

BookExpo & BookCon FAQs

Question: What are the BookExpo Move-in Dates?

Answer: Please refer to the Targeted Move-In Map located in the Exhibitor Manual for your specific move-in date and time.

Question: What are the BookCon Move-in Dates?

Answer: Friday June 1, 2018 5:00 pm - 9:00 pm.

Question: On Friday June 1, 2018 can I work past 9:00 pm to set up my booth?

Answer: Yes, but you need to contact show management so we can provide a list to security – please note once we get to 9:00 pm all personnel who leave the show floor will not be able to get back on – so you must stay on the floor past 9:00 pm. Please consider this when getting food for dinner. Also if you require labor or any services from Freeman they must be ordered by 7:00 pm.

Question: Can I hand carry items into the building?

Answer: Yes you can but you need to be an employee of the exhibiting company and must come through the POV (Privately Owned Vehicles, operated or rented by the exhibitor) entrance, which is located on 11th Ave and 35th Street. Hand Carry, use nothing larger than a two wheel baggage cart, to move their items.

Question: How do I ship my items to the show?

Answer: You can ship your items two ways, to the Freeman warehouse or directly to show site. Your exhibitor manual will provide more details. Please note that if you have BookCon labels on your shipment then they will not be delivered to your booth until BookCon move in on Friday, June 1st. Also if you have items that you need to store throughout the show, you will need to visit the Freeman service desk for access storage.

Question: If I am in Halls 3B and 3C will I get my empties back when BookExpo closes on Friday, June 1st?

Answer: No you will not. Only the exhibitors on the BookExpo Side of the hall (3A) will get their empties back on Friday, June 1st. Any exhibitor that is on the BookCon show side will not receive their empties until Sunday, June 3rd after the show closes at 5:00 PM. (If you need to make alternate arrangements – you must speak to your floor manager and Freeman PRIOR to any empties being labeled and going into access storage.)

Question: What happens to items I order for BookExpo and I need to keep for both shows (BookExpo and BookCon)?

Answer: If you order for BookExpo (BE) any items – furniture, carpet, chairs, etc. you can keep them for both shows at no additional charge. So your 6ft table you had for BE you can keep for BookCon. The only time someone is charged is if Show Management/Labor needs to move you to a different booth location. So again if your booth number stays the same between BookExpo and BookCon then you keep any/all items for the five days and only pay once for that item.

Question: What happens if I ship BookCon items to my booth early prior to BookExpo – what will happen to them?

Answer: They will be stored until BookCon move in officially starts at 5:00 pm on Friday, June 1st. Freeman will start delivering freight for BookCon at this time. This process may take several hours depending on the amount of freight received for the show.

Question: How do I handle shipping freight for BookExpo and BookCon?

Answer: If you have 2 different shipments needed for each show, please separate the shipment before sending. Have 2 different bills of lading labeled for each show. This allows the freight for BookCon to be off loaded into storage and not delivered to your booth. If your freight comes in mixed for BookExpo and BookCon – you will be charged for putting any freight not needed into storage.

Question: What if I have too much stuff to store in my booth?

Answer: You can order access storage through Freeman. There is an order form in the Exhibitor Manual and you can also visit the service desk. You will be given special labels for items for access storage. It is best to have it sorted by day. A freight manager will work with your booth lead in scheduling a time each morning to deliver items to your booth that is needed for each day. All access storage will be delivered in the mornings and not in the evenings.

Question: What happens to items I ordered for BookExpo that I need to have taken away for BookCon?

Answer: Easy, just put that item in the aisle way and it will be picked up.

Question: How do I order new items for BookCon that I did not need for BookExpo?

Answer: If you need new items for BookCon place an order as you normally would through the Exhibitor Manual. If you order new items you will be charged for these items as you would for any order. All new orders for BookCon will be delivered starting at 5:00 pm on Friday June 1st – it will take about 3 hours to get our all new orders delivered, but please keep in mind, this is based on the volume of orders. Your Floor Manager will be walking around – he/she can check on the status of your order for you.

Question: What time does move out start and what happens if I need to work beyond the move out hours on Sunday, June 3, 2018?

Answer: Move out starts on **5:00 pm** and ends at 9:00 pm, but you can continue to break down your booth to complete it Sunday night. You must tell Show Management or the Floor Manager you are staying late so they can notify overnight security. Please note that aisle carpet must start at 5:00 pm so please keep all items out of the aisles. We expect this to take 60 minutes (1hr.) to complete. Once the aisle carpet is picked up all empties will be returned. The empty return process is estimated to take a total of 3 hrs.

Question: If I need to ship items to the other areas of BookCon – Special Events Hall, Hall 1E how do I do this?

Answer: If you have items that need to go to other show areas – Bookstore, Panel Session we have dedicated labels for these beyond the labels mentioned above. Please contact your BookCon sales person.

Question: When can I start setting up for BookCon and when will my orders for BookCon be filled?

Answer: All set up for BookCon must start at the close of the BookExpo at 5:00 pm Friday June 1st