

NEW YORK BOAT SHOW

DEADLINE DATE: January 5, 2024

Jacob K. Javits Convention Center
January 24-28, 2024

SHOW INFORMATION

Booth Package

Booth Size: 10' x 10'

- Back Wall Drape: Charcoal/Silver
- Side Rail Drape: Charcoal
- 7" x 44" Booth ID Sign
- Aisle Carpet - Black Tuxedo

NO Booth Carpeting - All booths require carpeting (Exhibitors are permitted to bring their own carpeting)

Production Timeline

Be sure to check all order forms for **additional** deadlines.

Discount Deadline	Friday	Jan. 5, 2024	Orders must be accompanied by payment
Advance Shipments	Monday	Dec. 18, 2023	May begin arriving at Warehouse at ABF by Noon
	Wednesday	Jan. 17, 2024	Must arrive to ABF Warehouse by Noon
Direct Shipments	Saturday	Jan. 20, 2024	May begin arriving at Exhibit Site at 8 AM
	Wednesday	Jan. 24, 2024	Last day to arrive at Exhibit Site at 8 AM
Installation	Saturday	Jan. 20, 2024	8 AM - 6 PM
	Sunday	Jan. 21, 2024	8 AM - 6 PM
	Monday	Jan. 22, 2024	8 AM - 6 PM
	Tuesday	Jan. 23, 2024	8 AM - 6 PM
Show Hours	Wednesday	Jan. 24, 2024	12 PM - 8 PM
	Thursday	Jan. 25, 2024	12 PM - 8 PM
	Friday	Jan. 26, 2024	12 PM - 8 PM
	Saturday	Jan. 27, 2024	10 AM - 8 PM
	Sunday	Jan. 28, 2024	10 AM - 6 PM
Dismantle	Sunday	Jan. 28, 2024	7 PM - 10 PM
	Monday	Jan. 29, 2024	8 AM - 10 PM

UNION GUIDELINES

To assist you in planning your participation in your New York area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Teamsters, Hilo Operators, Helper/Checkers

Teamsters handle freight at the exhibit hall. They unload trucks or vehicles and deliver freight to exhibitor's booths. They also provide rigging of machinery, moving services and spotting machinery in booths. Customarily, this service must be ordered as needed at the exhibitor's expense.

Journeyman and Apprentice

Journeyman and Apprentice handle the erection and dismantling of all display and exhibit booths. This includes all display work as well as crating and uncrating of machinery and equipment. Journeymen handle installation of drape background, table skirting and other items of a decorative nature. Journeymen install all carpeting and floor coverings, either rental and/or exhibitor owned. Apprentice deliver furniture and floor covering.

Electrical Union

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to outlets and installing signs or headers that are lighted, unless they are permanently a part of the exhibit back-wall. Exhibitors and their full time personnel will be able to screw their own light bulbs in any of the fixtures in their booths, with the exception of neon. Exhibitors and their full-time personnel will be able to assemble and install lights in their exhibits, as long as they are products made by their company, and as long as those fixtures will not be energized.

What Can Exhibitors Do Without Union Personnel?

Contrary to popular belief, exhibitors are allowed to do some work within the privacy of their own booths. This guide should help: Any exhibitor or his full time employees may set up and take down "pop-up" displays, provided they are no longer than 10 feet, and can be handled by one person using no tools and completing the job within 1/2 hour. Exhibitors are allowed to unpack and repack their own product (if in cartons, not cases or crates). They can carry into their booth merchandise that one person can hand carry in. This does not mean that if an exhibitor has 50 cartons in a truck, he can make 50 trips to his booth. Exhibitors are allowed to do the technical work to their machines, such as balancing, programming, cleaning of machines, etc.

Flameproofing

Table coverings as well as booth equipment must be made of non-flammable material. All decorative materials must be fire resistant and in accord with the standards established by the National Board of Fire Underwriters. Certificates attesting to the fact that all materials referred to above have been flameproofed in accordance with Section C-19-161.1 must be notarized and submitted upon request. Flameproofing which is not in accordance with the New York City Administrative Code is a violation and unacceptable.

Gratuities

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts of any kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

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PAYMENT AUTHORIZATION

Charge Authorization: Exhibitors paying by credit card must complete the Charge Authorization below. The Authorization will also include charges for labor and/or material handling, and you will authorize your representative at show site to charge additional rental items and services to your card.

Charge to: (circle card type) MasterCard Visa Amex

Account Number:

Exp. Date: _____ Security code: _____

Print Cardholder Name: _____ Signature of Cardholder: _____

Company Name: _____ Booth #: _____

Address: _____ City: _____

State: _____ Zip: _____

Ordered by: _____ Title: _____

Booth # _____ PO # _____

Signature: _____ E-mail: _____

Phone # () _____ Fax # () _____

Advance charges may be paid by company check but credit card information is required for freight, additional services or rental ordered at the show site which will be invoiced to your **credit card**. At the conclusion of the show a complete invoice will be prepared and sent to you reflecting all charges and payments. No credit will be given after close of event on items or services ordered but not received. **3% surcharge on all credit card transactions.**

Long Island Exposition requires **100% payment** with order for service, tax and anticipated freight. This form with your credit card information for payment of advance and show site orders must be forwarded to the Long Island Exposition. In order for us to provide any equipment or services. No Purchase Order Numbers will be accepted in lieu of payment. Full payment of rental charges must accompany your order to qualify for the discounted rates.

Services and Equipment Ordered

If someone other than the exhibiting company is to be invoiced for items/services on this form, YOU MUST complete the "Third Party Billing" Information Form

Furniture & Accessory Order Form	\$
Standard Carpet Order Form	\$
Display Labor Rental Order Form	\$
Forklift Labor Order Form	\$
Hanging Sign Order Form	\$
Shipping Information and Freight Service Order Form	\$
Other Long Island Exposition Services (specify)	\$

FULL PAYMENT in U.S. funds drawn on a U.S. Bank

CANCELLATION: Cancellation after deadline will be charged at 50% of prevailing rate.
LATE REQUEST: Request after deadline will be filled as available at the standard rate.
NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING

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IN-LINE BOOTH CARPET RENTAL

RETURN TO: Long Island Exposition • 100 Cabot Street, Unit B, West Babylon, NY 11704 • Phone 631-608-3210 • longislandexpo@gmail.com

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED SIGNATURE X	AUTHORIZED CONTACT - PLEASE PRINT	DATE

NOTE: BULK SPACE RATE includes, carpet rental, visqueen, tape, carpet installation and removal labor.

See NMMA carpet color select form to order and carpet color choices.

[Click here for link to NMMA Carpet Color Selection form](#)

STANDARD EXHIBIT IN-LINE BOOTH CARPET

Standard 16 oz exhibit booth carpet includes rental, installation, removal and front edge taping only.

Standard booth carpet is designed for use in standard size exhibit booths. This carpet IS NOT designed to cover complete booth areas since the rental cost does not include seaming and the carpets are not guaranteed to be a color match. If complete area carpet is desired, see selection below. Color/Size Selection: *Choices NOT indicated will be selected by Long Island Exposition to coordinate with show colors and size of exhibit.*

Discount Price Deadline: December 15, 2023 | Standard Price Deadline: January 5, 2024

Description	Discount Price	Standard Price	STANDARD EXHIBIT BOOTH CARPET COLORS (Please Choose)		
10'x10'	\$ 300.00	\$ 375.00	<input type="checkbox"/> Black	<input type="checkbox"/> Red	<input type="checkbox"/> Light Gray
10'x20'	\$ 575.00	\$ 750.00	<input type="checkbox"/> Tuxedo Blue	<input type="checkbox"/> Light Blue	<input type="checkbox"/> Dark Gray
10'x30'	\$ 850.00	\$ 1,050.00	<input type="checkbox"/> Blue		
10'x40'	\$ 1,100.00	\$ 1,275.00			

PLACE ORDER

Description	Price	Quantity	Total Price
10'x10' Standard Carpet			\$
10'x20' Standard Carpet			\$
10'x30' Standard Carpet			\$
10'x40' Standard Carpet			\$

Description	Total Sq. Ft.	x	Price/Sq. Ft.	Total Price
				\$
				\$
				\$

Cancellation Policy: Cancellation after deadline will be charged at 50% of prevailing rate.
Cancellation after installation will be 100% of prevailing rate.

Late Request: Requests after deadline will be filled as available at the standard rate.

1. Total All Items Ordered	\$
2. 8.875% NY Sales Tax	\$
3. Payment Enclosed	\$

* Exhibitors are responsible for excessive dirt and/or damage (stains, rips, tears, etc.) to the rental carpet in their display and will be charged either a cleaning fee of \$1.00 psf. or a replacement cost of \$3.00 psf.

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DECORATING ORDER FORM

RETURN TO: Long Island Exposition • 100 Cabot Street, Unit B, West Babylon, NY 11704 • Phone 631-608-3210 • longislandexpo@gmail.com

COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

Discount Price Deadline: January 5, 2024 | Standard Price Deadline: After January 5, 2024.
For additional decorating and custom furniture needs contact us directly at longislandexpo@gmail.com

FURNITURE	Qty	Color	Discount Price	Regular Price	TOTAL
Side Chair(s)			\$130.00	\$156.00	
High chairs/Stool(s)			\$182.00	\$235.00	
DRAPE (per linear foot)					
3' Drape			\$14.55 lf.	\$18.75 lf.	
8' Drape			\$20.80 lf.	\$26.00 lf.	
10" Drape			\$26.00 lf.	\$31.00 lf.	
DRAPED TABLES					
4' X 30" draped table			\$182.00	\$234.00	
4' X 42" draped table			\$213.00	\$265.00	
6' X 30" draped table			\$245.00	\$296.00	
6' X 42" draped table			\$275.00	\$328.00	
8' X 30" draped table			\$286.00	\$338.00	
8' X 42" draped table			\$317.00	\$370.00	
BOOTH ACCESSORIES					
Aluminum Easel			\$78.00	\$104.00	
Stanchion with 6' Btractable belt			\$208.00	\$234.00	

Table/Drape Available Colors: Black • Blue • White • Show Color

Color not indicated will be selected by Long Island Exposition to coordinate with Show Colors

Name: _____ Sub-total _____

Cash: Check: Name: _____ x 8.875% Sales Tax _____

Code: _____ Exp. Date: _____ Credit Card # _____ TOTAL _____

Prices include delivery, installation, rental and removal.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Order received after the discount deadline date are subject to availability and substitutions.

Company Name: _____ Email Address: _____
Address: _____ Phone #: _____
Booth #: _____

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DISPLAY LABOR ORDER FORM

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COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.**

1. Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
2. Exhibitor may unpack and place merchandise.
3. Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

RATES AND INFORMATION

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one (1) hour "No Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY LONG ISLAND EXPOSITION.** Long Island Exposition requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs

ADVANCE DISPLAY LABOR RATES IF ORDERD BY THE ABOVE DEADLINE DATE:

		JOURNEYMEN	
		Advance	Standard
Straight Time	Monday through Friday - 1st 8 Hours	\$ 230.00 per hour	\$ 325.00 per hour
Overtime All Other Times	Monday through Friday, All day Saturday & Sunday	\$ 355.00 per hour	\$ 500.00 per hour

PLEASE INDICATE SERVICE NEEDED

- LONG ISLAND EXPOSITION SUPERVISED LABOR (Please complete the Display Labor Information Form Page 2 of 2)**

Long Island Exposition will provide the following service:

1. Unpack and install display before exhibitor arrival at show site
2. Dismantle, pack and arrange to ship display after show closing

A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

- EXHIBITOR SUPERVISED LABOR**

Exhibitor will supervise.

1. Indicate workers needed for installation and dismantling

NOTE: If exhibitor fails to pick up men at time ordered, a one (1) hour no-show charge will be assessed.

PLACE ORDER HERE

Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Workers	Labor Rate	Total
						\$
						\$
						\$
						\$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked.

IMPORTANT NOTICE

Your Company is encouraged to carry insurance covering potential injury, damage or loss associated with your display. Long Island Exposition will NOT be responsible for injury to display personnel and damage or loss of display materials. In any case, the liability of Long Island Exposition is limited to a max of 50% of total labor not to exceed \$1000.00.

1. Total Labor Ordered	\$
2. 25% LI Exposition Supervision	\$
3. 8.875% NY State Sales Tax	\$
4. Total Payment Enclosed	\$

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COMPANY _____

EMAIL ADDRESS _____

BOOTH NUMBER _____

AUTHORIZED SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE _____

X

INBOUND FREIGHT INFORMATION

Carrier _____ Shipped By _____ Date _____

Number of Pieces _____ Weight _____ Pro Number _____

Target Date _____ Loose Display _____ Crated Display _____

Shipped To: (Check One) Warehouse Showsite

SET-UP INFORMATION FOR LONG ISLAND EXPOSITION INSTALLATION

Set Up Drawings Attached

Rental Carpet Color

Set Up Drawings With Exhibit

Own Carpet Color _____

Case/Crate Number _____ Padding _____

Number of Workers required for set up _____ Approximate time for set up _____

Forklift Ordered Hrs. _____ Time _____ Special Equipment Required _____

DID YOU ORDER —

Electrical Yes No Electrical Under Carpet Yes No

Electrical Drawings Attached Sent to the Electrical Contractor With the Exhibit

Booth Cleaning Yes No Other Items _____

Furniture Yes No _____

A/V Furniture Yes No _____

Telephone Yes No _____

OUTBOUND FREIGHT INFORMATION

Outbound Freight Charges _____ Consigned To _____

Prepaid Collect Address _____

Bill To _____ City/State/Zip _____

_____ Second Consignee _____

_____ Address _____

Long Island Exposition Storage City/State/Zip _____

Method Common Carrier AirFreight Vanline Other

Carrier (if known) _____

Contact _____ Phone _____

EMERGENCY CONTACT INFORMATION/SHOWSITE CONTACT

Name _____ Title _____

Telephone _____

Other Means of Contacting This Person _____

Contact's Hotel _____ Arrival _____ Departure _____

Purchasing Authorization Yes No

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SIGN HANGING INFORMATION FORM

Please complete and return the Hanging Sign/Truss Order Form by January 5, 2024.

By sending us this information in advance, you will help us assure your sign is properly assembled and installed.

SHIPPING INSTRUCTIONS

All hanging signs should be received in advance at the Warehouse by January 19, 2024.

Please ship all hanging signs in a separate container with the special sign label on this sheet. Mark bill of lading "Hanging Sign". Prepay all shipments. Collect shipments will not be accepted. See *Shipping Information and Shipping Guidelines* for more information.

HANGING SIGNS

Long Island Exposition is responsible for supervision, assembly, installation, and removal of all hanging signs.

If you wish your representative to be present during the assembly, installation, and removal of your sign, please check the appropriate box on the *Hanging Sign/Truss Order Form*.

Remember:

1. All signs must be designed to comply with Show Management rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. Include engineer-stamped assembly and hanging instructions with the order.
5. Include exhibitor contact information with the order.

RUSH!
HANGING SIGN

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

New York Boat Show

NAME OF EXHIBITION

BOOTH NUMBER

C/O

ABF

c/o ABF FREIGHTWAYS

414 MASPET AVENUE

BROOKLYN, NY 11211

SHIPMENT SHOULD ARRIVE ON OR BEFORE: Friday, January 19, 2024

Carrier _____

Number of Pieces _____

TRUSS & HOISTS

Long Island Exposition is responsible for supervision, assembly, installation, and removal of all hanging signs.

If you wish your representative to be present during the assembly, installation, and removal of your truss, please check the appropriate box on the *Hanging Sign/Truss Order Form*.

Remember:

1. All trusses must be designed to comply with Show Management rules and regulations and facility limitations.
2. All trusses must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. Climbing on truss is strictly prohibited.
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the *Electrical Service Order Form*.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by Long Island Exposition.

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SIGN HANGING LABOR ORDER FORM

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COMPANY	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED SIGNATURE X	AUTHORIZED CONTACT - PLEASE PRINT	DATE

LONG ISLAND EXPOSITION IS RESPONSIBLE FOR SUPERVISION, ASSEMBLY, INSTALLATION, AND REMOVAL OF ALL HANGING SIGNS AND TRUSSES. A crew will be assigned consisting of a lift with two riggers for aerial work.

RATES AND INFORMATION

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. Please have a representative pick up the crew at the labor desk and supervise the work to be done for EXHIBITOR SUPERVISED labor not scheduled for 8 AM. Upon completion, the exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without 24 hour notice shall be charged a (1) hour cancellation fee per worker and lift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No Show" charge per worker and lift will apply.

The minimum charge for labor is one (1) hour per worker and lift. Equipment and Labor thereafter is charged in half (1/2) hour increments. GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY LONG ISLAND EXPOSITION. Long Island Exposition requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

ADVANCED SIGN HANGING LABOR RATES IF ORDERED BEFORE JANUARY 5, 2024: \$995.00 per hour
SIGN HANGING LABOR RATES IF ORDERED JANUARY 6, 2024 OR LATER: \$1,350.00 per hour

SIGN INFORMATION, DESCRIPTION AND PLACEMENT

LONG ISLAND EXPOSITION SUPERVISED
A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision

EXHIBITOR SUPERVISED — Exhibitor will supervise.

TYPE OF SIGN (Circle one sign typer per order)

Banner Structural Sign Systems

NUMBER OF FEET FROM FLOOR TO TOP OF SIGN
(Must be compliant with Show Rules and Regulations) ft. _____

DOES YOUR SIGN REQUIRE ASSEMBLY? If yes, LI Expo will assemble your sign prior to hanging. See Sign Hanging Information Form.

YES NO

LOCATION OF SIGN / DIMENSIONS OF TRUSS: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your sign / truss placed.

SHAPE OF SIGN

Square Rectangle Triangle Circle Other _____

DIMENSIONS & WEIGHT OF SIGN

Width _____ Length _____ Height _____

Weight _____ lbs.

_____ of Structural Pick Points

lbs _____ at each point

IS YOUR SIGN ELECTRICAL? If yes, order requirements on *Electrical Order Form* and not "For Hanging Sign" YES NO

Include engineer stamped assembly and hanging instructions with the order. Long Island Exposition accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend Long Island Exposition and Show Management from any claims arising out of or related to the installation of any sign without approved drawings.

PLACE ORDER HERE

Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Workers	Labor Rate	Total
						\$
						\$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked.

IMPORTANT NOTICE

Your Company is encouraged to carry insurance covering potential injury, damage or loss associated with your display. Long Island Exposition will NOT be responsible for injury to display personnel and damage or loss of display materials. In any case, the liability of Long Island Exposition is limited to a max of 50% of total labor not to exceed \$1000.00.

1. Total Labor Ordered	\$
2. 25% LI Exposition Supervision	\$
3. 8.875% NY Sales Tax	\$
4. Total Payment Enclosed	\$

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BOOTH LAYOUT

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COMPANY

EMAIL ADDRESS

BOOTH NUMBER

AUTHORIZED SIGNATURE

AUTHORIZED CONTACT - PLEASE PRINT

DATE

X

This grid must be attached to the following order forms to ensure proper placement of items in your booth. Please photocopy as needed.

- Hanging Signs
- Special Colored Drape
- Pad and Carpet (If you are not carpeting your entire booth)

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

BACK OF BOOTH (Indicate Adjacent Booth or Aisle Number: _____)

Indicate
Adjacent
Booth or
Aisle Number:

Indicate
Adjacent
Booth or
Aisle Number:

FRONT OF BOOTH (Indicate Adjacent Booth or Aisle Number: _____)

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