



DISPLAY RULES & REGULATIONS

For assistance, please contact our Client Service Department at (888) 334-8702. Or e-mail us at inquiry@buildingsny.com

The following rules and guidelines specify what an exhibitor can and cannot do with his booth space. These rules and guidelines are based on the physical characteristics of the Exhibit Hall, they intent to be equally fair to all exhibitors, and the safety of all concerned. Please review these rules and plan your display accordingly as variances will not be granted prior to the show or on-site.

CRATE REMOVAL, STORAGE & RETURN:

Empty crates will be removed to storage and returned to your booth at the end of the Show by our floor crew at no additional charge, provided you have used material handling services for the delivery of your booth. Do not store merchandise in crates or cartons marked for empty storage.

DEMONSTRATION AREAS:

Demonstration areas must be confined within the exhibit space so as not to interfere with any traffic in the aisles. Exhibitors must contract sufficient space to be able to comply with this rule.

When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighboring booths, it is an infringement on the rights of other Exhibitors. Aisles may not be obstructed at any time.

DEMONSTRATION EQUIPMENT:

Equipment, product or machinery, when displayed to demonstrate or simulate industrial application, are exempt from the foregoing height limits, but are restricted only by ceiling height, as well as building and safety codes.

EXPOSED AREAS MUST BE FINISHED:

All backwalls, sidewalls or any other exposed areas of the display must be draped or finished surfaces. No graphics, logos, or print facing into another booth is allowed. Any company advertisement or promotion must face into the aisle.

In-line and peninsula booths must have a finished back wall covering the back of the booth. See-through back walls or displays which do not cover the back wall completely will not be allowed.

Please note that ***ALL FIRE HOSE CABINETS MUST BE KEPT VISIBLE AND CLEAR / ACCESSIBLE***

FLOOR COVERING GUIDELINES:

All booths must be carpeted. **Floor covering is required in all display booth areas.** Flooring may consist of hard wood, AstroTurf or carpeting. No vinyl or linoleum may be used. Carpet is available through the

Official Service Contractor, **FREEMAN**, at Exhibitor's expense, or the exhibitor may provide their own carpet. Booth vacuuming is not included with the rental of carpeting from the Official Service Contractor. It must be ordered separately from Javits.

If you require utilities (electric, telephone, internet, etc.), your carpet cannot be installed until the utilities have been installed.

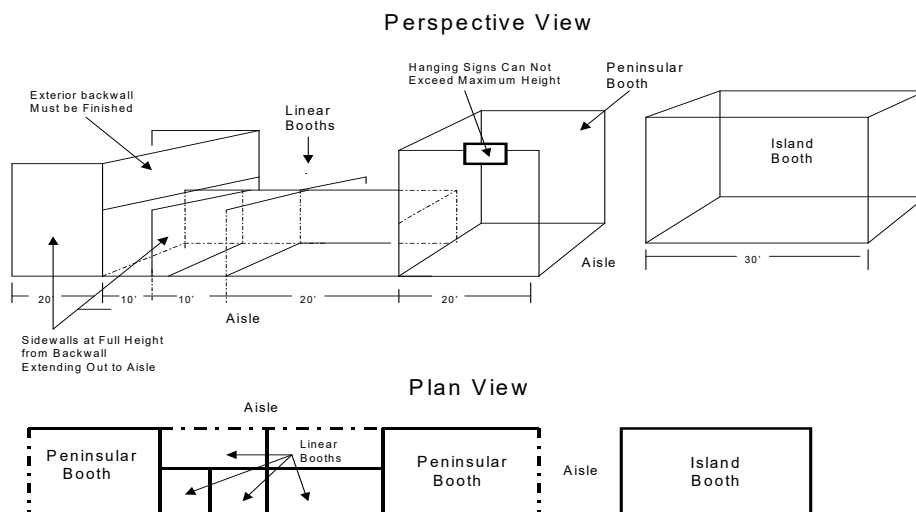
GRAPHICS ON NEIGHBORS' SIDE:

The backside of walls - the common border facing a neighboring booth - must be clear of copy, logos, or other graphics, so as not to be an eyesore to neighboring exhibitors.

HEIGHT LIMITATIONS:

Buildings NY follows the cubic content rule, which allows exhibitors to make maximum use of their booth space. Under the cubic content rule, exhibitors may build up to the front of their booths, and up to the maximum allowable height according to booth type as indicated below.

Examples of Cubic Content



HEIGHT LIMITATIONS continued:

The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on site at the show. Please plan your booth display and sign structures accordingly.

- Linear Booth** **12'**
Bounded by 1 or 2 aisles
- Peninsula Booth** **18'**
- Island Booth** **25'**

PLEASE NOTE: Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting, and display materials

INSPECTION DEADLINE:

Any booth not occupied by 9:30 am on April 2, 2019 will be presumed abandoned. If there is freight in the booth and Show Management believes the Exhibitor will be late, then FREEMAN will set up the display as best they can with the information available. If there is no freight in the booth and/or Show Management believes the Exhibitor will not participate in the show, the booth will be reassigned.

Exhibitors arriving after this time will be given space available and may incur additional costs.

All exhibits must be completely set by 9:30 am on April 2, 2019. Although exhibitors may fine tune their booth after 9:30 am on April 2, 2019, and before show opening on Tuesday, April 2, 2019 until 10 am. Absolutely no shipment, equipment, or material may be brought onto the show floor during show hours.

SECURITY AT OUR EVENTS:

The safety and security of our staff, exhibitors and attendees is our priority. We work closely with the venue, corporate security, state, local and federal law enforcement authorities to identify risks, assess them and develop security plans for our events.

We have established a security room at our shows to ensure effective communication and response.

Everyone attending the Show should be aware of the following security measures:

- Security will be onsite at all times to assist you during all aspects of the Show
- Everyone must wear their Show badge at all times. This includes exhibitors, vendors, attendees, guests (speakers, talent, artists), professionals, press, staff, and crew.
- A fully operational security team following our vetted procedures is in place at the Show
- Bag checks may occur at the Show
- Walkthrough or hand held scanners may be used at the Show
- Any CCTV in operation at the Show is monitored and recorded
- Uniformed and undercover security may be in attendance at the Show
- Uniformed and undercover Police may be in attendance at the Show
- Canine Security and Detection may be used in or around the Show

Everyone attending is requested to:

- Keep personal property with you at all times and do not leave any items unattended
- If you see something, say something. Report anything that looks unusual, suspicious, or out of place to Show staff or security immediately
- Remain patient and courteous during security checks and follow the instructions of Show staff and security at all times
- Properly dispose of your Show badge inside the venue or keep it as a souvenir – please do not sell it to scalpers or throw it away in trash cans outside the venue where it could be picked up
- Carry a valid form of photo ID at all times