NY NOW

EXHIBITOR RESOURCE MANUAL

WINTER SHOW

January 31-February 2, 2027

Jacob K. Javits Convention Center

New York, NY

WELCOME TO YOUR NY NOW 2027 WINTER SHOW EXHIBITOR RESOURCE MANUAL!

The information in this manual is designed to help guide you through the planning process of exhibiting at NY NOW and includes schedules and deadlines, as well as additional links, online ordering sites, and downloadable printable order forms for your convenience.

We encourage you to thoroughly review this document, especially those areas that pertain to your booth, to help answer any questions about areas you need further clarification on.

What's Inside:

- General Information & Timeline
- Pre-Show Checklist
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GENERAL INFORMATION & TIMELINE

Show Location

Jacob K. Javits Convention Center

429 11th Avenue

New York, NY 10001

Exhibit Hall 3B, 3D

Show Days & Hours

Sunday, January 31 —— 9 a.m.–6 p.m.

Monday, February 1 —— 9 a.m.–6 p.m.

Tuesday, February 2 —— 9 a.m–5 p.m.

Registration Hours

Friday, January 29 —— 8 a.m.-6 p.m.

Saturday, January 30 —— 8 a.m.-6 p.m.

Sunday, January 31 —— 7 a.m.-6 p.m.

Monday, February 1 —— 8 a.m.-6 p.m.

Tuesday, February 2 —— 8 a.m.-5 p.m.

Move In

All exhibitors have a designated freight move-in time based on booth location, click here to see yours.

Thursday, January 28 —— 11 a.m.–5 p.m.

Friday, January 29 —— 8 a.m.–5 p.m.

Saturday, January 30 —— 8 a.m.–5 p.m.

Move Out

Tuesday, February 2 —— 5 pm - 11 pm

Wednesday, February 3 —— BY REQUEST

NEW OFFICIAL SERVICE CONTRACTOR

T3 Expo has been selected as the NEW official service contractor for NY NOW. Be sure to review information in this manual for their contact information, deadlines and areas of responsibility, including booth furnishings, freight, carpenter labor and more.

PRE-SHOW CHECKLIST

Use the checklist below to make sure you and your team are show ready!

☑ **T3 Expo – Official General Services Contractor**
Shipping, Furnishings, Shelving & Booth Accessories, Flooring, Graphics, Labor

- T3 Expo Exhibitor Toolkit
- Advanced Furnishings Order Deadline: January 15, 2027
- Advanced Warehouse Shipping Label (storage fees apply)
- Direct to Show Site Shipping Label

help@t3expo.com | +1 (888) 698-3397

☑ **Javits Center Service**
Lighting, Electric, Catering, Technology

- Link to Javits Toolkit | Link to Javits Ordering Portal
- Deadline: January 16, 2027

services@javitscenter.com | Call Mon- Fri, 9 a.m.-5 p.m. EST at (877) 452-8487 or (212) 216-2319

☑ **Manage Your Exhibitor Hub Account** — login to your Exhibitor Hub here.

- View Your Contract, Invoices, and Payments
- Submit Required Documents
  Certificate of Insurance, Wastebasket & Chair Form, etc.
- Update Your Company Profile
  Keep your company information and brand details current by uploading your logo, product photos and descriptions.
- Access Exhibitor Resources
  Find important show information, forms, and deadlines.
- Pre-Register Staff Badges
  Exhibitor Registration is now handled through your Exhibitor Hub.

  Registration Support: registration@nynow.com | Registration Emails Come From: noreply@gtrnow.com

☑ **Additional Vendors**
A/V, Showcases, Staffing, etc — click link to jump to page

☑ **Setup Lead Retrieval**
Be on the lookout for an email from **noreply@connect.nynow.com** to activate your official NY NOW Winter 2027 show app account with an online quick guide. From that account, you can manage your team and set up Lead Retrieval.

☑ **Book Hotel**
Book through our preferred housing partner, EvolveCon, to access discounted hotel rates.

INSURANCE

Exhibitors are responsible for obtaining insurance coverage throughout the event, including move-in and move-out. NY NOW does not provide insurance for exhibitor property or personnel. Proof of coverage must be submitted to Show Management before move-in.

Required Insurance Coverage

- **Workers' Compensation:** Required unless you are a sole proprietor working alone. If anyone else works in your booth, coverage is required.
- **Comprehensive General Liability:** Minimum coverage of $1,000,000 per occurrence and $2,000,000 aggregate for bodily injury and property damage, including personal injury, contractual liability, mobile equipment operations, products, and liquor liability (if applicable).
- **Automobile Liability:** Minimum coverage of $500,000 per occurrence for bodily injury and property damage, including owned, non-owned, and hired vehicles and loading/unloading operations.

Additional Insured Requirements

General Liability and Automobile Liability policies must name Rockview Management (Show Management), Jacob K. Javits Convention Center (Facility), and T3 Expo (General Service Contractor) as additional insureds.

Certificate of Insurance

Your certificate must include:

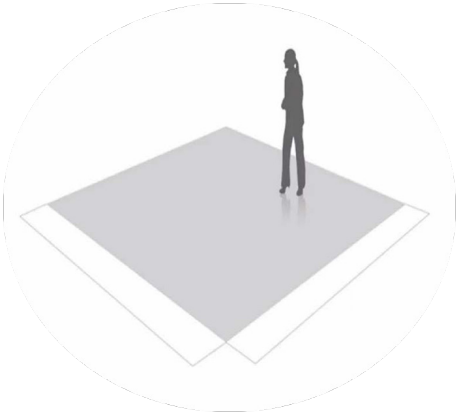
- **Producer:** Insurance carrier's name, address, and phone number
- **Insured:** Exhibiting company's information and booth number
- **Additional Insureds:** All required parties as specified above
- **Certificate Holder:** Rockview Management – NY NOW

Download a sample Certificate of Insurance.

Submit your insurance documents through the Exhibitor Hub before move-in.

*If you don't have insurance that meets that requirements, insurance can be procured from Marsh Total Event Insurance with whom a special rate has been negotiated.

BOOTH PACKAGE OPTIONS



Raw Space

Raw Space **does not** include carpet, an ID sign, or furniture.

NY NOW is a Cubic Content show, and all displays must comply with the applicable booth construction guidelines.

The maximum running length for all 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.

Raw Space 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 Form & Insurance Submission in the Exhibitor Hub.



Pipe & Drape

Corner booths will not have drape on the cross-aisle.

If an exhibitor has multiple booths, intervening drapery partitions will not be provided unless requested, pending approval, 30 days prior to move-in.

The pipe and drape that is supplied is not designed to support anything heavier than 10 lbs.

The maximum running length for all 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.

BOOTH PACKAGE OPTIONS CONT'D

Hardwall Booth Packages

Hardwall booth packages consist of poplar plywood (painted white) panels with white wooden framework, a double-sided street sign with company name and booth number and black booth carpeting.

Various wall treatments are permitted, including painting (water-based), peel and stick adhesives (no wallpaper paste), draping, stapling and applying nails or screws (no holes larger than ¼").

This booth system is contiguous and difficult to alter. Keep this in mind when planning your display. A standard 10 ' x 10' 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' hard wall booth package.

Important: 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 as close to their original condition — remove nails, screws, adhesives to avoid a refurbishing fee. Exhibitors do not need to repaint the panels.



Hardwall No Fascia

Hardwall No Fascia has an open front with no crossbar and an overhead parcan light. Corner booths will not have a side wall on the corner. Booths larger than 10' may require support panels within the booth.

**Click here for more details renderings and booth measurements.*



Hardwall with Fascia

Hardwall with Fascia includes a front crossbar and light track. Booths larger than 10' will have vertical posts every 10' to connect the fascia. Corner booths will not have a side wall on the corner, but will still have a header and vertical post to support the booth.

**Click here for more details renderings and booth measurements.*

WHAT'S INCLUDED IN MY BOOTH?

What's Included?	Raw Space	Pipe & Drape	Hardwall with Fascia	Hardwall No Fascia
8' Walls / Drape		✓	✓	✓
Identification Sign		Standard booth sign	2-sided street sign	2-sided street sign
Black Carpeting			✓	✓
Lighting			1 track per 100 sq. ft.	1 parcan per 100 sq. ft.
Chair & Wastebasket		Upon request	Upon request	Upon request
Dedicated Exhibitor WiFi	✓	✓	✓	✓
Lead Retrieval	✓	✓	✓	✓
Pre-show Vacuuming	✓	✓	✓	✓
Drayage / Material Handling	✓	✓	✓	✓

Booth electrical/outlets/plug-ins, additional furnishings and accessories, A/V, labor or other equipment not listed above are **not included** in your booth. If you need these items, be sure to order from the appropriate contractor before their deadlines:

- Booth furnishings, shelving, accessories, flooring, graphics, labor — T3 Expo
- Electrical, catering, technology — Javits Center
- Additional vendors — see page below, click here to jump to page

Drayage / Material Handling: Standard handling of crated and palletized shipments from the loading dock to your booth, including freight removal at show close, **is included**. Loose, non-crated, non-palletized, and small-package shipments (FedEx, UPS, etc.) are subject to additional fees.

FREIGHT & DELIVERIES

There are **TWO** options for getting your items to the show.

1. Ship to the T3 Advanced Warehouse
- Shipments accepted from Dec 14-Jan 20 from 8 a.m.-4 p.m.
- Cost: $0.90 / lb for packaged materials
- Items received after January 20 will incur a 30% surcharge
- Freight will be delivered to your booth according to your targeted freight arrival

ADVANCED WAREHOUSE ADDRESS
TO: [Exhibiting Company Name] [Booth #]
FOR: NY Now Winter Show 2027
c/o: T3 Expo
600 Cabot Drive
Hamilton, NJ 08691
*Click here for printable label.

2. Ship Direct to Javits OR Deliver to Javits with Your Private Vehicle
- Freight/deliveries should arrive according to targeted move-in schedule
- No additional cost for crated/skidded materials (included in booth fee)
- Loose/small packages and items may incur a material handling fee

JAVITS SHIPPING ADDRESS
TO: [Exhibiting Company Name] [Booth #]
FOR: NY Now Winter Show 2027
c/o: T3 Expo
c/o: Jacob K. Javits Center
Halls 3B-3D
369 12th Avenue
New York, NY 10018
*Click here for printable label.

Marshaling Yard Directions & Map
The marshaling yard is a staging area for trucks holding Exhibitor's freight until space is available for unloading at the convention center. The marshaling yard at the Jacob K. Javits Center is 12th Avenue near the ramp to the loading dock.
Click to view JKJCC Marshaling Map Here

International Shipping Instructions
Phoenix International is the official customs broker for NY NOW. Click here for PIBL International Shipping Instruction Manual

Telephone: (908) 355-8900 | Fax: (908) 355-8883
Email: smulkeen@phoenixlogistics.com | phobson@phoenixlogistics.com

Self-Unloading / Hand Carry / POV Driver Check In

Access will be granted to *Exhibitors* only.

Exact location for Hand Carry will be communicated prior to the show. Security will be on hand to direct you.
- Individuals moving materials must be employees of the exhibiting company and carry identification to verify.
- The loading and unloading of vehicles are limited to vehicles no larger than a standard van.
- All vehicles will be issued a Javits Center sign to stage.
- All vehicles are allocated 45 minutes.

Approved Hand Carry / POV Operations:
- Exhibitors may use nothing larger than a two-wheeled baggage cart or hand cart (plastic or rubber wheels only).
- Hanging clothing racks with four wheels are allowed for moving hanging garments.
- Pop-up displays – equal to or less than 10 feet in length and capable of being carried by hand by one person – may be brought into the building.
- The Javits Center reserves the right to search any box, bag, container, crate, etc. to ensure full compliance with the building's regulations.

Complimentary Porter Service

Porter Service will be available to assist exhibitors during the hand carry process. There is no charge for this service. Further details and times will be communicated closer to the show.

Outbound Shipping

A Material Handling form MUST be filled out for any shipment leaving the Expo Hall. These forms can be picked up at the T3 Expo Service Desk.

Once you've filled out the Material Handling form and ALL of your booth materials are packed, labeled, and ready for shipping, please return the completed form to the T3 Expo Service Desk—DO NOT LEAVE THIS FORM IN YOUR BOOTH.

→ Carrier Check-in: All carriers must be checked in no later than Wednesday, February 3, 2027 by 10 a.m.. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.

→ UPS or FedEx: To use these carriers, you MUST have their shipping labels for each piece and schedule your pick up. Without these, your freight will NOT be picked up by either.

MOVE-IN / BOOTH SETUP

All Exhibitors have an assigned move-in date. Click here to see yours. By this time, your booth will be ready for you to occupy and any freight sent to T3's advanced warehouse will be delivered. Other vendor orders may not yet be in your booth (furnishings, showcases, lighting, electrical). For electrical, you will need to check in with the Electrical Foreman at the front of the hall so that they can arrange for an electrician to perform the work.

Exhibitors desiring a revised targeted move-in date and time must email Show Management at cfalkenberg@nynow.com 30+ days prior to move in. All target change requests must be approved by T3. Please note, you may also come LATER than your indicated move in as long as your booth is ready by 9 a.m. on Sunday.

Freight Arrival

- Advanced Warehouse Shipments will arrive by your Targeted Move-In Time
- Direct Shipments may arrive at your Targeted Move-In Time
- POV Shipments may arrive at your Targeted Move-In Time

Exhibit Hall Access

- Exhibitors will need to pick up badges once registration opens onsite.
- Prior to registration opening onsite, exhibitors will need to pick up wristbands from event security to access the exhibit hall.
- EAC personnel will need to pick up wristbands daily at the EAC Check-In areas to access the exhibit hall.

Booth Set-Up

- Set-Up is available from your Targeted Move-In Time through Saturday at 5 p.m.
- All booths must be show ready by 9 a.m. on Sunday

Exhibitor access to the exhibit hall will end at 6 p.m. daily, unless otherwise approved.

For security reasons, we cannot allow exhibitors to enter or leave and re-enter the exhibit hall after hours. Exhibitors remaining after hours to work on their booth are also required to stay in their booth and not wander the floor or perform set-up work falling under labor jurisdictions.

Neither unpacking nor set-up will be permitted after 6 p.m. on Saturday, January 30, so that crates and cartons may be removed to storage and the floors may be cleaned and aisle carpet laid.

Admission Policy

- Children under 16 are not allowed on the floor during set-up and tear down. There will be no exceptions to this rule. Baby strollers are not allowed on the show floor.
- 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 a.m. on show days.

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. 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.

Labor Regulations

What Setup Can Exhibitors Perform Without Union Personnel?

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.

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.

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. Completion & submission of the required EAC & Insurance Submission Form in the Exhibitor Hub qualifies as acceptance that the EAC will abide by all rules and regulations.

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, T3 Expo, 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 the show closes, 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.

The EAC will not solicit business at the event and personnel must always wear the daily wristband. It is the exhibitor's responsibility to make sure that all independent contractors are properly badged before arrival. Rockview (Show Management), NY NOW (Show Management), the Jacob K. Javits Convention Center (Facility), and T3 Expo (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 move-in and it must be submitted using the online EAC & Insurance Submission Form.

• The workers' compensation and employers' liability insurance must provide a minimum limit of (recommended $500,000 USD) and meet the New York State Requirements.

• 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 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 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 & Insurance Submission Form.

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 but be filled out completely and submitted with the EAC's certificate of insurance.

ADDITIONAL VENDOR INFORMATION

	**Computer & AV**	Metro Multimedia Order Form Website (609) 218-3971
	**Showcase Rental**	American Fixture & Display Order Form Website (718) 463-2176
	**Plant Rental**	Big Apple Floral Website comments@bigappleflorist.com (212) 687-3434
	**Catering**	Cultivated Website services@cultivatedny.com (212) 216-2400
	**Business Center**	Javits Center FedEx Website (212) 216-2900
	**Scooter Rental**	Javits Center Website
	**IT / Network Support**	Core Elements Website Order Form sales@coreelementsbiz.com (866) 404-8930
	**Temporary Staffing**	The Bachrach Group (646) 474-1692

ADDITIONAL GUIDELINES | A-Z

Americans with Disabilities Act (ADA)
All exhibiting companies are required to comply with the Americans with Disabilities Act (ADA).

Animals
Permission for any animal to appear must be approved by Show Management and the facility.

Booth Appearance
All open or unfinished sides of the exhibit 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.

Bulk Trash / Booth & Material Abandonment
Exhibiting companies are required to remove all exhibiting material 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. 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 T3. Exhibitors that leave excessive literature and/or display materials in their booth during move-in or move-out will be charged for the removal of these items.

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.

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 building walls or floors.
- No part of the display including decals or other adhesive materials may be attached or affixed to the building walls, columns, or floors
- 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.

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 must be provided within the booth for any attendee interaction.

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

ADDITIONAL GUIDELINES | A-Z

Distribution of Promotional Items
Any promotional or other giveaway items may be distributed only inside the exhibitor's display. Exhibitors must confine their exhibit activities to their contracted space and may not distribute or leave behind any materials in the registration areas, meeting rooms, or public areas of the event site.

Donations
Housing Works Thrift Shop Inc. is the official charity of NY NOW.

Donation Coordinator: Sarah Tanenbaum | (934) 852-0840 for home goods, gift accessories, books, stationery and residential type furniture & lighting donations. No display items, fixtures/appliances, beds & mattresses, packing materials, or particle board pieces accepted. Complete the online form to register your donations: https://housingworks.formtitan.com/corporatedonationform

Drawings and Contests
Raffles, drawings, and contests, if permitted by law, are allowed in an exhibitor's booth but must be approved by Show Management, who reserves the right to limit promotional activity anywhere on the exhibition floor to ensure a professional and safe atmosphere.

Drones
No drones, remotely piloted aircraft systems (RPAS), or Unmanned Aerial Vehicles (UAVs) are permitted.

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. 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.

Fire Marshal Requirements & Permitting
Please visit the Jacob K. Javits Convention Center's Guidelines & Information page for Fire Marshal requirements.

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.

Lighting

- Lighting should be directed to the inner confines of the exhibit space and 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 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.
- 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.

ADDITIONAL GUIDELINES | A-Z

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 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. The exhibitor is responsible for obtaining licensing directly.

OSHA Regulations

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

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

Selling at Booth

Selling and transfer of merchandise from your booth during the show is 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., to connect their exhibit space with one across the aisle without permission from Show Management.

Temporary Staffing

The Bachrach Group or TBG Convention Staffing.

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 T3 Expo.

Vehicles on Display

Please review the requirements for display vehicles in the Javits Center Fire Marshal Regulations.

SECURITY INFORMATION

NY NOW Show Management makes every effort to protect exhibitors' merchandise and displays and provides 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 assume 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. We recommend the following:

- Never leave merchandise unattended. Exhibitors are responsible for safeguarding their merchandise and exhibit materials throughout the show.
- Exhibitors should carry insurance to cover loss or damage to their exhibit material.
- 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.

Overnight Storage Area

Secured overnight storage will be available on the show floor during move in, show days and move out. The exact location will be provided as we get closer to the show.

Overnight storage can be used to store excess product, sensitive merchandise that you do not want to leave displayed in your booth overnight, and personal items like handbags, laptops, and briefcases.

Cardboard boxes and flammable items will not be allowed. Overnight Storage is available for your use on a first come, first-served basis.

All items in overnight storage must be picked up by 7 p.m. on the day the show closes. Any items left behind in Overnight Storage will either be discarded or sent to T3 Expo's warehouse. Exhibitors will be responsible for any shipping costs associated with sending their items back to them.

Additional Exhibit Materials Security



Private Security Guard

A&M Professional Security

(212) 964-2121 | g.julbes@yahoo.com



Security Cameras

Javits Center has surveillance cameras but personal security cameras are strongly recommended

Order through Javits Exhibitor Portal

GETTING TO NY NOW / JAVITS CENTER

Parking

Parking information can be found here.

Shuttles

At this time we do not provide shuttle service.

Subway / Bus

Hudson Yards / 7 Line Service

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.

Exhibitors using Uber or Lyft to bring in items for move in and move out will need to be dropped off and picked up at the lower-level concourse at 37th and 11th and use the elevators to take you to level 3. If you attempt to be dropped off at the Crystal Palace