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EXHIBITOR FAQs

HALL 1A, JAVITS CENTER, NEW YORK
30 SEPT - 1 OCT 2026

Last updated: 13 July 2026

Please note: All information contained in this Exhibitor FAQ Pack is correct at the time of publication. Details are subject to change in the lead-up to the event. Please refer to the Exhibitor Portal for the latest updates.

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ACCESS & SCHEDULE: PIPE AND DRAPE BOOTHS

The below timings are for exhibitors with a Pipe and Drape booth only. If you arrive to set up outside of 11:00 - 16:00 on Tuesday, Sep 29 and you have a pipe and drape booth, you will not be permitted entry into the hall. This includes to drop any materials at your booth, as it will not be safe for you to do so and will be likely that your booth is not built at the time.

Move In:

Tuesday, Sep 29 | 11:00 - 16:00

Exhibitor registration will be open between 11:00 - 16:00 to collect exhibitor passes.

Show Open:

Wednesday, Sep 30 | 10:00 - 17:00 (Exhibitor access from 08:00 for final booth touchups only)

Thursday, Oct 1 | 10:00 - 16:00 (Exhibitor access from 08:00 for final booth touchups only)

Move Out:

Thursday, Oct 1 | 16:30 - 19:00

Important Exhibitor Guidelines:

- Exhibitors must set up their booth on Tuesday, Sep 29, between 11:00 and 16:00. This is also the only time frame where exhibitors can hand carry into the hall, please review the hand carry policy later in this document for more information.
- On Wednesday, Sep 30, exhibitor access from 08:00 - 09:30 is strictly for final booth preparations - no building is permitted.
- All booths must be fully set up by 09:30 on Wednesday, Sep 30.
- No under 18s permitted within the hall except during the show open hours.
- All exhibitors and contractors must have a hi-vis vest/jacket to enter the hall during move in.

ACCESS & SCHEDULE: SPACE ONLY / RAW BOOTHS

The below access times are strictly for pre-approved space only/raw booths only, which have been confirmed as such by Show Management. *If you have a pipe and drape booth and arrive outside of the above Pipe and Drape timings, you will not be permitted entry into the hall and will be asked to return on Tuesday, Sep 29 between 11:00 and 16:00.*

Move In:

Monday Sep 28 | 12:00 - 16:00

Tuesday, Sep 29 | 08:00 - 16:00

Exhibitor registration will be open between 11:00 - 16:00 on Tuesday, Sep 29 to collect exhibitor passes.

Show Open:

Wednesday, Sep 30 | 10:00 - 17:00 (Exhibitor access from 08:00 for final booth touchups only)

Thursday, Oct 1 | 10:00 - 16:00 (Exhibitor access from 08:00 for final booth touchups only)

Move Out:

Thursday, Oct 1 | 16:30 - 20:00

Important Exhibitor Guidelines:

- Booths must be completely built by 16:00 on Tuesday, Sep 29. This is a strict timeline to align with venue access, health and safety and security.
- Exhibitors can hand carry into the hall on Tuesday, Sep 29, between 11:00 and 16:00 only, please review the hand carry policy later in this document for more information.
- On Wednesday, Sep 30, exhibitor access from 08:00 - 09:30 is strictly for final booth preparations - no building is permitted.
- No under 18s permitted within the hall except during the show open hours.
- All exhibitors and contractors must have a hi-vis vest/jacket to enter the hall during move in

AC

There will be air conditioning within the hall during show open hours.

ACCESSIBILITY

Motorized personal transporters, scooters and similar vehicles are not permitted in the Javits Center absent a compelling need, coupled with assurances of safe operation and adequate insurance coverage provided by Event Management, all of which must be approved by the Javits Center at least 30 days in advance. Motorized devices are permitted for use by people with mobility impairments as described in the "Accessibility" information on the Javits Center's website. The Javits Center offers personal mobility vehicles for rent during events, and individuals interested in renting such a vehicle can call 212.216.2319 or order one here (orders.javitscenter.com). Once the mobility vehicle is ordered, it can be picked up at the Concierge Desk in the Crystal Palace.

ANIMALS

Service animals for persons with disabilities are welcome at the Javits Center. Service animals are limited to dogs(1) that are individually trained to do work or perform tasks for the benefit of an individual with a disability.

No other animals are permitted in the Javits Center except as part of an approved exhibit, activity or performance legitimately requiring the use of animals. Although emotional support animals and/or comfort animals are often used as part of a medical treatment plan as therapy animals, they are not service animals and therefore are not permitted in the Javits Center.

If animals are approved by the Javits Center:

- Exhibitors must request necessary permits and comply with all relevant laws (including, but not limited to, the NYS prohibition of animal fighting).
- Animals may not come into contact with the public, must be accompanied by a handler at all times and must be on a leash, within an enclosure or under similar control at all times.
- The Exhibitor and owner take full responsibility for the animal(s).
- The Exhibitor's and owner's insurance policy for their event must not exclude live animals or it must state that live animals are covered.
- The Exhibitor must sign an acknowledgement letter indemnifying and defending the Javits Center in the event of personal injury, death or damage to property resulting from such animals.
- The Exhibitor must provide the Javits Center with:
 - Health certificates for each animal and
 - Up-to-date Veterinary records, including shots, for each animal.

Insurance coverage provided by the Exhibitor and owner (whichever is applicable) should name the following entities as additional insureds and provide a waiver of subrogation in favor of said parties:

- New York Convention Center Operating Corporation a/k/a Jacob K. Javits Convention Center of New York,
- The State of New York,
- New York Convention Center Development Corporation,
- New York State Urban Development Corporation d/b/a Empire State Development,
- The Triborough Bridge and Tunnel Authority and their respective directors, officer(s), agent(s) and employees.

(1) Certain miniature horses may also be service animals. Please contact the Javits Center Legal Department before arriving if you have any questions about using miniature horses as service animals.

AV

SmartSource is the official supplier for AV equipment

You can view the SmartSource catalogue and order items [HERE](#) using the code 'BSNY1026', or via the link in the Exhibitor Portal, under 'Supplier List'. Early bird pricing ends on **September 4, 2026**. It's strongly recommended to order in advance to ensure availability of your requested items. There will be a technician onsite to assist with any queries regarding SmartSource orders.

BUILD & BREAKDOWN GUIDELINES

During load-in and load-out, all spaces including halls, loading docks, truck staging areas and service corridors are considered hazardous work areas. The following are strictly prohibited:

- Alcoholic beverages;
- Possession or use of controlled substances of any kind;
- Speeding or reckless use of vehicles or equipment;
- Irresponsible behavior;
- Music or noise that may limit the audibility of back-up signals, fire alarms or emergency messages;
- Children under eighteen (18) years of age.

BUSINESS CENTER

Business Center-FedEx Office: The FedEx Office is located on the concourse level (level 2) across from Starbucks and is open on event days and during some move-in and move-out days. FedEx Office is equipped to handle any printing, packaging and shipping needs worldwide.

CARPET

Pipe and Drape booths will be carpeted in pepper gray (see image on right), unless otherwise arranged directly with GES.



Space Only booths are required to provide their own flooring for the entirety of the booth, in line with venue regulations. This is available to order through GES.

The aisles of the show will not be carpeted in order to be more sustainable.

CATERING

Cultivated is Javits Center's exclusive hospitality brand. Booth catering must be arranged with Cultivated and can be booked in advance of the event. Further information will be made available on the Exhibitor Portal under 'Suppliers'. There will also be several catering units available within the hall to purchase food and drinks when the show is open.

CLEANING

Booths will be lightly vacuumed prior to show open on Wednesday and Thursday. If exhibitors wish to arrange specific booth cleaning or expect to make their booth especially dirty through an activity (e.g. sampling), this can be arranged through GES. Click [HERE](#) for more information.

Booked via GES, the Javits' Cleaners vacuum, shampoo and sweep all carpeting, empty waste baskets and supply and handle containers for removing hazardous wastes. Cleaners are represented by the International Brotherhood of Teamsters, Local 237.

Cleaning Work Exhibitors May Do Themselves

Exhibitor may clean and wipe down their products and display merchandise and parts of their exhibit not installed by other Javits labor.

PRODUCTS CONTAINING CANNABINOID HEMP (including CBD) or THC

The following information has been provided by the Javits Center and **must be adhered to.**

In New York State the Marijuana Regulation & Taxation Act (MRTA) was signed into law on March 31, 2021, which, among other things, legalized adult-use cannabis (also known as marijuana) and adopted laws strictly regulating hemp cannabis. In an effort to support our customers' efforts in promoting their products while ensuring that the activities remain compliant with the law, the Javits Center is issuing the following guidelines for products containing cannabinoid hemp (including CBD), or THC in any natural or synthetic form:

1. 1. Products containing cannabinoid hemp (including CBD), or THC (natural or synthetic) may not be distributed or sold at the Javits Center, including the provision of free samples or gifts;
2. Only products with THC less than .3%, such as cannabinoid hemp products, may be displayed;
3. Cannabinoid hemp products must also comply with New York State law, which requires, among other things, that:
 - a. Such products are clearly distinguished from non-cannabinoid-hemp products; and
 - b. The promoter has a New York Cannabinoid Hemp Retail License.
4. Any exhibitor, vendor or event producer displaying products shall be solely responsible for ensuring their conduct and products are compliant with all laws, including, but not limited to, those promulgated by the particular trade show, and any New York State labeling and packaging requirements. Accordingly, no participant may rely on this guidance as a basis for any violation.

The Javits Center will continue to monitor legal developments in this area in anticipation that the law will continue to evolve quickly.

DATA COLLECTION

Exclusively provided by Jonas Event Technology, the official event registration supplier.

Jonas Event Tech offers a lead capture app that allows exhibitors to scan all attendee and exhibitor badges and collect key registration data including their name, contact details, and company information.

- The app works on any modern smartphone or tablet with a camera, and lets you add notes, photos, voice memos, and custom qualifying questions to each lead.
- An internet connection is needed to set up initially, but once logged in it can be used offline, making it a fast and easy way to capture and manage high-quality leads in real time.
- Click [HERE](#) to view the Engage Scanner User Guide
- Place your lead capture order [HERE](#).

DELIVERIES

There are two options for delivering materials to your booth: shipping in advance to the GES Advance Warehouse or sending them directly to the Javits Center for arrival during load-in. More information on both options including shipping labels can be found on the [GES site](#).

Advance Warehouse

This is the recommended option. Ship early to avoid delays, have peace of mind for the arrival of your materials and save money onsite by using GES's Advance Warehouse. Your materials will be stored in advance and delivered to your booth, ready for build-up on Tuesday, Sep 29.

- GES will accept crated, boxed, or skidded materials beginning **Tuesday, August 25**. Shipments arriving before Tuesday, August 25, 2026 will incur a storage fee.
- Shipments arriving after Wednesday, September 23, 2026 will incur an additional charge.
- Please refer to the [Material Handling/Drayage Services](#) page for more information.

Direct to Show Site

Alternatively, you can ship materials directly to the Javits Center. Freeman will accept shipments at the exhibit facility between the following times:

- Monday, September 28, 2026, 12:00 - 16:00
- Tuesday, September 29, 2026, 8:00 AM To 4:00 PM
- Shipments not arriving on the above designated time frame, on a holiday, or on overtime will incur additional charges.
- The Javits Center will not accept advanced deliveries prior to the above times and dates.

Additional Information

Material Handling Fees: Both delivery options require material handling services, which involves an additional fee. This is the moving of items from the loading dock to your booth space.

Shipping Services: You may use Freeman Transportation for a streamlined process, or arrange delivery with another courier service of your choice.

DISPLAY VEHICLES

If you intend to have a display vehicle on your booth, please download and complete [this form](#) with the vehicle details and sign under 'Exhibitor'. Please return the completed form to your Account Manager no later than **7 September 2026** for review and approval by the Javits Center.

Note, the Javits Center requires that any approved display vehicle:

- May not contain more than one (1) gallon of fuel.
- Cannot be refueled or emptied inside the Center.
- Must be equipped with locking gas caps.
- Battery cables must be disconnected and the ends taped .
- Must be locked during non-show hours.
- Repairs or alterations may not be made inside the Center.
- Any person displaying a vehicle at the Center must provide an appropriate sized ABC type fire extinguisher, which must be readily accessible at all times.
- Must have floor covering beneath the vehicle.
- Must be turned off when parked inside.

Additionally, please be aware that once approved by the venue, you will also be required to complete the GES Vehicle Placement form (available on the GES website) and cover a spotting fee. This is a round trip charge. If you have any questions on this, please reach out to GES directly.

DRAPE (PIPE & DRAPE BOOTHS ONLY)

Pipe and drape booths will have an 8' back wall and, depending on location, either 3' or 8' side wall(s). The color of the drape will be determined by the show of the exhibitor. If you'd prefer a different drape color, this is available at an additional cost through GES:

- White & Private Label World Expo - BLACK
- E-Com Packaging & Labeling - WHITE
- Smart Retail Tech - BLUE
- Retail Supply Chain & Logistics - RED

EACs (EXHIBITOR APPOINTED CONTRACTORS)

Exhibitors with a space only booth must use one of the approved EACs featured on [this document](#) to build their booth. No other EACs are permitted entry to the hall to build as per the Javits Center regulations.

ELECTRIC

Electric connections are exclusively provided by the Javits Center. Click [HERE](#) to view available electric and to place an order. Any exhibitor queries relating to ordering electric, internet or piped services can be directed to Kevin at KCepeda@javitscenter.com.

Discount Price Deadline: **15 September 2026**

Javits Center Electrical Labor

- Install and remove all electrical wiring, load centers, disconnects and distribution of panels.
- Install and dismantle all lighting, audio and video systems (including monitors), as well as install and remove all data, video and audio cable inside exhibits or under carpets.
- Operate all sound, light or video systems unless specific exemption is approved by the Javits electrical department.

Electricians are represented by the International Brotherhood of Electrical Workers (IBEW) Local 3.

Work Hours: The length and start times of electricians' standard shifts and the application of overtime rates on weekdays vary depending on whether it is a move-in, open or move-out day. Electricians are always paid time and a half for work on weekends and holidays. Straight time hours include 7:30am to 3:00pm., Monday through Friday. Overtime hours include: 3:00pm to 7:30am., Monday through Sunday and Holidays. Electricians work a minimum of 7 hours.

Electric Work Exhibitors May Do Themselves

- Exhibitors may plug in their own devices and equipment for properly ordered 110 volt electrical service of 500 watts or less.
- Connect modems, printers, computers and keyboards.
- Install their own light bulbs.
- Test and tune their own equipment.
- Run their own communications cable between machines in the same booth above the booth carpet.
- Exhibitors may install and dismantle their own lights in booths 400 square feet or less without the use of tools or ladders - provided that the service order is for no more than 500 watts.
- Connect up to fourteen (14) pieces of computer and/or telecommunications equipment to cables run by electricians.

EXHIBITOR REGISTRATION

Every company employee who will be present on your booth during the show days is required to have their own exhibitor badge. There is no limit to how many people you can have working on your booth or how many badges you can order, however please take into consideration the size of your booth.

Click [HERE](#) to submit your exhibitor badge registration information.

EXHIBITOR DRINKS

You are invited to attend our complimentary Exhibitor Drinks, taking place on Wednesday, Sep 30 after day one of the show closes at 5PM. This exclusive networking event is a great opportunity to connect with fellow exhibitors - just remember to bring your Exhibitor Badge for entry! Further details will be added to the 'Schedule and Access' page on the Exhibitor Portal.

Kindly note this is **exclusive to show exhibitors only**, and no guests of exhibitors will be permitted entry into the venue.

FLOORPLAN

Download the event floor plan [here](#).

FURNITURE

The official supplier of furniture for the event is GES. Their catalog is available on the Exhibitor Portal, under 'Supplier List', or [here](#). Furniture ordered will be delivered to your booth during load-in, and will be collected from your booth during load-out.

HAND CARRY POLICY

Due to the high volume of events hosted at the Javits Center and surrounding traffic restrictions, exhibitors must follow strict hand carry procedures during move-in and move-out. These procedures are designed to improve efficiency, reduce congestion, and minimize disruption to the surrounding area.

All hand carry access into the exhibit hall is strictly limited to the Javits Center Inner Roadway. No other entrances, lobbies, corridors, elevators, escalators, or exterior street access points may be used under any circumstances.

Hand carry materials may **not** be unloaded, staged, or accessed from 11th Avenue or any surrounding streets. Access through the Crystal Palace is also not permitted.

All hand carry operations are coordinated by the Javits Center Public Safety team in conjunction with Show Management.

Hours and Access

Hand carry operations via the **Javits Center Inner Roadway only** will be available during the following times:

- **Tuesday, September 29:** 11:00 AM - 4:00 PM
- **Thursday, October 1:** 4:00 PM - 8:00 PM (following the close of the event at 4:00 PM)

Please note:

- Hand carry operations are only permitted during the times listed above.
- The Javits Center Inner Roadway is the **sole approved access point** for all hand carry activity.
- Exhibitors must follow all designated routes and procedures issued by Show Management and Javits Center Public Safety.
- Operational arrangements, including staging areas if required, will be communicated in advance of the event.

Hand Carry Requirements

The following rules apply to all exhibitors using hand carry access:

- Individuals transporting materials must be employees of the exhibiting company and may be required to provide identification.
- Only vehicles no larger than a standard passenger van may be used for hand carry operations.
- Vehicles will be issued a Javits Center staging placard upon arrival.
- Vehicles are limited to a maximum staging time of **45 minutes**, strictly enforced.
- Hazard lights must remain on while vehicles are staged.
- Vehicles must follow all directional instructions from Javits Center Public Safety when using the Inner Roadway.
- Exhibitors must fully pack and prepare materials before bringing vehicles into the staging area for move-out.

Permitted Hand-Carried Items

The following items may be brought into the building without material handling services, provided they can be safely managed by the exhibitor:

- Pop-up displays up to 10 feet in length that can be carried by one person
- Display materials that can be hand carried by one person
- Materials transported using a two-wheel hand truck or baggage cart with plastic or rubber wheels
- Four-wheel rolling garment racks used for hanging apparel
- Four-wheel jewelry display cases used for transporting jewelry or similar products

Prohibited During Hand Carry Operations

The following are **not permitted** under any circumstances:

- Use of any entrance other than the Javits Center Inner Roadway
- Using the North Lobby Atrium for delivery or removal of materials
- Use of passenger elevators or escalators to transport exhibit materials
- Access through the Crystal Palace
- Loading or unloading from vehicles on 11th Avenue or surrounding streets
- Use of equipment other than a two-wheel baggage cart with plastic or rubber wheels
- Bringing power tools, ladders, vacuum cleaners, or construction equipment without prior written approval
- Use of box trucks, commercial vehicles, or any vehicle larger than a standard passenger van
- Moving materials on carts larger than a two-wheel baggage cart
- Transporting items that cannot be safely carried by one person
- Use of freight companies, moving companies, contractors, or any third parties not directly employed by the exhibiting company or Javits Center freight handlers
- Parking or standing on 11th Avenue or surrounding streets for any loading activity (enforced by NYC authorities)

Enforcement

Javits Center Public Safety manages all Inner Roadway hand carry operations. The New York City Police Department enforces all street parking and traffic restrictions outside the venue.

The Javits Center reserves the right to:

- Inspect all bags, boxes, crates, and containers entering the facility
- Deny entry to any person or materials not in compliance with these policies
- Impose fines and/or arrange towing for violations occurring on public streets

All exhibitors must comply with the designated Inner Roadway access procedures and all instructions issued by Show Management and Javits Center Public Safety.

HAZARDOUS MATERIALS

Flammable or combustible mixtures, waste, liquids and other hazardous materials are not permitted without approval of Javits Center management. Firearms, weapons, and live ammunition may not be displayed or sold at Javits Center events.

HEIGHT RESTRICTIONS

Any booth over 8' in height will need to be approved in advance by show management to ensure the venue hall height limit does not pose an issue. **There is a height limit of 10' for all booths.** Please speak to your Account Manager at the earliest opportunity to discuss this further.

HELIUM BALLOONS

If you intend to have helium balloons on your booth, please download and complete [this form](#). Please return the completed form to your Account Manager no later than **7 September 2026** for approval by the Javits Center.

ID SIGNS (PIPE & DRAPE BOOTHS ONLY)

Pipe and drape booths will receive one ID sign, hung with S clips from the back of their booth. ID signs will display your company name and booth number in standard black font on a white background.

Name Submission & Changes

- Your company name will be printed exactly as submitted on your Compulsory Form. If you have not completed this prior to 14 August, the Promotional Name will be used from the Exhibitor Portal. If this is also not completed, the name on your booth contract will be used.
- Ensure all spelling is correct before the deadline of August 14
- Changes after the deadline will be subject to a fee, if it is still possible to change. Please speak with your Account Manager at the earliest opportunity to discuss options.

INTERNET

Internet is exclusively provided by the Javits Center.

Click [HERE](#) to view available connections and to place an order. Any exhibitor queries relating to ordering electric, internet or piped services can be directed to Kevin at KCepeda@javitscenter.com. Discount Price Deadline: **15 September 2026**

INSURANCE (COI)

*Rainprotection is the preferred supplier for insurance, as well as the show's official insurance management company. **Insurance Coverage is not optional.***

In addition to being able to provide exhibitors with insurance, Rainprotection are also collecting and verifying that all insurance certificates, regardless of the insurer, are verified for compliance.

- As a standard requirement for all our show exhibitors, it is necessary for every exhibitor to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- This insurance must be in force during the lease dates of the event, September 28-October 1, 2026, naming Business Show Media Inc (11 Trevino Rd, Flanders, NJ, 07836) as the Certificate Holder.
- The following must be listed as Additional Insured: Business Show Media Inc, New York Convention Center Operating Corporation, Jacob K. Javits Convention Center and Global Experience Specialists (GES).

If you do not have insurance, or you would rather not use your own insurance (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a partner program with Rainprotection Insurance through which you can purchase compliant insurance instantly online.

[Click HERE](#) for further information and to purchase your compliant liability insurance for this event for \$109 (plus any applicable taxes).

If you decide to use your own insurance, please make it compliant and submit a copy to: Portal@Rainprotection.net. To avoid any processing delays, **please include the Official Show Name and Year clearly written in the body of your email**. For example: *I will be exhibiting at White & Private Label Expo New York 2026*.

JAVITS CARES

The Javits Center offers a donation program for anything unwanted after the show. If you have anything that you'd like to donate, please reach out directly to the contact on [this leaflet](#). Please ensure you: a) remove everything from your booth once the show closes, b) arrange waste collection via the Javits Center, or c) reach out to the Javits Center directly about donating any items.

LABOR - SHOW SITE WORK RULES AND REGULATIONS

Union Information

To assist exhibitors in planning for the event, please note that union labor is required for certain aspects of exhibit installation, dismantling, and material handling at the venue.

Teamsters – Material Handling, Forklift Operators and Helpers

The Teamsters are responsible for handling freight within the exhibit hall. Their responsibilities include unloading vehicles, delivering freight to exhibitor booths, providing rigging services, moving machinery, and positioning equipment within booths. These services are available through GES and should be ordered as required at the exhibitor's expense.

Laborers

Laborers are responsible for the installation and dismantling of display booths and exhibits. This includes general display construction, crating and uncrating machinery and equipment, installation of drape back walls, table skirting, and decorative items, as well as the installation of all carpeting and floor coverings, whether rented or exhibitor-owned. Laborers also deliver furniture and floor coverings.

Electrical Union

Electricians are responsible for all electrical work within the exhibit hall, including supplying power to booths, connecting equipment to electrical outlets, and installing illuminated signs or headers, unless they are permanently attached to the exhibit back wall.

Exhibitors and their full-time employees may:

- Install their own light bulbs in booth fixtures (excluding neon lighting).
- Assemble and install lighting products manufactured by their own company, provided the fixtures are not energized during installation.

Work That May Be Performed by Exhibitors

Exhibitors may erect and dismantle displays that:

- Do not exceed 250 square feet.
- Can be assembled and dismantled by employees of the exhibiting company without the use of tools or ladders.

Exhibitors and their employees may also unpack, pack, and arrange their own products and merchandise within their booth.

Anyone carrying out this work must be a full-time employee of the exhibiting company and be able to provide identification confirming their employment.

If unsafe installation or dismantling conditions are identified, the Javits Center reserves the right to suspend these exceptions. In such cases, Javits exhibit building labor will complete the work at the exhibitor's expense. The Javits Center may issue additional work rule guidance from time to time.

Flameproofing

Table coverings, booth equipment, and all decorative materials must be made from non-flammable or appropriately fire-resistant materials and comply with applicable fire safety regulations. Certificates confirming that materials have been flameproofed must be available and submitted upon request.

Gratuities

GES prohibits the solicitation or acceptance of gratuities by any employee, whether union or non-union. Cash tips, gifts, and products may not be offered to or accepted by GES personnel.

Work Zone Safety

The exhibit hall and surrounding areas are active work zones during move-in and move-out. Exhibitors, contractors, employees, and representatives enter these areas at their own risk and should exercise appropriate caution at all times.

LEAD CAPTURE

Badge Scanning Apps for this event are exclusively provided by Jonas Event Technology, the official event registration supplier.

Jonas Event Technology offers a lead capture app that allows exhibitors to scan all attendee and exhibitor badges and collect key registration data including their name, contact details, and company information.

- The app works on any modern smartphone or tablet with a camera, and lets you add notes, photos, voice memos, and custom qualifying questions to each lead.
- An internet connection is needed to set up initially, but once logged in it can be used offline, making it a fast and easy way to capture and manage high-quality leads in real time.
- Click [HERE](#) to view the Engage Scanner User Guide
- Place your lead capture order [HERE](#).

LINE OF SITE REGULATIONS

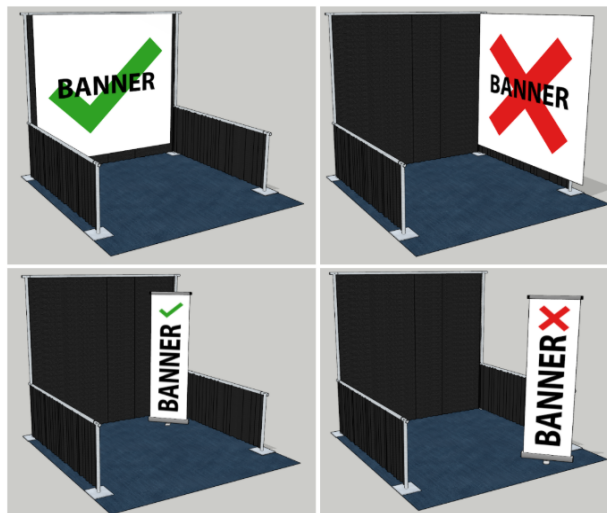
Pipe and Drape in-line (linear) booths are arranged in a continuous row with neighboring exhibitors on both sides and one side open to an aisle.

To maintain clear sight lines between neighboring exhibitors, in-line booths with a 3 ft high side drape must comply with the following **line of sight regulations**:

- No display, fixture, product, sign, or other item exceeding 4ft (1.22 m) in height may be placed within the front 5ft of the booth.
- Items exceeding 4ft in height are permitted only within the rear 5ft of the booth.
- The maximum height of any booth structure or display is 8ft .
- Displays must be arranged so as not to obstruct the sight lines of neighboring exhibitors.

A corner booth is an in-line booth located at the end of a row and exposed to intersecting aisles on two sides. Corner booths may have a 3' or 8' drape wall on the left or right of their booth depending on the layout of the rest of the block. Corner booths with a 3' high drape between their neighboring booth must follow the above line of sight regulations.

Example of approved banner locations:



LIGHTING

The exhibition hall will be lit using the existing venue lighting. During load-in and load-out, lighting may be dimmed and will increase to 100% on show days.

Effective lighting can greatly enhance your booth, drawing attention to key areas and highlighting displayed products. In contrast, booths without additional lighting may appear dim compared to neighboring well-lit exhibits. Floor lights can be ordered through GES, and generic booth lighting can be ordered through Javits Center. Please also note electric will need to be arranged with the Javits Center.

OPEN FLAMES

Exhibitors must read [this document](#) and follow the instructions on approval, and agree to the additional costs.

PARKING

Parking is available 24 hours a day at the Premium Parking lot located at 700 W 34th St, New York, NY 10001. If you are driving, please allow extra time for traffic and garage entry.

Designated rideshare drop-off and pick-up is located at 38th Street and 11th Avenue. Follow traffic personnel instructions upon arrival.

Javits Center is fully accessible:

- Sidewalk ramps at entrances
- Elevators throughout campus
- Accessible restrooms
- Mobility assistance
- Service animals welcome

For specific accommodation requests, contact the ADA Coordinator at ADA@javitscenter.com or call (212) 216-2196 prior to arrival.

PIPED SERVICES (AIR & WATER)

Piped services are exclusively provided by the Javits Center. Click [HERE](#) to view available services and to place an order. Any exhibitor queries relating to ordering electric, internet or piped services can be directed to Kevin at KCepeda@javitscenter.com.

Discount Price Deadline: **15 September 2026**

PIPE AND DRAPE BOOTHS

Banners and light signage can be hung from pipe and drape booths, with a maximum weight limit of 12 lbs. For easy installation, it is recommended that banners have grommets for hanging with sign hooks (also called 'S hooks', see image on right). Signs need to have holes at the top for the hooks to go through. These can be purchased from online retail companies. If your item **exceeds 12 lbs**, you can rent an easel from GES.

To ensure safety, **all cables running across your booth must be secured** using either safety hazard tape or an appropriate cable covering to prevent tripping hazards. Unsecured cables, cords, wires, or hoses are strictly prohibited.

SAMPLING

The distribution or service of food and beverage from outside vendors is **strictly prohibited** unless expressly authorized by Cultivated. Any individual or group found in violation of this policy will be required to cease their activation immediately, and may be subject to fines.

Sampling is only permitted by companies who manufacture, process or distribute the items. For further information, see the below links:

- [Food Products & Non-Alcoholic Beverage Sampling Guidelines and Application](#)
- [Alcoholic Beverage Sampling Guidelines and Application](#)

If you have any questions regarding the sample process or to check whether you are eligible to sample from your booth, please contact 212-216-2400 or email Services@CultivatedNY.com.

Note: Exhibitors preparing or serving food and/or beverages are responsible for contacting the New York City Health Department directly to obtain all required permits and licenses. All permits must be prominently displayed at the location where food and/or beverages are served.

SCAMMERS

The events industry is facing an issue involving scammers who are falsely offering our exhibitors access to visitor data, furniture hire and hotel bookings. Please be assured that we do not sell or distribute your data. The information these scammers provide is fake.

For your security, please refer only to our official list of trusted suppliers. If you receive any communication from sources not listed on our suppliers list or from an email domain other than **@thebusinessshow.co.uk**, **@thebusinessshowus.com** or **@bsmexpo.com**, we advise you to ignore and refrain from interacting with them.

SHOW CONTRACTOR - GES

GES is the official event contractor, providing many services including booth builds, furniture, banners, signage, logistics, shipping, flooring, material handling and more!

- Incentive pricing is available on orders received by **7th September**.
- Standard prices will apply to orders received after this date.
- Orders placed onsite may result in additional charges and will be limited availability, so we strongly recommend ordering online pre-show.

Exhibitors will receive a welcome email from GES within 10 days of signing up to the event, however you can view the information and catalog prior to receiving this. Once you receive the welcome email, you will be able to create an account to place an order.

Click [HERE](#) to view the GES catalog and place orders.

Please note:

- GES is the exclusive provider of the following services: material handling services, in-booth cleaning, overhead sign hanging, labor, and rental of mechanized equipment.
- GES is the event's sole recommended supplier of standard and specialty furniture, carpet and flooring, staging, exhibit rental, installation and dismantle labor, transportation, signage, banners and graphics.

GES Customer Support:

US: Call (800) 801-7648 or International: +1 (702) 515-5970
Open Monday - Friday 6:00 AM - 4:00 PM Pacific Time

SHIPPING

Shipping to the Show with GES Logistics - We Can Ship It For You

Let us handle all your shipping needs and enjoy priority move-in/move-out and more.

With decades of trade show experience, GES Logistics understands your transportation needs. As the Official Services Provider for your show, GES offers a variety of fully integrated services and competitive rates that include:

- One-way or roundtrip shipping to and from the show floor.
- Priority move-in/move-out.
- Online tracking 24/7.
- Show site GES support team.

Roundtrip domestic logistics for non-local shipments of 5,000 lbs or less is called Transportation Plus and also gets you:

- 10% off material handling.
- Free weight certificate.
- No carrier wait time fees
- All GES tradeshow services within one invoice (No need to track invoicing from other carriers).

Find out more about [GES Shipping here](#).

SMOKING / VAPING

The Javits Center maintains a smoke-free campus. Smoking is prohibited anywhere on Javits Center property, including the inner roadway and Javits-owned sidewalks.

SPACE ONLY BOOTHS

Exhibitors with a space only booth must use one of the approved EACs featured on [this document](#) to build their booth. No other EACs are permitted entry to the hall to build as per the Javits Center regulations.

Double decked booths are not permitted in the 1A exhibit hall. All plans for booths with solid overhead structures or raised platforms must be submitted to your Account Manager as soon as possible for review by the Javits Center.

Carpenters are represented by the International Brotherhood of Carpenters and Joiners, New York District Council. Carpenters are hired from the Center by general decorating contractors and exhibitor appointed contractors. Carpenters work under contractors' direction and supervision and their shifts are organized and determined by the contractor.

Carpenters perform crating and re-crating, and all work involved in the erection and dismantling of exhibits, displays, backgrounds and booths; all work requiring the use of bolts and screws or nail fasteners; tying, hanging or nailing, taping of flags, banners, signs, tile and rug-laying, skidding and reskidding and turntables; application of adhesive graphics; handling and delivery of furniture, carpeting, modular interlocking booth systems and other contractor owned and leased equipment; pad wrapping, protection work, ramp protection; and installing draperies, including but not limited to wall draperies, table skirting, booth equipment draperies, flag and bunting and party decorations. They also do certain other unskilled work.

Work Hours: Carpenters are paid straight time for the first eight (8) hours of their shift and are paid time and a half for hours worked beyond the eight, Monday through Friday. Exhibit Builders work a minimum of 4 hours.

Building Work Exhibitors May Do Themselves

- Exhibitors may erect and dismantle displays which do not exceed 250 square feet and can be erected and/or dismantled by employees of the exhibiting company, without tools and ladders.
- Exhibitors' may unpack, pack and arrange their merchandise and products in their exhibit.
- Those performing the work above must be employees of the exhibiting company and must carry identification to verify that fact.
- When unsafe set-up or dismantle conditions exist, the Javits Center may elect to suspend the exceptions listed above and Javits exhibit building labor will complete the set up at the exhibitor's expense.
- The Javits Center may issue more detailed rules on this from time to time.

All booths over 8' in height will need to be approved in advance by show management to ensure the building height limit does not pose an issue. There is a height limit of 10' for all booths. Please speak to your Account Manager at the earliest opportunity to discuss this further if needed.

STORAGE

All exhibitor storage requirements must be arranged through the General Contractor, GES. Freight handled by GES under the show's material handling program includes the storage of empty containers for the duration of the event.

Due to venue security and fire safety regulations, unauthorized storage of crates, cartons, packing materials, or other items is not permitted within the exhibition halls, behind booths, or in any public areas.

To have empty containers stored, exhibitors should obtain 'Empty Storage' labels from the GES Servicer and securely attach them to each crate, case, pallet, or container. GES will collect and remove labeled empty containers from the booth and place them in designated storage areas.

GES will return stored empty containers to exhibitor booths after the exhibition closes. It may take up to 4 hours to return all empties. Exhibitors should not expect access to stored materials during show hours. If access is required, please reach out to GES directly to discuss options.

WEAPONS

No weapons, including firearms, knives or any other type of weapon, are permitted anywhere on Javits Center property.