

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:

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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

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