

## Coffee Fest New York 2024

March 3-5, 2024

Jacob K Javits Convention Center

New York, NY

### Booth details

#### Booth equipment

##### *Booth Package Options*

##### Space Only Package

Each 10' x 10' booth in this area is equipped with:

- 8' high black back drape
- 3' high black side drape
- one wastebasket
- one identification sign
- This area is carpeted in black.

##### 5' x 10' Booths

Each 5' x 10' booth in this area is equipped with:

- 8' high black back drape
- 3' high black side drape
- one wastebasket
- one identification sign
- This area is carpeted in black

##### Booth Furnishings Packages

Each 10' x 10' booth in this area is equipped with:

- 8' high black back drape
- 3' high black side drape
- one 6'L x 30"H black draped table
- one Limerick® chair by Herman Miller
- one wastebasket
- one identification sign
- This area is carpeted in black

Booth packages to be purchased separately through Clarion. If you are unsure of your package type, please contact [Spencer.Jacobson@clarionevents.com](mailto:Spencer.Jacobson@clarionevents.com).

#### Exhibit hall carpet

The booths and exhibit area are carpeted in black. The aisles will be carpeted in tuxedo.

### Show schedule

#### Discount price deadline

To take advantage of advance order discount rates, place orders on FreemanOnline by February 05, 2024.

### **Exhibitor move-in**

Friday, March 01, 2024	8:00 AM - 5:00 PM
Saturday, March 02, 2024	8:00 AM - 5:00 PM

### **Exhibit hall hours**

Sunday, March 03, 2024	10:00 AM - 5:00 PM
Monday, March 04, 2024	10:00 AM - 5:00 PM
Tuesday, March 05, 2024	10:00 AM - 4:00 PM

### **Exhibitor move-out**

Tuesday, March 05, 2024	4:00 PM - 10:00 PM
Wednesday, March 06, 2024	8:00 AM - 12:00 PM

Freeman will begin returning empty containers as soon as the aisle carpeting is removed or plastic covering has been laid in the aisles of the exhibit hall.

## **Shipping and material handling**

### **Warehouse shipping address:**

Exhibiting Company Name / Booth Number  
Coffee Fest New York 2024  
C/O Freeman  
140 Central Ave, Ste 130  
Kearny, NJ 07032  
USA

### **Warehouse shipping information**

- The Freeman advanced warehouse will be closed Monday, February 19, 2024 in observance of Presidents Day.
- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning February 1, 2024 at the above address.
- Material arriving after February 26, 2024 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 unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.
- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 2:30 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

### **Show site shipping address:**

Exhibiting Company Name / Booth Number  
Coffee Fest New York 2024

Coffee Fest New York 2024

C/O Freeman

655 W 34th St

New York, NY 10001

USA

## Show site shipping information

- Freeman will receive shipments at the exhibit facility beginning March 2, 2024.
- Shipments arriving before this date may be refused by the facility.
- Any charges incurred for early freight accepted by the facility will be responsibility of the exhibitor.
- Certified weight tickets must accompany all shipments.
- Ensure your driver has the following information to expedite unloading and delivery to your booth:  
Show Name, Exhibitor Name, Booth #.
- If required, provide your carrier with this phone number: (888) 508-5054.

## Service contractor contact information

### Freeman

We want you to have a successful show. If we can be of assistance, please contact [Exhibitor Support](#). If you need to book or quote shipping services, please contact [Freeman Transportation®](#).

## Exhibitor frequently asked questions

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

## Exhibitor service hours

Our Exhibitor Support team will be available from 8:00 AM - 5:00 PM from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

## Pre-show checklist

### Labor information

- Carefully read the Union Rules and Regulations to determine your labor needs.
- Refer to your ordering site under Display Labor for Straight time and Overtime hours.

## Show paperwork and labels

- Complete the [Outbound Shipping](#) paperwork online and Freeman will gladly prepare your outbound Material Handling Agreement and labels in advance.
- Ensure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

## During show checklist

### On-site information

- Please arrive with enough time to set up your booth.
- Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk.

## Move-out checklist

### Dismantle and move-out information

- All exhibitor materials must be removed from the exhibit facility by March 06, 2024 - 12:00 PM.

- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by March 06, 2024 - 10:00 AM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

### **Excessive trash and booth abandonment**

- Note that any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-out.
- Clear out booth. Any excessive materials left in the booth at the end of the event will be considered trash.