR16 lights in pivoting fixtures
- LED lighting available for an additional \$45
- Glossy black or verdigris formica exterior
- 18" wide x 18" deep x 70" high
- 18" wide x 18" deep x 18" high glass display area
- Hinged frameless glass door with lock
- Storage area with lock



**DELUXE  
SHOWN HERE**

STYLE	QUANTITY	ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 01/06/2023	SHOW SITE PRICE	TOTAL
STANDARD WHITE		\$355.00	\$430.00	\$555.00	
DESIGNER		\$355.00	\$430.00	\$555.00	
DELUXE		\$355.00	\$430.00	\$555.00	
ELITE		\$355.00	\$430.00	\$555.00	

Add \$45.00 per accent cube for LED lighting \$ \_\_\_\_\_

SUBTOTAL \$ \_\_\_\_\_

8.875% SALES TAX \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

BOOTH NUMBER \_\_\_\_\_

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## CHOICES:

- **STANDARD WHITE** Aluminum frame with a matte white formica exterior
- **DESIGNER** Aluminum frame with a textured gray formica exterior
- **DELUXE** Brushed gold frame with a glossy black formica exterior
- **ELITE** Brushed gold frame with a verdigris formica exterior

## FEATURES:

- Halogen lighting
- LED lighting available for an additional \$45 per tower
- 6" canopy
- 3 adjustable glass shelves
- Clear glass on four sides
- Hinged framed door with lock
- 20" wide x 20" deep x 80" high
- 20" wide x 20" deep x 54" high glass display area



DELUXE  
SHOWN HERE



DESIGNER  
SHOWN HERE

STYLE	QUANTITY	ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 01/06/2023	SHOW SITE PRICE	TOTAL
STANDARD WHITE		\$365.00	\$440.00	\$565.00	
DESIGNER		\$365.00	\$440.00	\$565.00	
DELUXE		\$365.00	\$440.00	\$565.00	
ELITE		\$365.00	\$440.00	\$565.00	

Add \$45.00 per tower for LED lighting \$ \_\_\_\_\_

SUBTOTAL \$ \_\_\_\_\_

8.875% SALES TAX \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

BOOTH NUMBER \_\_\_\_\_

**ONLINE ORDERING  
AVAILABLE**  
VISIT [AMERICANFIXTURE.COM](http://AMERICANFIXTURE.COM)

**ORDERS AND BOOTH LAYOUT DUE BY January 6, 2023**

**American Fixture & Display Corp.**

Phone: (718) 463-2176 • Fax: (718) 463-4302

Email: [orders@americanfixture.com](mailto:orders@americanfixture.com) • Web: [americanfixture.com](http://americanfixture.com)

Please complete company name, credit card information and booth layout located on the final pages. This is required to process your order.

Please note: Telephone orders not accepted.

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# Museum Pedestal



## CHOICES:

- WHITE: Aluminum frame with matte white formica exterior
- DELUXE: Brushed gold frame with glossy black formica exterior
- BEIGE: Brushed gold frame with beige formica exterior

## FEATURES:

- Halogen lighting (six bulbs)
- LED lighting available for an additional \$60 per museum pedestal
- 8" canopy
- Glass doors with lock
- Storage area with lock
- 30" wide x 20" deep x 70" high
- 30" wide x 20" deep x 20" high glass display area

STYLE	QUANTITY	ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 01/06/2023	SHOW SITE PRICE	TOTAL
White		\$410.00	\$485.00	\$610.00	
Deluxe		\$410.00	\$485.00	\$610.00	
Beige		\$410.00	\$485.00	\$610.00	

Add \$60.00 per museum pedestal for LED lighting \$ \_\_\_\_\_

SUBTOTAL \$ \_\_\_\_\_

8.875% SALES TAX \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

BOOTH NUMBER \_\_\_\_\_

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# Boutique Case



BOUTIQUE WITH SOLID  
BACK SHOWN HERE

## CHOICES:

- DESIGNER: Aluminum frame with textured gray formica exterior
- DELUXE: Brushed gold frame with glossy black formica exterior

## FEATURES:

- Fluorescent lighting
- LED lighting available for an additional \$60 per boutique case
- 5" canopy
- Wall Case (solid back) or See-Thru (glass back)
- 3 rows of adjustable glass shelves
- Glass doors with lock
- Storage area with lock
- 48" wide x 13" deep x 76" high
- 48" wide x 13" deep x 44" high glass display area

STYLE	QUANTITY		ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 01/06/2023	SHOW SITE PRICE	TOTAL
	WALL CASE	SEE THRU				
Designer			\$430.00	\$505.00	\$630.00	
Deluxe			\$430.00	\$505.00	\$630.00	

Add \$60.00 per boutique case for LED lighting \$ \_\_\_\_\_

SUBTOTAL \$ \_\_\_\_\_

8.875% SALES TAX \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

BOOTH NUMBER \_\_\_\_\_

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# Wall Case & See-Thru



## WALL CASE

- White or black formica exterior
- Fluorescent lights
- LED top lighting available for an additional \$95 per wall case
- 70", 60" or 48" wide x 18" deep x 84" high
- Glass sliding doors

## SEE-THRU WALL CASE

- White or black formica exterior
- Fluorescent lights
- LED top lighting available for an additional \$95 per see-thru
- 70" wide x 19" deep x 80" high
- Glass sliding doors



STYLE	QUANTITY			COLOR		ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 01/06/2023	SHOW SITE PRICE	TOTAL
	4'	5'	6'	WHITE	BLACK (6' Only)				
WALL CASE						\$450.00	\$525.00	\$650.00	
SEE-THRU WALL CASE	X	X				\$475.00	\$550.00	\$675.00	

Add \$95.00 per case for LED lighting \$ \_\_\_\_\_

SUBTOTAL \$ \_\_\_\_\_

8.875% SALES TAX \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

BOOTH NUMBER \_\_\_\_\_

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**V1**  
**SHOWN HERE**



**V3**  
**SHOWN HERE**



**V5**  
**SHOWN HERE**



**V6**  
**SHOWN HERE**

TYPE	QUANTITY	PRICE*	LED LIGHTING			MR16 SIDE LIGHTS (\$50 PER CASE)		EXTRA SHELVES (\$10 PER CASE)	TOTAL
			TOP ONLY \$45 PER CASE	TOP & SIDE LIGHTS \$130 PER CASE		GLASS SIDE	DOOR SIDE		
				GLASS SIDE	DOOR SIDE				
V1		\$465.00							
V3		\$465.00							
V5		\$490.00							
V6		\$465.00							

\*Add \$75 per case for all orders placed  
after 01/06/2023

\*\* SEE NEXT PAGE FOR MORE DETAILS\*\*

SUBTOTAL \$ \_\_\_\_\_

\*LATE FEE (if applicable) \$ \_\_\_\_\_

8.875% SALES TAX \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

BOOTH NUMBER \_\_\_\_\_

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# Classic Case Shelf Placement

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

## V1

(interior height 65")

(pre-set to 17")  
Change to \_\_\_\_\_ " {

(pre-set to 16")  
Change to \_\_\_\_\_ " {

(pre-set to 16")  
Change to \_\_\_\_\_ " {

(pre-set to 16")  
Change to \_\_\_\_\_ " {



## V3

(interior height 52")

(pre-set to 16 1/2")  
Change to \_\_\_\_\_ " {

(pre-set to 17 1/2")  
Change to \_\_\_\_\_ " {

(pre-set to 18")  
Change to \_\_\_\_\_ " {



## V5

(interior height 67")

(pre-set to 16 3/4")  
Change to \_\_\_\_\_ " {

(pre-set to 16 3/4")  
Change to \_\_\_\_\_ " {

(pre-set to 16 3/4")  
Change to \_\_\_\_\_ " {

(pre-set to 16 3/4")  
Change to \_\_\_\_\_ " {



## V6

(interior height 67")

(pre-set to 17")  
Change to \_\_\_\_\_ " {

(pre-set to 16 1/2")  
Change to \_\_\_\_\_ " {

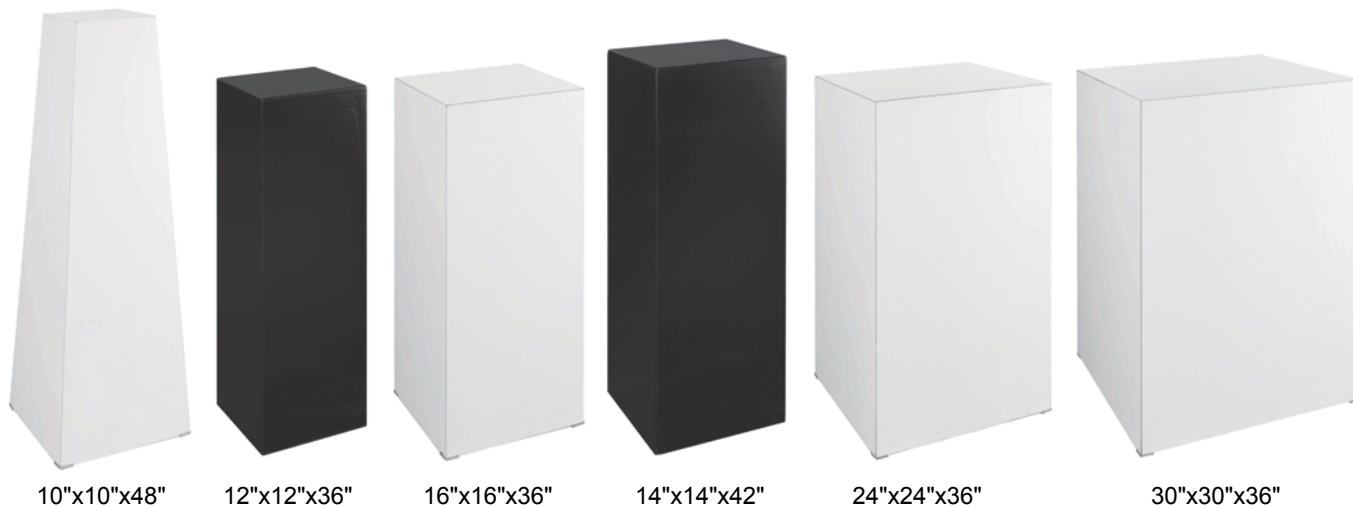
(pre-set to 16 1/2")  
Change to \_\_\_\_\_ " {

(pre-set to 17")  
Change to \_\_\_\_\_ " {



- Each of the glass shelves on the Classic Cases is adjustable. The shelf rests are **preset** at our warehouse at the approximate intervals shown above.
- If you would like us to alter the spacing of your shelves, please indicate your requirements above and submit this form along with your order **no later than ten (10) days prior to the start of the show**.
- Please understand that due to time constraints during show set up, we are unable to make changes on-site.

# Pedestals



(images not to scale; for reference only)

SIZE	WHITE	BLACK	PRICE	TOTAL
10" x 10" x 48"			\$120.00	
12" x 12" x 36"			\$120.00	
12" x 12" x 42"			\$120.00	
14" x 14" x 42"			\$120.00	
16" x 16" x 36"			\$120.00	
16" x 16" x 42"			\$120.00	
18" x 18" x 42"			\$120.00	
24" x 24" x 36"			\$120.00	
24" x 24" x 42"			\$120.00	
30" x 30" x 36"			\$120.00	
30" x 30" x 42"			\$120.00	

SUBTOTAL \$ \_\_\_\_\_

8.875% SALES TAX \$ \_\_\_\_\_

AMOUNT ENCLOSED \$ \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

BOOTH NUMBER \_\_\_\_\_

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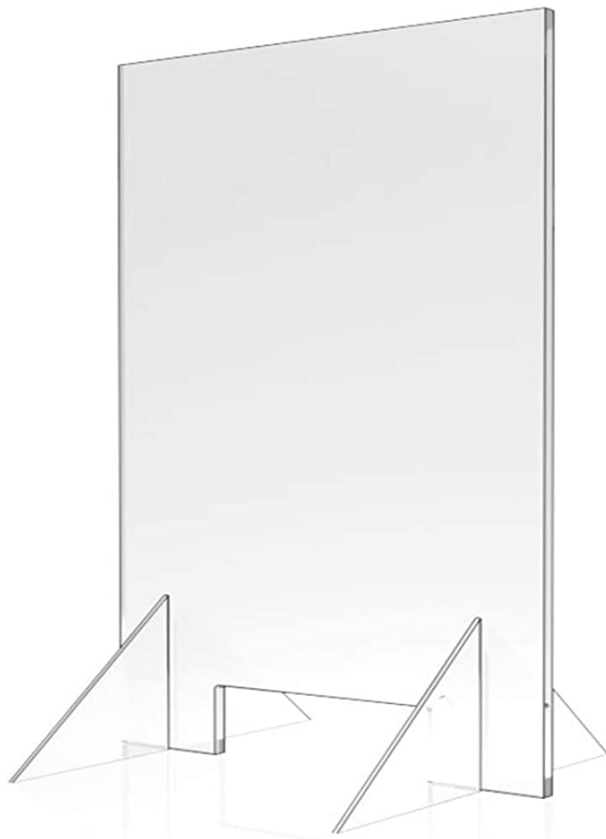
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# SNEEZE GUARD



*Perfect for  
placement on  
your showcase  
or table top*

## FEATURES:

- 24" Wide x 30" High
- Pass Through By 4" High X 12" Wide

QUANTITY	ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 01/06/2023	TOTAL
	\$95.00	\$115.00	

**ONLINE ORDERING  
AVAILABLE**  
VISIT [AMERICANFIXTURE.COM](http://AMERICANFIXTURE.COM)

SUBTOTAL \$ \_\_\_\_\_

8.875 % SALES TAX \$ \_\_\_\_\_

TOTAL DUE \$ \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

BOOTH NUMBER \_\_\_\_\_

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If this product is not returned at the end of the event, you will automatically be charged \$150.00

*Please complete company name, credit card information and booth layout located on the final pages. This is required to process your order.*

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***FULL VISION SHOWCASE***



***HALF VISION SHOWCASE***



***QUARTER VISION SHOWCASE***



***CORNER SHOWCASE***

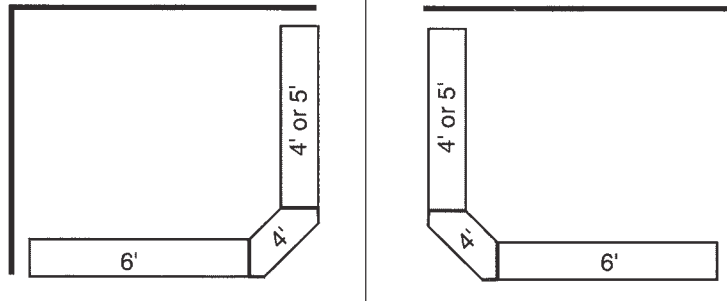
*Please complete company name, credit card information and booth layout located on the final pages. This is required to process your order.*

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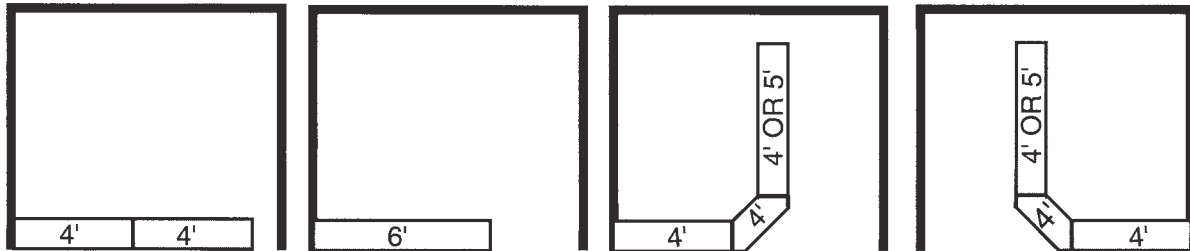
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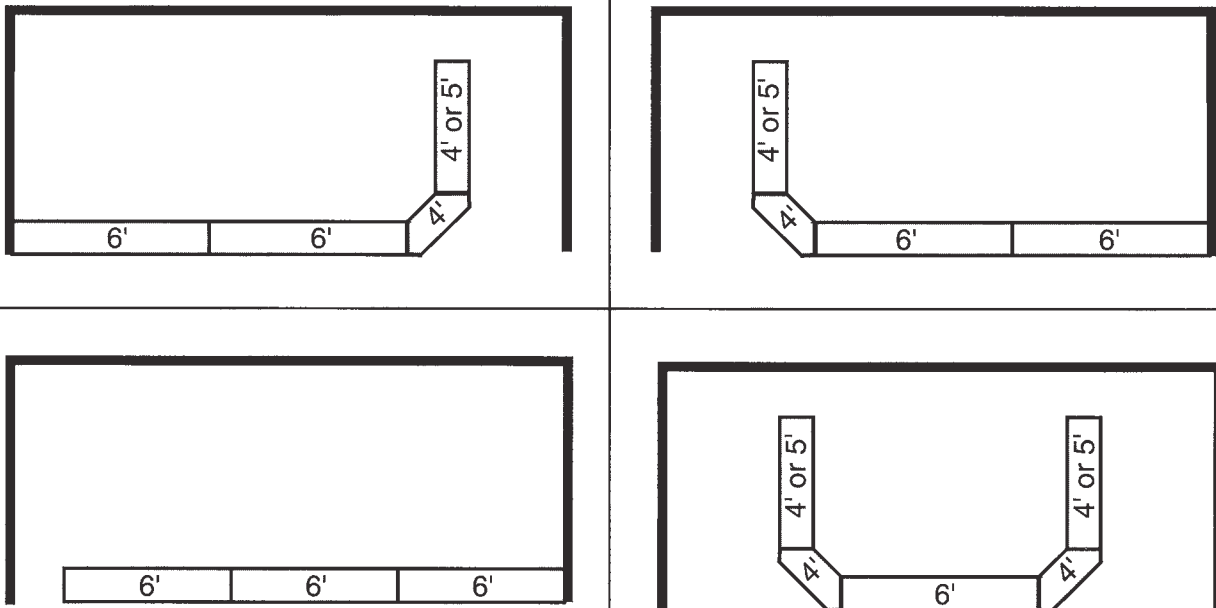
## 10 FOOT X 10 FOOT CORNER BOOTHS



## 10 FOOT X 10 FOOT SINGLE BOOTHS



## 10 FOOT X 20 FOOT DOUBLE BOOTHS



Please complete company name, credit card information and booth layout located on the final pages. This is required to process your order.

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## **ELECTRICAL INFORMATION NON-LED LIGHTING**

---

### **Standard White Case (Fluorescent)**

4'	25 Watts
5'	30 Watts
6'	40 Watts
34" Corner	20 Watts

### **Designer & Deluxe Case (Fluorescent)**

4'	25 Watts
5'	30 Watts
6'	40 Watts
34" Corner	20 Watts
42" Corner	30 Watts

### **Designer Case (Halogen)**

4'	100 Watts
5'	120 Watts
6'	140 Watts
34" Corner	80 Watts
42" Corner	100 Watts

### **Tower (Halogen)**

200 Watts

### **Museum Pedestal (Halogen)**

300 Watts

### **Accent Cube (Halogen)**

White & Designer	150 Watts
Deluxe	140 Watts

### **Boutique Case (Fluorescent)**

84 Watts

### **Wall Case & See-Thru Wall Case (Fluorescent)**

4'	60 Watts
5'	80 Watts
6'	80 Watts
	80 Watts

### **Classic Case – Silver (Halogen & Spotlight)**

V1, V3, V5	200 Watts
V6	150 Watts

## ELECTRICAL INFORMATION LED LIGHTING

---

### **Standard White Case**

4'	33 Watts
5'	42 Watts
6'	49 Watts
34" Corner	26 Watts

### **Deluxe & Designer Case**

4'	42 Watts
5'	48 Watts
6'	54 Watts
34" Corner	36 Watts
42" Corner	42 Watts

### **Ultra Case – 6000K**

4'	42 Watts
5'	48 Watts
6'	54 Watts
34" Corner	36 Watts
48" Corner	90 Watts

### **Ultra Case – 3000K**

4'	12 Watts
5'	15 Watts
6'	17 Watts
34" Corner	9 Watts
48" Corner	16 Watts

### **Classic Case**

V1, V3, V5	28 Watts
V6	21 Watts

### **Tower**

100 Watts

### **Museum Pedestal**

36 Watts

### **Accent Cube**

24 Watts

### **Boutique Case**

84 Watts

### **Wall Case**

4'	76 Watts
5'	93 Watts
6'	105 Watts

### **See Thru Wall Case**

105 Watts



# SHOWCASE ORDER FORM

Please complete the following information and submit it along with your showcase selections and booth layout diagram (previous page).

## CONTACT INFORMATION

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

POINT OF CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

BOOTH NO(S): \_\_\_\_\_

## PAYMENT INFORMATION

DISCOVER / AMEX / VISA / MC #: \_\_\_\_\_ EXP DATE: \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_ SEC CODE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## TERMS AND CONDITIONS OF RENTAL

American Fixture & Display Corp. and AFD Delaware, Inc. (together, the "Company") shall not be liable for failure to deliver the displays ("Company's Rental Property") or delays occasioned by causes beyond its control, including, but not limited to, strikes, lockouts, fires, flood, hurricane, war, acts of God, acts of terrorism, labor disputes, pandemics, epidemics, viruses, or delays or interruption of carriers and in no event shall be liable for consequential damages.

The Company shall have the right to charge the full rental price of the Company's Rental Property to the customer ("Lessee") on any orders (i) cancelled after the deadline date; or (ii) that have been delivered to the location of the rental, regardless of whether the event takes place.

Glass shelves must be properly installed by Lessee and not overloaded with merchandise. To avoid breaking of shelves, personal injury and damage to merchandise, the Lessee must use reasonable discretion in the amount of weight placed on the glass shelves. Installation and loading of the glass shelves is beyond the Company's control and the Company shall not be responsible for broken glass, damage of merchandise or personal injury related thereto.

In the event of any damage to the Company Rental Property during the rental period, excluding normal wear and tear, the Lessee shall pay to Company, on demand, the full cost of repair or replacement of such damaged display cases. Lessee further agrees to accept full responsibility and liability, and Lessee shall indemnify, defend and hold harmless Company, for any injury to Lessee, for any damage to the property of Lessee, for any injury to any other person(s), for any damage to the property of any other person(s) and any other loss that may result through the use or misuse of the Company's Rental Property. Lessee agrees and acknowledges that Lessee is subject to additional charges if Lessee fails to return the Company's Rental Property to Company or fails to make the Company's Rental Property available to Company for pick-up at the time and date mutually agreed to by both parties.

Lessee agrees to accept full responsibility and liability, and shall indemnify, defend and hold harmless Company and its agents, employees, officers or directors from and against any and all liability, claims, demands (whether or not groundless, false, or fraudulent), costs, damages, losses, judgments, or awards, including legal and attorney fees, brought by a third party or parties and arising out of or in any way connected with any act or omission of Lessee or its employees or other persons.

The Company's Rental Property are rented for display purposes only and Company does not warrant the safety or security thereof. Company shall not be liable for contents, damage or breakage after the Company's Rental Property have been delivered.