

LOCATION

Venue

Name: Jacob K. Javits Convention Center
Address: 655 West 34th Street, New York, NY 10001
Telephone: 212-216-2000
Main Entrance: Eleventh Avenue at 35th Street

Show Office

Location: Located in 4B3
Phone: 212-984-7001
Hours: Move in: - January 13 – 14 (8AM – 6PM) – Closed January 15-16 – January 17 – 18 (8AM – 6PM)
Move out: - January 23, 7PM – 11PM, January 24, 8AM – 10PM
Open 2 hrs. prior to Show opening & closes at the end of the Show each day, January 19 – 23.

Press Office

Location: Located on the 4B Terrace
Telephone: 312-946-6249
You are urged to have press information there and report any important visitors and other items that might be newsworthy to your company or the show.
Press Office is open 8AM-5PM starting January 17, then 2 hours prior to show opening until 7 pm on show days (January 19 – 23).

Registration

Location: Crystal Palace Lobby (East)
Hours: 8AM-5PM- January 17 – 18
Open 2 hrs. prior to Show opening & closes at the end of Show each day, January 19 – 23.

Freight Desk

Location: Crystal Palace Lobby (West)
Hours: Daily 8AM-5PM

Metropolitan Exposition Service Desk

Location: Crystal Palace Lobby (West)
Hours: Daily 8AM – 4:30PM

SHOW DATES & HOURS

Wednesday	- January 19	12:00pm to 9:00pm
Thursday	- January 20	12:00pm to 9:00pm
Friday	- January 21	10:00am to 9:00pm
Saturday	- January 22	10:00am to 9:00pm
Sunday	- January 23	10:00am to 6:00pm



MEETING ROOMS & SPECIAL EVENTS

There are a limited number of meeting and banquet rooms available in the Javits Center for use by exhibitors. Contact Elba Rosales-Rice at 212-984-7001 for availability.

NEW YORK STATE SALES TAX

Under New York State law, no one may offer for sale or sell taxable merchandise or services at the show unless that person is registered with the tax department. Each vendor selling taxable merchandise at the show must clearly display a validated: "Certificate of Authority",

DTF-17. For further information contact:

(Copy and paste this link to your address bar of your browser to access the DTF-17 form.)

http://www.tax.state.ny.us/pdf/2007/killin/st/df17_407_fill_in.pdf

Or

Follow the link to apply online:

<http://www.nys-opal.com/>

NYS-Tax Department
Sales Tax Registration Unit
W.A. Harriman Campus
Albany, NY 12227

From outside NY State call (518) 485-6800; within NY-State call (800) 462-8100

Or visit the NYS Dept of taxation and finance website - <http://www.tax.state.ny.us/>

CONDUCT OF EXHIBITS

Booths must be manned during all show hours. Buyers are on the floor until the last minute of the show (Sunday, 5:00pm) and expect exhibitors to be present. Only firms that have contracted for space are allowed to demonstrate product, solicit orders or distribute advertising at the show. Confine distribution of literature, signage, models and sales to your exhibit space.

EXHIBIT CLASSIFICATION

Exhibit classification is based upon space dimensions (booth: 5 x 15, 10' x 10', 10' x 20', etc.; bulk: 20' x 30', '30' x 40', 40' x 50', etc). However, there are a few exceptions. If you have any questions regarding your classification, please contact Show Management.

STANDARD BOOTH EQUIPMENT

Exhibitors occupying in-line booth space are provided with a two line identification sign, and an eight-foot high back drape at no charge. Please complete the BOOTH IDENTIFICATION SIGN ORDER form in the Service Order Forms section of this kit. If a sign is not ordered, it will not be provided.

DISPLAY REGULATIONS & UNION GUIDELINES

There are important regulations pertaining to exhibit structures and union labor relations in the Jacob K. Javits Convention Center and the City of New York. They are outlined in the Javits Tool Kit in the back of this manual. Please pay special attention to them.

PARKING FACILITIES

Jacob K. Javits Convention Center has no on premise parking facilities. There are numerous private lots in the area north of 39th Street on 11th Avenue, and east of the Center on 9th and 10th Avenues.

Check <http://www.nyboatshow.com/attendees/parking.aspx> for a list of the areas least expensive parking options.