

# BD|NY BDNY EXHIBITOR SERVICE MANUAL

Jacob K. Javits Convention Center November 12-13, 2023

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**Welcome** to the BDNY 2023 Exhibitor Services Manual! The information in the pages below is designed to help guide exhibitors through the planning process of exhibiting at BDNY 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 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 about any areas you need further clarification on.

## GENERAL INFO

### DATES & TIMES

#### Move-in

Wednesday, November 8, 2023	8 AM –5 PM	<a href="#">Targeted Move-In*</a>
Thursday, November 9, 2023	8 AM –5 PM	<a href="#">Targeted move-in*</a>
Friday, November 10, 2023	8 AM –5 PM	Exhibitor Move-In**
Saturday, November 11, 2023	8 AM – 5 PM	Exhibitor Move-In***
Sunday, November 12, 2023	8 AM – 10 AM	Final Touches ***

\*Refer to [targeted move-in floor plan](#) for your driver check-in time and date.

No shipments will be received on Friday or Saturday. Shipments sent to arrive on Friday or Saturday will incur additional charges.

\*\*Friday, November 10, 2023, is a recognized holiday and Double Time labor rates will apply.

\*\*\*Saturday and Sunday are overtime days for all trades at the Javits Center. Any freight received or work performed will be billed at Overtime rates. Exhibitors are encouraged to save money by having their booths "show ready" by the close of business day on Friday, November 10, 2023.

#### Show Day

Sunday, November 12, 2023	10 AM – 6 PM
Monday, November 13, 2023	10 AM – 5 PM

#### Move-out

Monday, November 13, 2022	5 PM – 10 PM	Exhibitor Move-Out
Tuesday, November 14, 2022	8 AM – 12 NOON	Halls 3D & E – <b>all out by 12PM**</b>
Tuesday, November 14, 2022	8 AM – 5 PM	Halls 3A & B**
Wednesday, November 16, 2022	8 AM – 2 PM	Halls 3 A & B – <b>all out by 2PM**</b>

\*\*Refer to [targeted move-out floor plan](#) for your driver check-in time and date.

### EXHIBIT HALL LOCATION

Jacob K. Javits Convention Center  
 655 west 34<sup>th</sup> Street  
 New York, NY 10001-4169  
 This is a non-smoking building.

### SHOW MANAGEMENT CONTACTS

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

VENDORS



**FREEMAN**  
[FREEMAN ONLINE](#)  
[DOWNLOAD pdf](#)  
888-508-5054



**JAVITS CENTER**  
UTILITIES  
[Javits Toolkit](#)  
[JAKE-ONLINE ORDERING](#)  
212-216-2319



**ONPEAK**  
HOUSING  
[LINK TO WEBSITE](#)  
855-992-3353



**BIG APPLE FLORIST**  
[LINK TO WEBSITE](#)  
[ORDER FORM](#)  
212-687-3434



**PWP PHOTOGRAPHY**  
[LINK TO WEBSITE](#)  
678-457-4578



**CULTIVATED**  
CATERING  
[LINK TO WEBSITE](#)  
[ONLINE ORDERING](#)  
212-216-2400



**A&M SECURITY**  
ADDT'L BOOTH SECURITY  
[ORDER FORM](#)  
212-964-2121



**MARSH/TOTAL EVENT**  
EXHIBITOR INSURANCE  
[MARSH FLIER](#)  
[ORDER FORM](#)



**MARITZ GLOBAL EVENTS**  
LEAD RETRIEVAL  
[ORDER FORM](#)  
877-623-3487



**METRO MULTIMEDIA**  
A/V & COMPUTER RENTAL  
[ORDER FORM](#)  
201-304-2290



**FEDEX BUSINESS CENTER**  
[LINK TO WEBSITE](#)  
212-216-2900



**PHOENIX INTERNATIONAL**  
INTERNATIONAL FREIGHT  
[SHIPPING GUIDELINES](#)  
[LINK TO WEBSITE](#)  
908-355-8900

### SHOW PLANNER DEADLINES

SEPT. 21



UPDATE SHOW DIRECTORY LISTING

SEPT. 3



ORDER LEAD RETRIEVAL  
(TIERED PRICING BEGINS SEPT 3)

OCT. 9 – Nov. 1



ADVANCE WAREHOUSE TO START RECEIVING FREIGHT

OCT. 11



FREEMAN EARLY BIRD DEADLINE FOR ONLINE ORDERS  
FURNITURE  
LABOR  
FLOORING

OCT. 28



JAVITS ORDER DEADLINE  
ELECTRICAL  
INTERNET  
CLEANING  
PLUMBING

#### BEFORE YOU ARRIVE TO SHOWSITE



[Submit Certificate of Insurance](#)



[Coordinate Hotel & Travel](#)



[Register Booth Personal in Advance](#)



[Update Show Directory Exhibitor Profile](#)



[Submit EAC Form & EAC Certificate of Insurance](#)

#### ONCE YOU ARRIVE

PICK UP BADGE FROM REGISTRATION

CONFIRM FREIGHT

CONFIRM ADVANCED ORDERS

PLACE ONSITE ORDERS

## INSURANCE

BDNY 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 BDNY before the show using the [Exhibitor Insurance Submission Form](#).



Submit your insurance documents **ONLINE**. Be sure the name of the attachment reflects the name of the insured exhibiting company.

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 be named as additional insured, Emerald (Show Management), Jacob K. Javits Convention Center (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: [CLICK HERE FOR 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" – "EmeraldX, LLC– BDNY 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 **November 6-15, 2023**.

### NEED GENERAL LIABILITY INSURANCE?

Marsh/TotalEvent Insurance offers General Liability Insurance for \$65 plus tax. [Click Here for Information](#).



*Certificate Holder Information should be listed as:*

BDNY 2023

C/O Jennifer Finn

31910 Del Obispo St. #200

San Juan Capistrano, CA 92675

## REPORTING

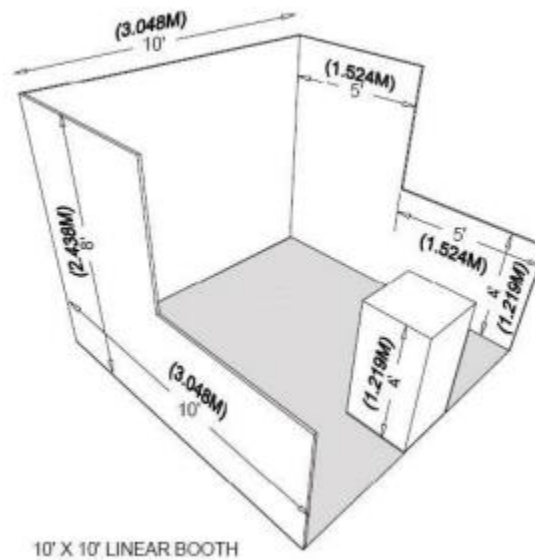
In the event of damage or loss of property, or an accident or injury, it is your responsibility to contact your insurance broker or carrier immediately.

## BOOTH REGULATIONS

### CONSTRUCTION/DESIGN

BDNY is a “Line-Of-Sight” show.

- Line of Sight is required in ALL linear, perimeter and corner booths for a maximum height of 10’.
- All exhibit components along with the sidewalls and back wall must be 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.
- Structures with double-sided signs, including signs that are backlit, are NOT permitted in a line-of-sight configuration under the Line-of-Sight Guidelines. If an exhibitor has such a booth, the exhibitor is responsible for covering the back of the exhibit components. Backlit signage must be covered with black-out material.
- Keep a consistent line of sight. You cannot go higher than 4’ within the front 5’ of depth of the booth to avoid obstructing the view of adjoining exhibitors. This applies to all single and multiple booths set up in a straight line.



BDNY is a “no Concrete” show.

All booths must order or supply their own floor covering that completely covers the cement floor within their contracted booth space.

#### Show Colors

Aisle Carpet: Grey.

Pipe and drape is not provided for any booth type.

#### Standard Booth Equipment

BDNY exhibitors who selected and paid for the **standard, non-package booth** option receives raw booth space. Exhibitors in **standard, non-packaged booth** spaces are responsible for all exhibit walls, flooring, lighting, signage, and furniture. Please refer to the **Install/Dismantle & Labor Regulations** on page 16 within this document when planning your booth as there are limits to the scope of work that you can perform in your booth space. You are responsible to fully finish the backside of all displays in a neutral, uniform color. Each Standard, non-packaged booth space comes with the following:

- **Drayage** – delivery of freight from the Javits dock to your booth and the removal of freight to the dock at the conclusion of the Show (except UPS and FedEx small package).
- **Vacuuming of booth** (prior to the opening morning of the show).

## Optional Premium Package Booth Equipment

BDNY exhibitors who have selected and paid for the Premium Booth Package will receive 10' high white hard walls. If you are in a 10' deep booth the side walls that divide you from your neighbors are 4' 7" deep X 10' high and the rest of the space is left open to the aisle. If you are in a 5' deep booth the side walls are 5' deep X 10' high. Please refer to the [OPTIONAL PREMIUM BOOTH PACKAGE & GUIDELINES](#) for details on setting your display. Various wall treatments are permitted, some acceptable examples are as follows; painting the wall another color, wallpapering, draping, stapling, and nailing into the wall there are limitations. All wall treatments of fixtures must be removed at the close of the show, with the exclusion of latex paint. Any exhibitor that causes damage to the premium booth system will be billed for damages. Please refer to the [Damaged Panel form](#). Each packaged booth comes with the following:

- **Drayage** – delivery of freight from the Javits dock to the booth and the removal of freight to the dock at the conclusion of the Show (except UPS and FedEx small package).
- **10' high white hard walls.**
- **3 – 25-watt LED light fixtures** per 5' X 10' or 10' X 10' booth space.
- **Gray booth carpet.**
- **Booth Identification Sign** 11" X 17" double sided "Street sign".
- **Vacuuming of booth** (prior to the opening morning of the show).

*If you do not know the booth type that you ordered, please refer to your invoice or contact your salesperson. Premium booth packages are limited to advance orders, onsite changes are limited to inventory onsite.*


Optional accessories/custom painting are available from FB International, [click here](#) for more information. All other equipment and services are the responsibility of the exhibitor. [Freeman Online](#) ordering and links to printable order forms are located within this kit.

**Inline Booth Guidelines**

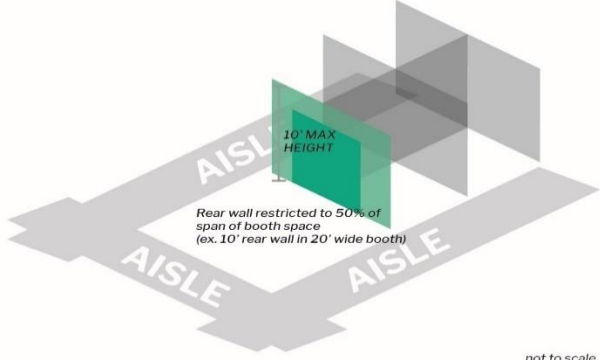
<p><b>Definition and/or Dimension</b>                  Linear booths, also called “inline” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.                  Linear &amp; Perimeter booths are commonly ten feet (10’) deep and multiples of ten feet (10’) wide, i.e., 10’x10’, 10’x20’, 10’x30’, etc.</p>	
<p><b>What’s Included</b></p> <ul style="list-style-type: none"> <li>• <b>Drayage</b> (delivery of freight from the Javits dock to your booth and the removal of freight to the dock at the conclusion of the show-except UPS and FedEx small package)</li> <li>• <b>Vacuuming</b> of booth prior to the opening morning of the show.</li> </ul> <p>All standard booth spaces at BDNY are “RAW SPACE”, meaning that other equipment and services are the responsibility of the exhibitor. <a href="#">Freeman Online</a>                  *If you are unsure of your package type, please refer to your invoice or contact your salesperson.</p>	<p><b>Footprint Rule or “Wiggle Room” Factor</b>                  The maximum running length for all manufactured or hard-walled displays must be at least 6" less than the overall length of the exhibit space (i.e. 9’ 6” for 10’ wide displays and 19’ corner 6” for 20’ wide displays). This is to allow space for any utility cables/hoses that must be run between booths.</p> <p><b>Corner Booths</b>                  Corner 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>BDNY is a Line-of-Sight Show</b>                  Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The <u>maximum height of 10ft is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle.</u></p>	<p><b>Exposed Surfaces</b>                  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.</p>
<p><b>BDNY is a “No-Concrete” Show</b>                  All booths must order or supply their own floor covering that completely covers the cement floor within their contracted booth space.</p>	<p><b>Rigging of Light Fixtures or Decorative Elements</b>                  Is permitted, however, all fixtures or decorative elements must remain within the ten feet (10’) maximum height of inline booths, from the top of the fixture to the floor.</p>
<p><b>Hanging Signs</b>  <b>No hanging signs</b> are permitted at BDNY regardless of booth size and configuration.</p>	<p><b>Labor/Union Laws - See Page 16 for More Detail</b>                  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.                  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 (Freeman) or a contractor which meets all the regulations as an Exhibitor Appointed Contractor (EAC).</p>
<p><b>Approval Questions</b>                  Please direct all booth construction questions and send all renderings and specs to Jennifer Finn for approval,  <a href="mailto:Jennifer.finn@emeraldx.com">Jennifer.finn@emeraldx.com</a>.  <a href="#">EAC Info &amp; Insurance Submission Form</a>  <a href="#">Exhibitor Insurance Submission Form</a></p>	




Island Booth Guidelines

<p><b>Definition and/or Dimension</b> Island booths are any size booth exposed to an aisle on all four sides and are <b>twenty feet (20') by twenty feet (20')</b>.</p>	<p style="text-align: center;"><b>ISLAND BOOTH SPACE</b> aisles on 4 sides</p>  <p style="text-align: right;"><small>not to scale</small></p> <p><b>*Green shapes represent permitted sidewall, back wall, and front entry extensions.</b></p>
<p><b>What's Provided / Included</b></p> <ul style="list-style-type: none"> <li>• <b>Drayage</b> (delivery of freight from the Javits dock to your booth and the removal of freight to the dock at the conclusion of the show-except UPS and FedEx small package)</li> <li>• <b>Vacuuming</b> of booth prior to the opening morning of the show.</li> </ul> <p>All standard booth spaces at BDNY are "RAW SPACE", meaning that other equipment and services are the responsibility of the exhibitor. Use <a href="#">Freeman Online</a> to order. <b>*If you are unsure of your package type, please refer to your invoice or contact your salesperson.</b></p>	
<p><b>Use of Space</b> The entire cubic content of the booth may be used up to the maximum allowable height of twelve feet (12') from the floor to the top of the highest point of the booth structure.</p>	<p><b>Footprint Rule or "Wiggle Room" Factor</b> Since Island booths do not have any adjacent booths, the footprint rule is not applicable.</p>
<p><b>BDNY is a "No-Concrete" Show</b> All booths must order or supply their own floor covering that completely covers the cement floor within their contracted booth space.</p>	<p><b>Exposed Surfaces</b> 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.</p>
<p><b>Hanging Signs</b> <b>No hanging signs</b> are permitted at BDNY regardless of booth size and configuration.</p>	<p><b>Rigging of Light Fixtures or Decorative Elements</b> Is permitted, however, all fixtures or decorative elements must remain within the twelve feet (12') maximum height of Island booths, from the top of the fixture to the floor.</p>
<p><b>Approval Questions</b> Please direct all booth construction questions and send all renderings and specs to Jennifer Finn for approval, <a href="mailto:Jennifer.finn@emeraldx.com">Jennifer.finn@emeraldx.com</a>.</p> <p><a href="#">EAC Submission Form</a></p> <p><a href="#">Exhibitor Insurance Submission Form</a></p>	<p><b>Labor/Union Laws - See Page 16 for More Detail</b> 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. 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 (Freeman) or a contractor which meets all the regulations as an Exhibitor Appointed Contractor (EAC).</p>

Peninsula / Split Island Booth Guidelines

<p><b>Definition and/or Dimension</b>                  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. Split island booths back up to another 20' x 20' booth.</p> <p>Peninsula / Split Island booths are usually twenty feet (20') by twenty feet (20').</p>	<p><b>PENINSULA BOOTH SPACE</b>                  line of sight, aisles on 3 sides; rear wall must be centered at back of booth and should be 50% of total width (ex. 10' rear wall in 20' wide booth)</p>  <p><i>not to scale</i></p> <p>*Green shapes represent permitted backwall, side wall, and front entry extensions.</p>
<p><b>What's Provided / Included</b></p> <ul style="list-style-type: none"> <li>• <b>Drayage</b> (delivery of freight from the Javits dock to your booth and the removal of freight to the dock at the conclusion of the show-except UPS and FedEx small package).</li> <li>• <b>Vacuuming</b> of booth prior to the opening morning of the show.</li> </ul> <p>All standard booth spaces at BDNY are "RAW SPACE", meaning that other equipment and services are the responsibility of the exhibitor. Use <a href="#">Freeman Online</a> to order.</p> <p>*If you are unsure of your package type, please refer to your invoice or contact your salesperson.</p>	<p><b>"Wiggle Room" Factor</b>                  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>Use of Space</b>                  A Peninsula / Split Island Booth is a 20'X 20' (6.10m X 6.10m) and backs up to two linear booths. <u>The back wall is restricted to the center of the 20' span and can be no wider than 10' permitting adequate line of sight for the adjoining linear booths.</u> The maximum height is 10' for all display materials. <b>Standard Package booths are required to fully finish the backside of all displays in a neutral, uniform color and disguise all wires.</b></p>	<p><b>Exposed Surfaces</b>                  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.</p>
<p><b>BDNY is a "No-Concrete" Show</b>                  All booths must order or supply their own floor covering that completely covers the cement floor within their contracted booth space.</p>	<p><b>Rigging of Light Fixtures or Decorative Elements</b>                  Is permitted, however, all fixtures or decorative elements must remain within the 10 feet (10') maximum height of Peninsula booths, from the top of the fixture to the floor.</p>
<p><b>Hanging Signs</b>  <b>No hanging signs</b> are permitted at BDNY regardless of booth size and configuration.</p>	<p><b>Labor/Union Laws – See Page 16 for More Detail</b>                  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.</p> <p>Union exhibit labor claims jurisdiction for the installation and dismantling of exhibits.</p> <p>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.</p> <p>If you hire any labor to assist you, it must be through the Official Contractor (Freeman) or a contractor which meets all the regulations as an Exhibitor Appointed Contractor (EAC).</p>
<p><b>Approval Questions</b>                  Please direct all booth construction questions and send all renderings and specs to Jennifer Finn for approval, <a href="mailto:Jennifer.finn@emeraldx.com">Jennifer.finn@emeraldx.com</a>.</p> <p><a href="#">EAC Submission Form</a></p> <p><a href="#">Exhibitor Insurance Submission Form</a></p>	

Optional Premium Booth Package & Guidelines

BDNY OPTIONAL PREMIUM BOOTH PACKAGE	
<p><b>What's Included?</b></p> <ul style="list-style-type: none"> <li>• <b>10' high</b> white hard walls.</li> <li>• <b>Booth Identification Sign</b> – 11" x 17" double-sided street sign.</li> <li>• <b>Freeman Classic Carpet</b> in Gray.</li> <li>• (3) 25-watt LED lights per 5' x 10' or 10' x 10' booth space.</li> <li>• <b>Drayage</b> (delivery of freight from the Javits dock to your booth and the removal of freight to the dock at the conclusion of the show-except UPS and FedEx small package)</li> <li>• <b>Vacuuming</b> of booth prior to the opening morning of the show.</li> </ul> <p><b>*Image representative of a 10' x 10' inline Premium Package booth, additional specs available, contact <a href="mailto:Jennifer.finn@emeraldx.com">Jennifer.finn@emeraldx.com</a></b></p>	<p><b>3D VIEW</b></p> 
<p><b>Optional Upgrades</b> Optional Upgrades are available from FB International, please <a href="#">click here</a> for the Accessories Order Form.</p>	<p><b>Standard Wall Panel Specs</b> <b>EACH PANEL IS HOLLOW CORE COMPOSING OF A 4cm (1.5") SOLID WOOD</b> <b>FRAME ALL AROUND WITH A 3mm (1/8") THICK MDF FACING</b></p>
<p><b>Carpet Options: (only if you have contracted for the BDNY Premium booth package)</b> Each booth is provided with Freeman Classic Grey Carpet. A Carpet Selection Form will be sent to all Premium exhibitors. On this form, you can elect to remove the default carpet at no cost or upgrade to Freeman Prestige Carpet colors at an additional cost. <b><u>The deadline to return the Carpet Selection Form is October 20, 2023. If you do not return the form, a default color of grey will be installed automatically, and any onsite changes will incur additional cost to you.</u></b> The booth carpet is only provided by Emerald if you have purchased the premium booth package.</p>	<p><b>Hanging Points</b> -Direct hanging points on standard 4cm thick booth package panel Recommended hardware for hanging:  <ul style="list-style-type: none"> <li>• Drywall screws</li> <li>• Finishing Nails</li> </ul>                     -Hanging Points from top of standard 4cm thick booth package panel                      (Special brackets are needed for this method of hanging. Brackets can be provided upon request and items can be hung from brackets using fishing wire, aircraft cable or chains).</p>
<p><b>Excessive damages</b> Excessive damage to package booth wall panels will result in a panel repair and refurbish charge of \$568.40 per panel, which will appear on your Freeman invoice. Excessive damage includes:  <ul style="list-style-type: none"> <li>• Screw or nail holes larger than 0.25" (6.3mm) in diameter.</li> <li>• Graphics not removed (<i>Please note: if Freeman produces and installs your graphics, Freeman will be responsible for removing those graphics on your behalf</i>).</li> <li>• Any hardware, screws or nails not removed of any size.</li> </ul>                     A panel deemed to be damaged beyond repair will be subject to a replacement charge of \$795.75 per panel. <a href="#">Click here</a> for more info.</p>	
<p><b>Acceptable Wall Treatments:</b></p> <ul style="list-style-type: none"> <li>• <b>Painting of booth wall panels</b> is not considered as excessive damage and will not result in a charge.</li> <li>• <b>Wallpaper or wall coverings</b> applied to wall panels is not considered excessive damage, HOWEVER, a low-tac adhesive/paste MUST BE USED and all graphics removed.</li> </ul> <p>*You cannot deface, damage, or alter the white metal frame or you will be billed for the damages you cause. <a href="#">Click here</a> for more information.</p>	
<p><b>How You Can Upgrade:</b> Contact your salesperson to upgrade your standard booth space to the <b>BDNY Optional Premium Booth Package</b>.  <a href="mailto:Keeli.Schmidt@Emeraldx.com">Keeli.Schmidt@Emeraldx.com</a>  <a href="mailto:Jana.Roesch@Emeraldx.com">Jana.Roesch@Emeraldx.com</a>  <a href="mailto:Kari.Nylund@Emeraldx.com">Kari.Nylund@Emeraldx.com</a>  <a href="mailto:Lindsey.Judy@Emeraldx.com">Lindsey.Judy@Emeraldx.com</a>  <a href="mailto:Nicole.Panzeca@Emeraldx.com">Nicole.Panzeca@Emeraldx.com</a></p>	<p>Please contact Jennifer Finn, <a href="mailto:jennifer.finn@emeraldx.com">jennifer.finn@emeraldx.com</a> for renderings of your Premium Package Booth or with any questions.</p> <p><a href="#">Exhibitor Insurance Submission Form</a></p> <p><a href="#">EAC Submission Form</a></p>

## Hanging Structures

All rigging must be pre-approved by show management ([Jennifer.finn@emeraldx.com](mailto:Jennifer.finn@emeraldx.com)). It is the exhibitor's responsibility for all production and labor costs incurred to produce, install, and dismantle hanging structures. Whether suspended from above or supported from below, all hanging items should comply with ordinary use-of-space requirements and fit within your contracted booth space (height regulations apply) and cannot be branded. **Regardless of booth size or configuration, NO HANGING SIGNS/BANNERS or branded decorative elements are permitted at BDNY.**

## Drones

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

## Lighting/Truss

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.

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.

## Helium Balloons

Helium balloons and products are not permitted for display at the Javits Center. Contact Exhibitor Services for additional information, 212-216-2319.

## FREIGHT & DELIVERIES

### Warehouse Address

Exhibiting Company Name / Booth #

BDNY

C/O Freeman

140 Central Ave, Ste 130

Kearny, NJ 07032

It is **STRONGLY** recommended that you ship to the Advance Warehouse to insure prompt delivery of your freight to your booth space. Freeman will accept crated, boxed, or skidded materials at their warehouse **beginning Monday, October 9, 2023**, at the above address. Material arriving **after Wednesday, November 1, 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 un-skidded 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 108" H x 93" W x 92" L.

Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM. and 2:30 PM.

Certified weight tickets must accompany all shipments.

If required, provide your carrier with this phone number: (888) 508-5054. Delivery instructions for the Freeman Warehouse can be found [here](#).

You can download and print Advance Warehouse Shipping Labels and Advance Warehouse Delivery Instructions:

- [Advance Warehouse Shipping Labels](#)
- [Advance Warehouse Delivery Instructions](#)

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

- Delivery of items to the booth prior to 9:00 AM 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 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 #

BDNY

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. You do not need to be present for your freight to be delivered to your booth.

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 PM on the 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.

You can download and print Show Site Shipping Labels. 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](#)
- [Target Move-In Floor Plan](#)

FREE DRAYAGE for direct shipments to the Jacob K. Javits Convention Center include:

- Acceptance and unloading of items upon delivery and delivery to the booth during your assigned target time.
- 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 Directions & Map

All delivering carriers must check in at the Freeman Marshaling Yard prior to delivering to the Javits Center.

### Driver Check-In Step by Step Instructions:

1. Driver must park on 12th Ave and visit the North Freight Check-in office located on 12th Ave.
2. At check-in the 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, the driver will receive a driver number and be directed to the internal marshaling area or docks as space permits. If marshalled, drivers must wait in their truck until dispatched.
4. Freeman supervisor directs driver to proceed to assigned dock area where driver is given specific dock # to back into.
5. Driver presents paperwork to Freeman supervisor and is unloaded, gets their DR signed and leaves facility.
6. Office phone number is (212) 216-2780



## 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](#).

## 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, [found here](#).

- The targeted freight move-in schedule pertains only to freight arrivals. 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 number of direct deliveries each day, this can take hours. Even though an exhibitor has a target time of 8:00 AM 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 AM to start setting up. As a result, exhibitors should not schedule setup labor at their exact targeted freight time.

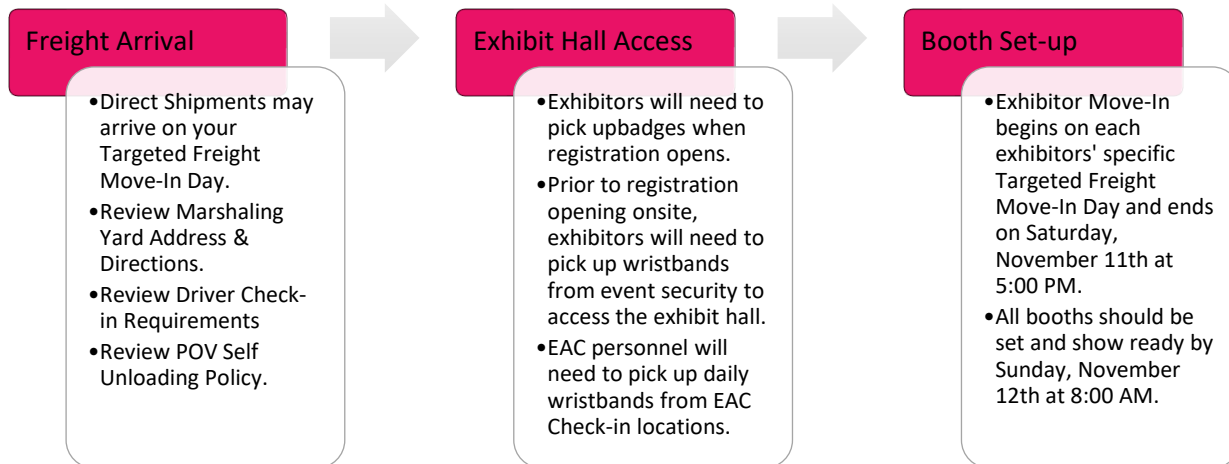
- The way that the target freight move-in date applies to advance shipments is that Freeman guarantees that warehouse deliveries will be delivered to the booth by your targeted time and date. In this scenario, if an exhibitor has a targeted freight time of 8:00 AM on a specific day and has shipped everything to the advance warehouse, they could order labor to start at 8:00 AM 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 advanced 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 set-up 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 set-up, their shipment will be at the booth, and they will be ready to begin working.

**Exhibitor access will terminate at 5:00 PM each set-up day. Set-up hours are as follows: Target Move-In Floor Plan**

- Exhibitors with a targeted freight date of Wednesday may begin set-up on Wednesday, November 8th, after your target date time and *after the receipt of your freight*.
- Exhibitors with a targeted freight date of Thursday may begin set-up on Thursday, November 9th, after your target date time and *after the receipt of your freight*.
- Exhibitors may set up on Friday, November 10th, and Saturday, November 11th, from 8:00 AM until 5:00 PM.
- Neither setting up nor unpacking will be permitted after 6:00 PM on Saturday night to allow for the removal to storage of all cases and crates and the laying of aisle carpet.
- Children under 18 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.

**Move-in/out Procedures**



**Self-Unloading / Hand Carry Policy**

**HAND CARRY**

The Inner Roadway has been designated as the official and only location for exhibitors to hand carry or unload booth materials during the move-in and move-out periods. Please enter on 38<sup>th</sup> Street and 11<sup>th</sup> Avenue where security will direct you to the appropriate location. 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.

*A POV, or Privately Owned Vehicle, is any vehicle primarily designated to transport passengers and not cargo or freight. Qualifying vehicles include: pick-up trucks, passenger van, SUV, taxi.*

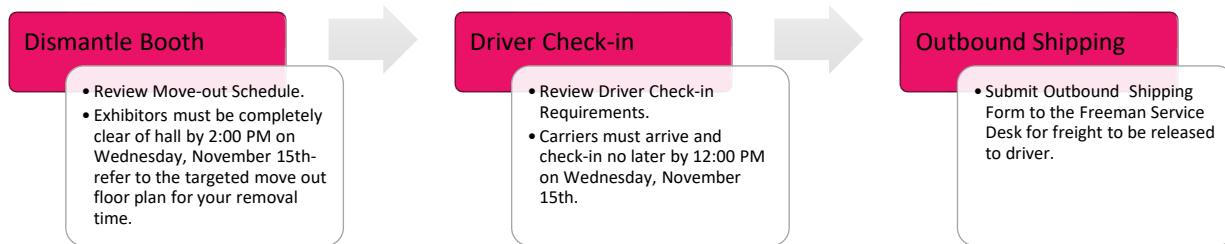
### Targeted Move-Out Procedures

All exhibitor materials must be removed from the exhibit facility by Wednesday, November 15, 2023, at 2:00 PM. Please refer to the **Target Move-Out Floor Plan** for your carriers' check-in time.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Wednesday, November 15, 2023 at 12:00 PM. In the event your selected carrier fails to show on the final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

### 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.



## 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 the 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/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.
- 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 require any labor to assist you, it must be through the Official Contractor (Freeman) or a contractor which meets all the regulations as an Exhibitor Appointed Contractor (EAC).

## 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:

- 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.

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. You can review the [Javits Operational Policies](#) for more details.

## Forklifts

Forklift labor is an exclusive service provided by Freeman.

## 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

Please refer to the [Operational Policies](#) for more information. It is also strongly recommended that all exhibitors visit the [Jacob K. Javits Convention Center's Exhibitor](#) page. This page includes a [toolkit section](#) with helpful suggestions and information.

## Safety

### Fire Marshal Requirements & Permitting

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

All exhibit spaces must be in full compliance with all facility, fire marshal, Show Management, and exhibit guidelines including all local, state, and federal laws.

- Fire and Safety

- o The travel distance within the exhibit to an exit access aisle shall not exceed 50 feet (15.25 meters).
- o Cardboard, crepe paper, corrugated paper or other combustible materials are prohibited.
- o Exhibitors that have fire alarms, fire extinguishers, fire strobe lights or fire hose cabinets within the exhibit space must have them visible with an unobstructed path from the aisle to the fire device location.
  - o Spray painting is prohibited.
  - o Welding is allowed with written permission of Show Management, and provided exhibitor procures all necessary permits and licenses and provides evidence of the requisite permits to the facility prior to the event.
  - o Helium and gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved safety stands with the regulators and gauges protected from damage. Overnight storage of cylinders in the building is prohibited.
  - o Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency (EPA) and the facility.
- Flammable and Toxic Materials
  - o All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant.
  - o Samples should also be available for testing.
  - o Materials that cannot be treated to meet the requirements should not be used.
  - o A flame-proofing certificate should be available for inspection.
  - o Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.
  - o Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.
  - o Foam Board: Exhibitors wishing to use their own foam board must be sure that it is flame-retardant and does not exceed a thickness of 3/16". The Fire Marshall will insist that any foam board not flame proof be removed from the building. Foam board must be manufactured flame retardant and cannot be sprayed or treated at show site.

## 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 PM on Saturday, November 11, 2023.***

All bulk trash labeled for disposal: ***no later than 5:00 PM on Saturday, November 11, 2023.***

All ladders and large booth construction equipment: ***no later than 8:00 AM on Sunday, November 12, 2023.***

All booths set and show ready: ***no later than 8:00 AM on Sunday, November 12, 2023.***

Following this Clean Floor Policy schedule will allow Freeman sufficient time for overall cleaning of the exhibit hall, as well as provide exhibitors with 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.

## 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.

## 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/I&D form 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 the Jacob K. Javits Center. Contractors must adhere to all rules and regulations of BDNY, the Jacob K. Javits 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 check-in at Exhibitor Registration 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.



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](#) by November 1, 2023.

Complete this form **only** if you are using the services of an outside contractor to install or dismantle your display. Please fill out the form completely.

The EAC will not solicit business at the event and must always wear badges. It is the exhibitor's responsibility to make sure that all independent contractors are properly badged before arrival.

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.

**EmeraldX, LLC** (Show Management), the **Jacob K. Javits Convention Center** (Facility) and its subsidiaries, 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 using the [EAC Submission Form](#). 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 authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.

## DONATIONS

Exhibitors wishing to donate product may make arrangements to do so at the conclusion of the show. Booth and display materials **should not** be left as donated materials.

Housing Works is the official Charity Donation Partner of BDNY. Contact Donation Development Coordinator Sarah Tanenbaum (934) 852-0840, [tanenbaum@housingworks.org](mailto:tanenbaum@housingworks.org) with any questions. You can register donations with Housing Works [HERE](#).

Javits Cares also works with Housing Works to repurpose and distribute donatable items. You can contact Event Solutions for more information (212) 216-2300 or go to the Freeman Service Desk on show-site for more information.

**\*All donations subject to review for acceptance, any item not collected is subject to comply with show rules regarding trash removal.**

## UTILITIES

### ELECTRICAL, PLUMBING & GAS

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

### ELECTRICAL UNION REGULATIONS

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.

### 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. Click here for more information, [Get Started with Cultivated Catering](#).

### Temporary Staffing

CTI Convention Staffing, Tom Borst, Phone: (212) 297-1211. [Website](#) or Email Tom Borst at [Tborst@CTIMetropolitan.com](mailto:Tborst@CTIMetropolitan.com).

### 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, the 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 [PWP Studios](#) 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., to connect their exhibit space with one across the aisle without permission from Show Management.

### Strolling Entertainment

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 products 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

BDNY 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 to cover 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.



Contact A&M Security to hire additional security for your booth, download the [order form](#) or call (212) 964-2121 for more information.

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 [BDNY 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.

Square Feet	Badges Allotment
1-100	4
101-200	8
201-301	15
301-400	25

**ADMISSION POLICY**

**Children**

Children under 18 are not allowed on the floor during set-up and tear down. **There will be no exceptions to this rule.** To maintain the professional nature of BDNY, children under 18 are not permitted on the show floor during show hours.



## Early Appointments

Exhibitors with proper badges and/or the appropriate daily wristband are permitted 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 10:00 AM 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 PM 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 BDNY during move-in, move-out or show hours.

# GETTING THERE

## HOTELS

onPeak is the official hotel agency for BDNY and the best way to book hotel reservations. Hotel arrangements can be made online beginning Thursday, June 1st 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 and travel information can be found on the [Jacob K. Javits Convention Center's "Getting Here" page](#).

## SHUTTLES

No Shuttle service will be 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

For a complete list of sponsorship opportunities, visit the [show website](#). Or contact your salesperson.

## MEDIA

### CUSTOMER INVITES

Invite clients and VIPs to attend BDNY 2023 with a complimentary two-day Trade Fair pass! This [referral program](#) is included as part of your exhibitor marketing package, and features special customized registration pages, email invitations, digital banner ads, social media graphics—and more! Refer to the Complementary Marketing Tools section of the [Exhibitor Resource Center](#) on the BDNY website for more information.