



## SHOW INFORMATION

For assistance, please contact our Exhibitor Service Department at 1-800-840-5614; for International Exhibitors, please call (203)-840-5614. Or email us at [inquiry@bookexpoamerica.com](mailto:inquiry@bookexpoamerica.com)

## SHOW SCHEDULE

### EXHIBITOR SERVICE CENTER

**FREEMAN** is the Official General Contractor of the **BookExpo 2017** and will maintain an Exhibitor Service Center during set-up, show days and dismantling. All other official show contractors will also be set up in this area as well. All inquiries regarding booth services and orders should be made at the Exhibitor Service Center, including booth furnishings, labor, freight, utilities, and special show services. Exhibitors who have ordered labor are asked to check-in at this desk when they are ready to install their exhibits. The person in charge of your exhibit should carefully inspect and sign for all work order forms. If you disagree with a bill presented for your signature, question it immediately. If you cannot come to a satisfactory agreement with the contractor, contact Show Management. Do not put it off. Once the show has ended, it becomes very difficult to resolve issues.

*\*Order early to take advantage of advance order discount rates, place your order by May 08, 2017.*

**EXHIBITOR SERVICE CENTER HOURS** – staff will be available at the **FREEMAN** Services Center as follows...

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Sunday	May 28, 2017	8:00 AM – 6:00 PM
Tuesday	May 30, 2017	8:00 AM – 6:00 PM
Wednesday	May 31, 2017	8:00 AM – 6:00 PM
Thursday	June 01, 2017	8:00 AM – 6:00 PM
Friday	June 02, 2017	8:00 AM – 9:00 PM
Saturday	June 03, 2017	8:00 AM – 6:00 PM
Sunday	June 04, 2017	8:00 AM – 9:00 PM
Monday	June 05, 2017	8:00 AM – 3:00 PM

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### MOVE-IN & SET-UP HOURS:

If you have questions regarding your move-in, please contact [FREEMAN](#) for more information regarding move-in times and dates at (201) 299-7575.

Sunday, May 28, 2017	8:00 AM – 5:00 PM
Monday, May 29, 2017	<b>Dark Day – No Work</b>
Tuesday, May 30, 2017	7:00 AM – 6:00 PM
Wednesday, May 31, 2017	7:00 AM – 5:00 PM

**OVERTIME CHARGES APPLY** to any work performed before 8:00 AM and after 5:00 PM on weekdays and anytime on Saturday, Sunday and Holidays.

**NOTE: Permission to erect booth space will be withheld from any company who has not submitted full payment of their exhibitor space rental fee or adverting/sponsorship fees.**

It is highly recommended that you ship your freight in advance to the warehouse, as warehouse freight is delivered to the show floor first. Show-site shipments are unloaded on a first-come-first-serve-basis.

If you require utilities (electric, telephone, internet, etc.), your carpet cannot be installed until the utilities have been installed. Exhibitors are reminded that during move-in, display materials/products will be allowed to enter the **Javits Center** via loading docks and designated entrances **ONLY**.

Any booth not occupied by **3:00 PM, Wednesday, May 31, 2017**, will be presumed abandoned. If there is freight in the booth and Show Management believes the Exhibitor will be arriving late, the General Contractor will set up the display to the best of their ability 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 5:00 PM, Wednesday, May 31, 2017**. Absolutely no shipment, equipment or material may be brought onto the show floor during show hours.

Removal of excess trash/debris in the aisles **AFTER 6:00 PM, Wednesday, May 31, 2017** will be billed to the exhibitor(s) responsible for creating such excess trash/debris. The Fire Marshall will not permit the show to open if there are any boxes, cartons, visqueen, packing material, etc. in the aisles.

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### SHOW DATES & HOURS:

Badged exhibitors will have access to the Exhibit Hall at 8:00 AM each morning.

<b>Wednesday, May 31, 2017</b>	1:00 PM – 6:00 PM ( <i>Remainder Pavilion Only</i> )
<b>Thursday, June 01, 2017</b>	9:00 AM – 6:00 PM
<b>Friday, June 02, 2017</b>	9:00 AM – 5:00 PM

**All exhibits must remain fully intact until the official close of the Show**

### DISMANTLING & MOVE-OUT HOURS:

#### HALLS 3A – 3E

<b>*Friday, June 02, 2017</b>	5:00 PM – 9:00 PM
<b>*Saturday, June 03, 2017</b>	8:00 AM – 1:00 PM
<b>Sunday, June 04, 2017</b>	5:00 PM – 9:00 PM
<b>Monday, June 05, 2017</b>	8:00 AM – 3:00 PM

***\*Empties returned in Halls 3D and 3E only. Move out for Halls 3D and 3E only.***

### **DISMANTLE AND MOVE-OUT INFORMATION**

• All exhibitor materials must be removed from the exhibit facility by **Monday, June 05, 2017 at 3:00 p.m.** Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.

***DO NOT leave material in your booth unlabeled at any time - it may be presumed to be abandoned and mistaken for trash.***

### REGISTRATION HOURS – ATTENDEES:

<b>Wednesday, May 31</b>	7:00 AM – 5:00 PM
<b>Thursday, June 1<sup>st</sup></b>	7:00 AM – 5:00 PM
<b>Friday, June 2<sup>nd</sup></b>	7:00 AM – 5:00 PM

### REGISTRATION HOURS – EXHIBITORS:

<b>Sunday, May 28</b>	12:00 PM – 5:00 PM
<b>Monday, May 29</b>	CLOSED
<b>Tuesday, May 30</b>	7:00 AM – 5:00 PM
<b>Wednesday, May 31</b>	7:00 AM – 5:00 PM
<b>Thursday, June 1</b>	7:00 AM – 5:00 PM
<b>Friday, June 2</b>	7:00 AM – 5:00 PM



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### SHOW INFORMATION: A-Z GUIDE

#### AGE RESTRICTIONS

In accordance with display rules and regulations and security measures, **no one under the age of 18 will be admitted into the exhibit hall during move-in or move-out.** There will be no exceptions. Children of any age are admitted during show hours on show days ONLY; during that time, those 6 or over must be badged. For security reasons, children under the age of 16 must be accompanied by an adult at all times.

#### ANIMALS

Trained service animals for persons with disabilities are permitted as described in the "Accessibility" information on the Center's website (<http://www.javitscenter.com/exhibit/building-rules/>). No other animals are permitted in the Center except as part of an approved exhibit, activity or performance legitimately requiring the use of animals. Event managers must obtain necessary permits and comply with all relevant laws (including, but not limited to, the NYS prohibition of animal fighting). If approved by the Center, animals must be on a leash, within a pen or under similar control at all times. The owner takes full responsibility of his/her animal.

#### ATM MACHINES

There are two ATMs in the Javits Center – one next to the Concierge in the Crystal Palace and the other in the Food Court by Villa Pizza.

#### AUDIO VISUAL

KVL is the official audio/visual services provider of **BookExpo 2017**. Please refer to **the Vendor Forms & Guidelines** section of the online manual for order information. Please be sure to indicate your booth number on all forms. **KVL** will maintain a full staff on-site at the Exhibitor Service Center.

#### BICYCLES, HOVERBOARDS AND ROLLERBLADES

The riding of bicycles, hoverboards and the user of rollerblades and "heelys" (sneakers with embedded wheels) are prohibited at all times in the Javits Center.

#### BOOTH CLEANING

Cleaning crews will be provided for general exhibit hall clean up, including aisles, each day before the opening of the show and during show hours. Javits Center Cleaners vacuum and

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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.

If you need cleaning services in your booth (vacuuming, shampooing, trash removal), you can order these services from the **Javits Center** by using the form located in the [Vendor Forms & Guidelines](#) section of the online manual.

### BOOTH FURNISHINGS

Booth equipment, services and furnishings are available through the Official General Contractor, **FREEMAN**. Please refer to the [FREEMAN ONLINE](#) section of the online manual for the form and discount pricing cut-off date. Please be sure to indicate your booth number on all forms. **FREEMAN** will maintain a full staff on-site at the Exhibitor Service Center.

### BUSINESS CENTER/ FED EX

The FED EX/ Business Center is located on level three in the Crystal Palace. They offer Copy, Fax, and Scan services, advance orders can be placed via email (a credit card must be placed on file). Office supplies and sundries are available at our counter. The hours are 9am - 5pm daily.

### CATERING

**Centerplate Catering** has the exclusive rights to all catering in the facility. The menu is located [here](#).

### CENTER ACCESSIBILITY

The **Javits Center** has sidewalk ramps, automatic doors at all street levels, restrooms and elevators accessible for persons with mobility impairments. Payphones are accessible and are equipped with volume and TTY capability for those with speech and hearing disabilities.

A limited number of wheel chairs are available at no fee. The **Javits Center** can also assist patrons wishing to rent motorized wheelchairs. Please call the **Javits Center Command Center** at (212) 216-2196 before you arrive for information on reserving or renting a wheelchair.

While no public parking is available on-site, a limited number of spaces can be made available for customers with a valid Parking Permit for People with Disabilities issued by a government authority. Please call (212) 216-2344 for information and reservations.

### COAT AND BAGGAGE CHECK

The Javits Center operates a coat check open to all exhibitors and attendees. It's located across from the Starbucks on Level 2 South Concourse overlooking the entrance to the Special Events Hall (1D). There is a small fee to check items.

### COMPUTER RENTAL



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**KVL** is the official computer supplier of the **BookExpo 2017**. Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information. Please be sure to indicate your booth number on all forms. **KVL** will maintain a full staff on-site at the Exhibitor Service Center.

### COPYRIGHTED MUSIC

If any copyrighted music is to be played in your booth, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner. The licensing requirements include the playing of live, as well as recorded music (records, tapes, compact discs, etc.) and also include music, whether it is the essence of the presentation or is only used as background, on a videotape or other presentation.

The proper license must be posted in your booth and available for inspection at the request of Show Management or properly authorized agents of ASCAP or BMI. We also advise you to contact these agencies as listed below to acquire the proper licenses:

ASCAP Licensing Dept.  
1 Lincoln Plaza  
New York, NY 10023  
Tel: 212-621-6000

BMI (Broadcast Music, Inc.)  
10 Music Square East  
Nashville, TN 37203-4399  
Tel: 800-925-8451, 615-401-2000

Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law, and a breach of your contract for exhibit space for the show.

### CRATE REMOVAL, STORAGE & RETURN

Empty crates, shipping containers, cardboard boxes, etc. marked with **"EMPTY STICKERS"** 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 or behind booths- this is prohibited due to Fire Regulations in the building. **"EMPTY STICKERS"** can be acquired from the **FREEMAN** desk located at the Exhibitor Service Center. Please label your materials as soon as they are ready to be removed. We ask your cooperation in this important matter so that we can clean the aisles and install aisle carpet.

### CUSTOMS BROKER / INTERNATIONAL SHIPPING

**PIBL** is the official provider of international shipping, customs brokerage, freight forwarding and related services of **BookExpo 2017**. All merchandise imported into the United States requires Custom House Clearance prior to release from any USA port or airport. It is the sole responsibility of the exhibitor to adhere to customs and international guidelines. The exhibitor must insure that all documents are valid and complete and procedures are followed correctly. Show management will not be held liable for freight held up due to customs issues, duty payments or any other problems related to inbound and outbound international shipments.

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Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for more information.

### DISPLAY RULES & REGULATIONS

Visit the [DISPLAY RULES & REGULATIONS](#) section of the online manual for more information.

### ELECTRICITY & LIGHTNING

All electrical work will be done exclusively by the Javits Center. You may access the electrical order forms and view the discount pricing cut-off date in the [Vendor Forms & Guidelines](#) section of the online manual. Please be sure to indicate your booth number on all forms.

Electrical Labor is required for:

- All under carpet distribution of electrical wiring
- All facility overhead distribution of electrical wiring
- All motor and equipment hook-ups requiring hard wiring connections
- Installation and repair of electrical fixtures
- Installation of electrical motors and electrical apparatus

Electric Work Exhibitors May Do Themselves:

- Exhibitors may plug in their own devices and equipment for properly ordered 110 volt electrical service of 1500 watts or less
- Connect modems, printers, computers and keyboards
- Test and tune their own equipment
- Run their own communications cable between machines in the same booth above the booth carpet
- Install and dismantle their own lights in booths 100 square feet or less without the use of tools or ladders – provided that the service is for no more than 500 watts
- Connect up to eight (8) pieces of computer and/or telecommunications equipment to cables run by electricians.

For safety and conservation reasons, Javits will now enforce the following requirements of their existing 24-hour show power policy:

1. All exhibit power shall be shut off no later than (1) hour after trade shows conventions or event closing and will not be turned on until 7:00 AM the following morning.
2. In cases where exhibits require 24-hr power, that power source must be limited to the size outlet ordered by the exhibitor.

### ELEVATORS AND ESCALATORS

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All large and heavy equipment should be transported using the freight elevator. No equipment may be transported on escalators. This includes items such as easels, chairs, tables, wheelchairs, baby carriages, and other similar devices. Normally, escalators are not operated on move-in or move-out periods. Passenger elevators are not used for transporting heavy freight and equipment.

### EXCLUSIVE RIGHTS FOR CERTAIN BUSINESS AT THE JAVITS CENTER

The Javits Center maintains exclusivity for certain services which the Center provides itself and for certain services provided by other companies which have a contract with the Center. The following is a list of companies holding exclusive rights to perform certain services:

- Utility Service (electrical, plumbing, telecommunications): The Javits Center
- Booth Vacuuming and Porter Service: The Javits Center
- Trash Removal from Javits Premises: Javits Contractor
- Sale of Food and Beverage: Centerplate
- Coat and Baggage Check: Centerplate
- Convenience Store: Hudson News
- Medical Service: TransCare
- Advertising in Public Areas of the Center: The Javits Center
- Business Center: FedEx

### EXHIBITOR PERSONNEL, BADGES, SHOW ACCESS

Exhibitor staff personnel wishing to enter the exhibit floor must wear an exhibitor badge at all times. Please refer to the [Vendor Forms & Guidelines](#) section of the online manual to access information and order forms. Exhibitor badges must be worn at all times during Move-In, Show days and Move-Out. For those individuals who still need a badge, one may be obtained at the Exhibitor Registration Counters. Only booth personnel with an exhibitor badge can enter the exhibition hall prior to Show hours, or those individuals who made prior arrangements for meetings. (Please stop by Show Office on-site to make the proper arrangements if this has not already been so.)

Reed Exhibitions will furnish Exhibitor with badges for use by Exhibitor's company management, company salesmen, and its distributors, whether domestic or foreign. Reed Exhibitions will also furnish badges for Exhibitor's independent sales representatives whose names were supplied to Reed Exhibitions by Exhibitor. Exhibitor badges are NOT to be issued to buyers, source suppliers, ad agencies, importers / exporters, consultants, vendors, business agents / managers, and others who wish to gain admittance for the purpose of making contacts or any other purpose.

Exhibitor badges must be worn at all times during Move-In, Show days and Move-Out.

- Misuse of Exhibitor badges is strictly prohibited. Should such a violation occur, the badge will be reclaimed by Reed Exhibitions, and the wearer will be refused further entry into display areas for the duration of the event



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- Exhibitor must staff its booth(s) during all show hours
- Exhibitor personnel are permitted access to booth areas at 8:00 AM on Show days. ***For those individuals who still need a badge, one may be obtained at the Exhibitor Registration Counters.***
- Exhibitor's personnel must wear the official Exhibitor badge for admission. Security personnel will refuse entry into display areas to all persons not wearing the official Exhibitor badge.

The official Exhibitor badge is not to be altered in any manner (replaced with business card, company badge or hand written badge). Any alteration to the Exhibitor badge may result in reclaiming the badge and refusing the wearer further entry into the display areas for the duration of the event.

In order for Exhibitor Appointed Contractors (EAC's) to gain admittance into the Hall, Show Management requires each individual to wear a wrist band. For your convenience, wrist bands may be picked up at the Security Command Post. Proper credentials will be required. Only three designated supervisors of approved EAC's, will be issued the necessary credentials.

**Please do not give Exhibitor Badges to EAC personnel for Security reasons.**

**EXHIBITORS WITH SPECIAL REQUESTS** - In the interest of fairness to all exhibitors, variances to allowable display heights will not be granted. Exhibitors wanting to discuss special needs for their exhibit should send detailed plans of their proposed display for this approval to:

**Colette Oliver – Senior Operations Manager - Reed Exhibitions**  
**[Coliver@ReedExpo.com](mailto:Coliver@ReedExpo.com) - Tel: (203) 840-5655, Fax (203) 840-9655**

## FIRE AND SAFETY REGULATIONS

The Javits Center is committed to maintaining a safe environment and to promoting and enforcing responsible safety practices. The following Fire Safety Rules apply to Show Managers, Contractors and Exhibitors. Notices will be issued for violations and/or failing to take corrective measures. Show Managers are responsible for correcting violations. Failure to do so will result in remedial action by Javits (e.g. removal of non-compliant structures, posting of a Fire Watch) at show management's expense.

The Center operates and staffs on a 24-hour basis the Command Center that monitors fire safety and all other safety features of the Center. The Command Center responds to all emergencies, including fire emergencies. Dial 2222 from house phones (located in corridors throughout the Center) or (212) 216-2222 from any other phone. Give your name, type of emergency and exact location of the occurrence. The following are strictly prohibited within Center:

- Open flames without a NYC Fire Dept. Open Flame Permit (Download Open Flame Permit Procedures)
- Displays of fresh cut decorative greens, pine branches, potted pine trees and shrubs, and Spanish moss.

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- Spray painting
- Storage or use of butane
- Storage or use of any other flammable liquids or materials except as provided in these Rules

### FLOOR MANAGERS

We have professional Floor Managers working on the Show floor. If you have any questions, problems, or need any information at all, please stop by to see them. Counters are staffed from the first day of installation through the end of dismantling.

### FLORAL/PLANT RENTAL

**Spring Valley Florist** is the official florist of the **BookExpo 2017**. Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for the order form. Please be sure to indicate your booth number on all forms.

### FREIGHT MOVING EXHIBITORS MAY PERFORM (HAND CARRY POLICY)

The Javits hand carry policy, which is outlined below, is designed to maximize exhibitor move in and minimize traffic congestion. Exhibitors are reminded that the west side of 11th Avenue is officially designated a City bus lane, and vehicles illegally parked will be subject to a fine and/or vehicle towing by the New York City Police Department (NYPD).

The Javits Center Hand Carry Policy is as follows:

#### Approved During Hand Carry Operations

- Individuals moving these items must be employees of the exhibiting company and must carry identification to verify their position;
- Exhibitors moving items must use doors and routes designated by event management;
- Hand-carried items can be brought in through the front of the building (east side) and at specified times, the north side, as long as traffic regulations are obeyed;
- Exhibitors may use nothing larger than a two-wheeled baggage cart (plastic or rubber wheels only) to move their items;
- Hanging clothing racks with four wheels are allowed for moving hanging garments;
- Pop-up displays – equal or less than 10 feet in length and capable of being carried by hand by one person – may be brought into the building; and
- The Javits Center reserves the right to search any box, bag, container, crate, etc. to ensure full compliance with the building's regulations.

#### Prohibited During Hand Carry Operations:

- Power tools, ladders or any other type of carpenter/construction equipment are not permitted in the building, unless specific written approval is obtained in advance;
- Any freight from a vehicle larger than an Econoline van;

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- Any freight moved on equipment larger than a two-wheeled baggage cart;
- Any freight that cannot be hand carried by one person; and
- Any freight moved by a moving or freight company, contractor or any persons other than Javits Center freight handlers or direct employees of an exhibiting company engaged in approved hand carry operations.

### **On the west side of 11<sup>th</sup> Avenue between 34<sup>th</sup> Street and 40<sup>th</sup> Street:**

- Hand carry operation hours are specific and designated by event management;
- Loading and unloading of vehicles is limited to vehicles no larger than an Econoline van;
- All vehicles are allocated 30 minutes, and the time limit will be strictly enforced;
- All vehicles must be parked alongside the curb, and double parking is strictly prohibited;
- All vehicles must be attended at all times by a licensed driver;
- Parking or standing on the east side of 11th Avenue is strictly prohibited;
- Exhibitors recommend pack all exhibit items before staging a vehicle curbside; and
- Failure to follow the above regulations may lead to a fine and/or vehicle towing.

### **On the Inner Roadway along 11th Avenue:**

- Hand carry operation hours are specific and designated by show management;
- Access granted to exhibitors only during a specified time frame Access granted to exhibitors on a first-come, first-serve basis;
- Only vehicles with two licensed drivers will be granted entry;
- All vehicles must be attended at all times by a licensed driver;
- Loading and unloading of vehicles is limited to vehicles no larger than an Econoline van;
- All vehicles are allocated 30 minutes, and the time limit will be strictly enforced;
- Recommend exhibitors pack all exhibit items before parking a vehicle; and
- Any vehicle left unattended will be towed at the owner's expense.

### **Inside the West 39th Street Lot:**

- Hand carry through the West 39th Street lot is available to only certain events and exhibitors as only those with close proximity to the lot will be allowed entry;
- Hand carry location and hours of use are specific and designated by show management;
- Access granted to exhibitors only during a specified time frame;
- Access granted on a first-come, first-serve basis;
- Only vehicles with two licensed drivers will be granted entry;
- All vehicles must be attended at all times by a licensed driver;
- Loading and unloading of vehicles is limited to vehicles no larger than an Econoline van;
- All vehicles are allocated 30 minutes, and the time limit will be strictly enforced;
- Recommend exhibitors pack all exhibit items before parking a vehicle;
- Double parking on 12th Avenue is strictly prohibited; and
- Failure to follow the above regulations may lead to a fine and/or vehicle towing.

### **On the Javits Center Loading Docks:**

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- All vehicles transporting freight larger than an Econoline van, such as, but not limited to, a Sprinter van, cargo van, moving truck or box truck, are required to load and unload via the Javits Center loading docks
- The loading docks are accessible during designated hand carry hours for all such vehicles and can be accessed without an appointment via the entrance on 12th Avenue;
- All such vehicles are required to register with security upon arrival.

### Enforcement for Hand Carry Operations:

- The Javits Center's Security and Safety Solutions Department and the NYPD will provide security on the Inner Roadway and inside the West 39th Street lot during all designated hand carry hours of operation; and
- All vehicles on public roads surrounding the Javits Center are subject to all traffic regulations enforced by the NYPD

### HOTEL/TRAVEL DISCOUNTS

The **BookExpo 2017** is offering discounts on ground transportation and hotel accommodations. Get discounted hotel rates by booking your room on the [Official Housing Website](#).

### LABOR REGULATIONS

New York City has several major unions that have jurisdiction over trade shows. Please plan now to abide by labor regulations. **FREEMAN** is the official labor contractor. Labor arrangements may be made to set-up, service and dismantle your exhibit. Information regarding labor jurisdiction can be found in the [FREEMAN ONLINE](#) section of the online manual. If you have any further questions or would like a quote for labor services, you may contact **FREEMAN** directly at **(201) 299-7575**.

**Floor Managers and Insurance Safety personnel will be on hand to check for adherence to the booth set up and dismantle guidelines. The safety of all people on the show floor is a prime concern to everyone. People without the proper documentation will be asked to leave the show floor.**

### LEAD RETRIEVAL SYSTEMS

**CompuSystems (CSI)** is the official registration and lead management services vendor for exhibitors at **BookExpo 2017**. Please refer to the [Vendor Forms & Guidelines](#) section of the online manual to access information and order forms.

### LIABILITY AND INSURANCE

Exhibitors are advised to see that their regular company insurance includes coverage outside of company premises and that they have their own theft, public liability and property damage insurance. Show Management and its contractors will not be responsible for injury or damage that may occur to an exhibitor or his/her employees or agents, nor to the safety of any exhibit or other property against theft, fire, accident, or any other destructive causes. Please review the space contract for details.

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If you are not insured but would like to be for this particular event, we have contracted with John Buttine Insurance Inc. Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for contact information.

### LOST & FOUND

Please stop by the show office located on the 4B Terrace if you have any missing items. Lost & Found at the Javits Center is open Monday – Friday 8:00 AM – 7:00 PM. The phone number is (212)216-2344. The Public Safety Division keeps lost items (post-show) for 30 days and lost valuables for up to three months.

### MATERIAL HANDLING AGREEMENTS/SHIPPING INFORMATION

All freight that is to be shipped from the **Javits Center** must be accompanied by a Material Handling Agreement (MHA) unless you have small pieces which you intend to hand carry. All pieces must also be labeled with the booth name and number, as well as destination. Material Handling Agreements may be obtained from **FREEMAN** at the Exhibitor Service Center. You must have your exhibit completely dismantled and packed before returning your completed Material Handling Agreement to the **FREEMAN** Service Desk.

**FREEMAN** is the exclusive material handling provider on the exhibit floor. They will receive all shipments whether consigned in advance to their warehouse or sent directly to the **Javits Center**. Material handling includes return of your empty cartons and crates at the close of the show. Please refer to [Vendor Forms and Guidelines](#) section of the online manual for more details. **FREEMAN** will maintain a full staff on-site at the Exhibitor Service Center.

### MEDICAL/FIRST AID

St. Vincent's Hospital EMT's maintain a medical office located in the southwest corner of the first floor of the building and in the back corner of the Crystal Palace, Level 3. If you're hurt, please reach out to a staff member and we'll get you to the EMTs.

- The Center maintains a small medical facility on site.
- The facility is staffed with emergency medical technicians and an ambulance during events with 5,000 or more in attendance in the aggregate in accordance with the New York Public Assembly Law.
- House telephones can be found in halls corridors throughout the Center and should be used to notify the Command Center of emergency situations.
- The emergency number is 2222. The Javits Center has 22 portable defibrillators strategically placed around the Center. The Public Safety Department has been trained in the proper use of defibrillators should such an emergency occur.
- In case of cardiac arrest, or other serious emergency such as a fire, dial the Command Center at Extension 2222 from any house phone, or call the Command Center at 212 216-2222. Do not call 911. Give your name, type of emergency and the exact location of the incident (be as specific as possible).



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### MEETINGS IN YOUR BOOTH

If you plan to use your booth to conduct meetings before or after official show hours, you must obtain an EARLY/LATE access approval from the on-site Show Management Office the day prior to your meeting. Authorization will not be granted for a pre-show appointment on the day of request.

Early/Late access form will include the following information:

1. The exhibiting company and booth number
2. The non-exhibitor personnel visiting the booth
3. The time and date of the meeting
4. The name of the exhibitor who will meet the non-exhibitor personnel at the entrance to the show, and escort them directly to the booth.
5. Access to the floor during non-show hours will be denied unless Show Management receives this written request in advance.

### PHOTOGRAPHY

**Oscar Einzig Photographers** is the official photographer of the **BookExpo 2017**. Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information. NO PHOTOGRAPHY OR VIDEOTAPING (EXCEPT BY THOSE WEARING VALID **BookExpo 2017** PRESS BADGES). SURVEILLANCE CAMERAS ARE IN USE 24/7.

### SECURITY

**Citadel Security Agency** is the Official Security Contractor of **BookExpo 2017** located on the 4<sup>th</sup> floor terrace. Show Management will provide perimeter security personnel on the exhibit floor on a 24-hour basis during the entire period of the show (including installation and dismantle). Every reasonable effort will be made to prevent losses; however the final responsibility lies with the exhibitor. If you have items in your booth that are vulnerable to theft, take them with you when you leave the building for the day. For larger items that cannot be moved, we recommend that you hire additional security for your booth. Please refer to the [Vendor Forms & Guidelines](#) section of the online manual for order information.

### SHIPPING

Refer to the [FREEMAN ONLINE](#) section of the online manual for information on your shipping options.

### SMOKING POLICY

Smoking is not allowed in the Jacob Javits convention center. There are designated smoking areas located outside of the building.

### TELEPHONE SERVICES/INTERNET LINES

**The Javits Center** handles all telecommunication services including internet lines and wireless connections at the Sands Convention Center. For more information, please refer to the [Vendor Forms & Guidelines](#) section of the online manual. The Javits will maintain a full staff on-site at the Exhibitor Service Center.

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### BASIC SECURITY RECOMMENDATIONS

By now you should have arranged for insurance coverage to protect your exhibit and product against damage or loss from the time it leaves your premises until it returns.

Show Management is very security conscious. We go to great lengths to provide a safe and secure environment, where exhibitors and attendees can transact their business without distraction.

#### **BASIC SECURITY MEASURES:**

Among the Show's basic security arrangements are the following:

- Uniformed guards will be stationed at entrances and exits 24 hours a day and will patrol the exhibit floor during non-show hours
- Private guards may be hired from the official guard service
- Security cages for rent. Large and small safety containers may be rented from the official contractor. Exhibitors may prefer to bring a secure container of their own, such as a lockable trunk, footlocker or strongbox that can be stored out of sight in the booth

#### **WHAT EXHIBITORS CAN DO TO ENHANCE SECURITY:**

- Exhibitor personnel must wear official Show Exhibitor badges at all times during move-in, show days and move-out. Please do not give Exhibitor Badges to anyone other than your full time employees and remove all badges from the building when you leave on your last day there. Badges left behind are often abused by unauthorized personnel so do not leave them in your booth or discard on the floor
- At the close of business each day, cover all display tables. This establishes a barrier to curiosity seekers and other would-be thieves from selecting such items to steal at a later time
- Place your wastebasket along the aisle at the end of each day to facilitate trash removal  
**Immediately report to security or Show Management, the presence of any unauthorized visitors, or suspicious activity on the show floor.**
- Unpack product as close to the Show opening as possible. At the close of the Show, we suggest that you stay at your booth until these valuables are repacked
- Treat especially valuable goods such as prototypes as irreplaceable. If they truly are one-of-a-kind, hire your own security guard. **Under no circumstances** should such goods ever be

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left unattended. Plasma Screens & Flat Screens, DVD's, televisions, laptops, and other electronic devices are particularly vulnerable to theft. Remove tapes or discs at night and store them in a safe place. Keep close tabs on personal items (cell phones, purses, laptops, briefcases, etc.)

- Do not put articles of any value in a container marked "**EMPTY STORAGE**", or behind booth
- Shipping cartons should not identify contents. Use coded labels.
- Give special considerations to prototypes, irreplaceable and highly valuable articles, or other sensitive items
- Be sure to send copies of Shipping Information, including all tracking numbers with your set-up people so that they know how many pieces should arrive.
- Booth staffing plans should take the following into consideration:
  - Who will be at the booth during set-up and dismantling?
  - Will an inventory list be available to check complete delivery during set-up and complete shipment after dismantling?
  - Will you need a security cage?
  - Will you need a private guard?
  - Should you safeguard material in the free storage room during non-show hours?
  - Does everyone concerned know that nothing of value should be left in containers labeled "**EMPTY**"?
  - Things to consider in preparing your booth duty roster:
    - Will someone be on duty at least a half-hour before the show opens? And until show is closed for the day? Will you schedule rotation to cover lunch breaks, etc?
- All of your booth personnel should be advised to wear official show badges at all times as a security measure, and to use the official Merchandise Passes when removing items from the exhibit floor
- DO NOT leave laptop, purses, cell phones, cameras, blackberry's, etc unattended

### **ONE FINAL WORD ABOUT SECURITY:**

The best security available is still inadequate and losses will occur, if exhibitors leave merchandise, especially valuable merchandise; unsecured in their booth overnight. Please place such valuables in the security room, overnight storage (subject to change), or otherwise secure all such merchandise at all times during the non-show hours.

Items particularly vulnerable to pilferage include DVD Players, monitors, personal computers and all small items of personal value. We strongly urge that these items be placed in the Security Room located on the exhibit floor.

We can assume no responsibility or liability for loss, damage or theft. That responsibility is yours, and we therefore recommend that you provide your own insurance coverage against all contingencies.

**BookExpo Closes at 5:00 PM.** Other than aisle carpet personnel, labor will not be admitted to the Show floor until 4:00pm. **Secure all valuables immediately!**

- Pack and label product and remove them, or hire Security until you can secure them properly. It is essential that exhibitor personnel remain in their exhibit areas until their



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display materials are secured. All small articles which can be easily picked up should be securely packed before you leave your booth after the Show closes at **5:00 PM**. Remember, during teardown, stay with your exhibit until your empty cartons are delivered and your goods are packed, sealed and properly labeled

- Do not leave material in your booth unlabeled at any time during move-out because many things could happen: it may be presumed abandoned; mistaken for trash; or one of your neighboring booths might label it in error!
- At the close of the show please be sure to secure all electronic equipment especially plasma screens, flat screens, laptops, and any electronic equipment

**DON'T LEAVE YOUR BOOTH UNATTENDED UNTIL YOUR MERCHANDISE IS SECURE!** Our objective is to make your show experience as worthwhile and profitable as it can be. Adhering to these simple security recommendations will go a long way to ensure your success! Do not leave material in your booth unattended at any time during move-out because many things could happen: it may be presumed abandoned; mistaken for trash; or one of your neighboring booths might label it in error! At the close of the show please be sure to secure all electronic equipment especially plasma screens, flat screens, laptops, and any electronic equipment.