



Exhibitor Information From A-Z

Spring 2018 • March 11-13 • Jacob K. Javits Convention Center • New York, NY

SHOW MOVE-IN*

Friday, March 9	8:00am-6:00pm
Saturday, March 10	8:00am-6:00pm
Sunday, March 11	7:00am-9:00am

*Please contact Show Management should you have any special move in requests.

SHOW DAYS & HOURS

Sunday, March 11	10:00am-6:00pm
Monday, March 12	10:00am-6:00pm
Tuesday, March 13	10:00am-4:00pm

SHOW MOVE-OUT

Tuesday, March 13	4:00pm-11:59pm
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Please Note: No Freeman employees will be allowed on the show floor until 5:00pm.

ADVERTISING

Exhibitor and all its employees agree to refrain from any actions that, in the judgment of Show Management, jeopardize the security of the show. In connection therewith, Exhibitor shall not state the time, date, or location or any show in any consumer media. Consumer media includes any newspaper, magazine, or other printed matter available to the general public, as well as all radio and television, including cable systems. The only accepted media for advertising participation in the show are jewelry trade magazines.

AMERICANS WITH DISABILITIES ACT (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.

ANIMALS

Live animals or pets are not allowed on the show floor at any time. Only individuals with disabilities may be accompanied by their service or assistance animal.

BADGE REQUESTS

The main contact (who signed the Exhibit Space Agreement) for each exhibiting company will receive a confirmation email, including the link to register and the company password, approximately 72 hours after show management receives the Exhibit Space contract. Buyers will not be admitted on the show floor prior to the official show opening. For more information please see the Exhibitor Badge Registration page within this manual.

BOOTH APPEARANCE

All booths, regardless of size, must be in keeping with the environment of the show. The floor of the booth must be carpeted. Any display deemed unprofessional in appearance will not be permitted at the sole discretion of Show Management. The height restriction for all single story inline booths is 8 feet. Fascias, headers or towers exceeding the 8 foot height must be approved by show management. Exhibitors MUST submit a detailed design (including dimensions) of the display to Show Management for approval prior to construction. This requirement is for your protection. It will help avoid costly alterations and other problems at the show. Exhibits will be inspected for conformity to facility rules and fire department laws. All displays must be fabricated and built by a contractor who hires Union Labor for the work done within the Javits Center.

BOOTH CLEANING

Exhibit booths will only be cleaned the night before the show opens. If an exhibitor needs his/her booth vacuumed during the show, they must order additional cleaning service. [Click here](#) to access the Javits online forms and order cleaning.

BOOTH FOOD SERVICE

All food distributed to and from your booth must be ordered from the Jacob Javits Center official caterer, Centerplate. [Order online](#) or refer to the Optional Service Vendor Order Form within this manual. For questions please call 212-216-2400.

BOOTH OCCUPANCY

Your booth must be staffed and open for business during regular show hours. You may not dismantle your booth prior to the show close. Failure to adhere to these rules may result in a fine and/or losing priority status in future JA trade shows.

BOOTH REGULATIONS

Exhibitors must follow the Standard Exhibit, Island and Peninsula booth regulations as described within this manual.

BUSINESS CENTER

A FedEx/Kinko's Business Center offering faxing, copying and light shipping is located within the Jacob Javits Center. For more information call 212/216-2900 or [click here](#) to access their brochure

CHILDREN

Children under the age of 16 are not allowed on the show floor during exhibitor move-in, move-out or show days. There are no exceptions.

CLEAN FLOOR POLICY

Empty boxes, cartons and cases must be removed from your booth by the show open. Exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly. Freeman will provide "empty crate" stickers to affix to all other boxes, cases and crates. Freeman will store and return these boxes to your booth at show closing.

COPYRIGHTS

Exhibitors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain any and all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

DEMONSTRATIONS

Demonstrations must take place within the assigned exhibit space. Demonstrations must not directly or indirectly prevent the normal flow of foot traffic through aisles or common space, nor inhibit the ability of neighboring exhibitors to conduct business. Demonstrations must have the proper protection to prevent injuries to spectators.

DISPLAY OF PRODUCT

Exhibitor shall display a representative line of merchandise in the Exhibit Space assigned to Exhibitor and must have adequate personnel in attendance in its Exhibit Space during the entire exhibition periods specified by Show Management. Exhibitor shall not display merchandise other than the Exhibitors own product or that product line for which Exhibitor is the sole American representative and for which Exhibitor submits to Show Management satisfactory proof of such representation. Exhibitor shall not display nationally advertised product lines unless Exhibitor is a factory authorized distributor of such product line or lines. Exhibitor shall not display for sale any wearable jewelry, other than watches and watch attachments, which are made of any base metal. Space assigned is solely for the display of the product lines as represented to Show Management by Exhibitor. Any substantial change in the type or character of Exhibitor's product line requires Show Management's prior written approval.