

GENERAL INFORMATION



LOCATION

Venue

Name: Javits 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: 718-707-0711
Hours: Move in: - December 28-30 (8AM – 6PM) – (Dark December 31-January 1) January 2-3 (8AM – 6PM)
Move out: - January 9, 7PM – 10PM, January 10, 8AM – 6PM
Open 2 hrs. prior to Show opening & closes at the end of the Show each day, January 4 – 8.

Press Office

Location: Located on the 4B Terrace
Telephone: 312-946-6285
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 3, then 2 hours prior to show opening until 7 pm on show days (January 4 – 8).

Registration

Location: Crystal Palace Lobby (North)
Hours: 8AM-5PM- January 2 – 3
Open 2 hrs. prior to Show opening & closes at the end of Show each day, January 4 – 8.

Metropolitan Exposition Service Desk/Freight Desk

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

SHOW DATES & HOURS

Wednesday	- January 4	12:00pm to 9:00pm
Thursday	- January 5	12:00pm to 9:00pm
Friday	- January 6	10:00am to 9:00pm
Saturday	- January 7	10:00am to 9:00pm
Sunday	- January 8	10:00am to 6:00pm



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/fillin/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, 6:00pm) 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 and 3' side rail at no charge.

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.