



Frequently Asked Questions

Does our booth space include furniture?

No, unless you have space in the Business Resource Center or Emerging Franchisor Pavilion, your standard booth space does not include carpet or furniture. All linear booth spaces include 8' drape along the back of your booth and 3' drape along the side of your booth and a booth ID sign.

Are there height restrictions for our booth display?

Linear booth spaces: The back section cannot exceed eight (8) feet and any sidewall in the front half of the booth may not be higher than four (4) feet.

Island booth spaces: For any custom exhibits please reach out to Murphy at murphy.connolly@comexposium.com

Are exhibitors required to have carpet in their booth space?

Yes, carpet or other approved flooring is required. Exhibitors may order carpet from Arata or they can bring their own carpet or flooring as long as it covers the entire floor space of their booth. If an exhibitor requires labor to lay their own carpet or floor covering, they should contact Arata for an estimate.

Can I bring in my own material?

One person, in one trip, may hand carry items onto show floor. Exhibitors may move a "pop-up" display, equal or less than 8' in length, if capable of being carried by hand, or a 2-wheel baggage cart, by one full-time employee of the exhibiting company

Do I need to use a specific shipping company?

Exhibitors are welcome to use any carrier they choose. However, Haulistic is the preferred shipper for the event. See the exhibitor manual for more detailed information.

When and where do I ship my show materials?

You can either send your freight to the advance shipping warehouse or directly to the Convention Center. Please refer to exhibitor manual for shipping and material handling rates and how to address your shipments.

- Advance Shipments to the Warehouse: If you ship to the warehouse your freight will be delivered to your booth at the Convention Center by Wednesday, May 28th. Material handling fees are higher if shipped to warehouse. Refer to the Exhibitor Manual for deadline and shipping address.
- Direct Shipping to the Javits Center: Direct shipments to the Convention Center can arrive on Wednesday, May 28th from 8:00 am - 5:00 pm. Shipments delivered directly to the convention center will be delivered to your booth as they are received.

What is drayage?

Drayage is the transporting of exhibitor material from the loading dock to a booth and then back to the loading dock at the end of the show. All exhibitors shipping material to the venue will incur a drayage/material handling charge.

Does our booth space come with electric?

No, electrical service is provided through the Convention Center. An electrical order form is included in the exhibitor manual.

Are discounts available for show services (carpet, furniture, electric, etc.)?

Most vendors provide a substantial discounted rate on their services provided you submit your order forms to them by a specific date. The due dates listed on all order forms refers to the date the discounted rates expire. Most services are still available on-site, just at a higher cost.

Can I set up my own booth or do I have to hire labor?

Exhibitors can install and/or dismantle their own display as long as it does not require tools or take over 1/2 hour to finish.

How do I gather leads from the attendees?

CVENT can provide you with multiple methods to gather attendee information via the QR code on each badge to make your follow-up easy.

What if I wish to sample food or beverages?

Exhibitors who wish to sample their food or beverages will be required to complete a food sampling authorization form and submit their COI, per the form and sample COI included in the exhibitor manual.

Is there security on the show floor?

Show security will be present from move in to move out. However, show security should not be relied upon to provide more than a presence to inhibit theft. Show Management, its agents, vendors and the venue do not offer nor accept responsibility for exhibitors' property. As an additional safeguard, exhibitors may hire security services to provide exclusive security for their booth. Check with your insurance provider for information on Show Exhibiting Insurance Rider options.

When is exhibitor set up and move out?

Exhibitor set up is Wednesday, May 28th from 10:00 am to 5:00 pm. Exhibitor move out is Saturday, May 31st from 4:00 pm to 8:00 pm.

Breaking down your booth before 4:00 pm, when the show closes, is strictly forbidden for numerous reasons, but most importantly your liability with people still walking the aisles. So, plan your personal outbound transportation accordingly. Remember for moving out that shipping on Saturday is overtime and everything must be removed from the venue on Saturday by 8:00pm.

Are there discounted hotels in the area?

Yes, we have partnerships in place with several hotels in the area. Check out the [travel info](#) page on our website for more detail.

Is there a cost for exhibitor badges and is there a limit to the number of badges I can order?

No, there is no cost for exhibitor badges and there is no limit. However, no more than two representatives of the exhibiting company per 100 sq. ft. of rented space may be present in the booth space at any one time.

Are there exhibitor events scheduled during the weekend?

Exhibitor Coffee: Morning coffee is available to all exhibitors each show morning from 8:30 am to 9:30 am on the show floor.

Exhibitor Party: All Exhibitors are invited to join us at a private cocktail reception – Invitations will be emailed to all Exhibitors

If you have additional questions, please contact:

Murphy Connolly

murphy.connolly@comexposium.com or 631-335-5696



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