

	<b>Tasks (Performed by Employees of the Exhibiting Company, NOT 3<sup>rd</sup> Party)</b>	<b>An Exhibitor Can</b>	<b>An Exhibitor Can't</b>
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 by hand carry - 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	

## LABOR REGULATIONS

### 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 if the booth size is 250 sq ft or less and the following conditions are met:

- No tools are used in the assembly or dismantle.
- 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](#). 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.

### 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.

### Clean Floor Policy

There will be no exceptions to this policy. Items must be removed from the show floor as follows:

- All crates and skids labeled for EMPTY storage..... no later than 5 pm on Saturday, February 1<sup>st</sup>
- All bulk trash labeled for disposal..... no later than 5 pm on Saturday, February 1<sup>st</sup>
- All ladders & large booth construction equipment..... no later than 7 am on Sunday, February 2<sup>nd</sup>
- All booths set and show ready..... no later than 7 am on Sunday, February 2<sup>nd</sup>

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.

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 products 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. 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. Bulk trash is defined as any waste larger than 3' x 3' x 3' or 1m x 1m x 1m x 1m. Exhibitors will be charged for the removal and disposal of these items. For more information regarding bulk trash, please contact [Randi.Cavitt@EmeraldX.com](mailto:Randi.Cavitt@EmeraldX.com).

**Booth & Material Abandonment**

Exhibiting companies are required to make cleaning and labor arrangements for both materials 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.
- The 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 NY NOW. Contact Sarah Tanenbaum for Home goods, Gift Accessories, Furniture (including some IKEA furniture) donations (646) 207-4847 for books or stationery donations.

**Please complete our online form to register your donations:**

<https://housingworks.formtitan.com/corporatedonationform>

**'Disclaimer':** We do not guarantee a collection; all items are subject to our approval/disapproval criteria review on site. We do not collect packing materials, pallets or crates used to ship donated items to the Show. Housing Works will not dismantle furniture & wall-mounted pieces. Exhibitors are responsible for the cost of disposing or removing packing materials and/or any donations not collected according to Show Rules.