

# NEW YORK BOAT SHOW

Jacob K. Javits Convention Center  
January 25-29, 2023

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## SHOW INFORMATION

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### Booth Package

Booth Size: 10' x 10'

- Back Wall Drape: White/Grey/Grey/White
- Side Rail Drape: White
- 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	Dec. 9, 2022	Custom Carpet Orders Orders received with payment 15 days prior to exhibitor move-in
	Monday	Jan. 6, 2023	
Advance Shipments	Monday	Dec. 19, 2022	May begin arriving at Warehouse at ABF by Noon Must arrive to ABF Warehouse by Noon
	Wednesday	Jan. 18, 2023	
Direct Shipments	Saturday	Jan. 21, 2023	May begin arriving at Exhibit Site at 8 AM Last day to arrive at Exhibit Site at 8 AM
	Wednesday	Jan. 26, 2023	
Installation	Saturday	Jan. 21, 2023	8 AM - 6 PM
	Sunday	Jan. 22, 2023	8 AM - 6 PM
	Monday	Jan. 23, 2023	8 AM - 6 PM
	Tuesday	Jan. 24, 2023	8 AM - 6 PM
Show Hours	Wednesday	Jan. 25, 2023	12 PM - 8 PM
	Thursday	Jan. 26, 2023	12 PM - 8 PM
	Friday	Jan. 27, 2023	12 PM - 8 PM
	Saturday	Jan. 28, 2023	10 AM - 8 PM
	Sunday	Jan. 29, 2023	10 AM - 6 PM
Dismantle	Sunday	Jan. 29, 2023	7:00 PM - 10 PM
	Monday	Jan. 30, 2023	8 AM - 10 PM

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## UNION GUIDELINES

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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*

Cleaning Order Form	
Furniture & Accessory Order Form	\$
Standard Carpet Order Form	\$
Custom-Cut 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**

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**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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## LIMITS OF LIABILITY & RESPONSIBILITY

The placing of an order for services and/or equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of Long Island Exposition in its sole discretion. Upon participation of any Long Island Exposition show or event, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 below. Likewise, once Long Island Exposition has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to Long Island Exposition or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 below.

**1. Long Island Exposition** and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage as determined by Long Island Exposition.

**2. Relative to inbound shipments,** there may be a lapse of time between the delivery of shipment(s) to the booth by Long Island Exposition or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that Long Island Exposition and its subcontractors shall not be liable for the loss of, disappearance of, or damage of any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to Long Island Exposition or its subcontractors by the Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.

**3. Long Island Exposition and its subcontractors** shall not be liable for any damage incurred during the handling of materials or equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to Long Island Exposition in time to obtain the proper equipment.

**4. Long Island Exposition and its subcontractors** shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, and other events of force majeure.

**5. Long Island Exposition and its subcontractors** shall not be liable for ordinary wear and tear in handling of materials and/or equipment.

**6. Long Island Exposition and its subcontractors** are not insurers; i.e., Long Island Exposition does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by Long Island Exposition under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or nonperformance of services by Long Island Exposition, or from the negligence of Long Island Exposition, its subcontractors or their respective employees. If such loss or damage occurs, the liability of Long Island Exposition and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.

**7. Long Island Exposition** and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages, which may include, but are not limited to any actual,

equipment or products, or any collateral costs that may result from any potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.

**8. Long Island Exposition will not be bound** to honor any claim or action brought against Long Island Exposition or its subcontractors more than 60 days after the date of incident.

**9. The Exhibitor agrees,** in connection with the receipt, handling, temporary storage and reloading of its freight, that Long Island Exposition and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of Long Island Exposition or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that Long Island Exposition or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

**10. Long Island Exposition and its subcontractors** shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.

**11. Empty container labels** will be available at the Long Island Exposition Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and Long Island Exposition and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

**12. In order to expedite** removal of freight from the show site, Long Island Exposition shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse and forced shipped on a carrier determined by Long Island Exposition and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. Long Island Exposition assumes no liability as a result of rerouting or handling.

**13. Dry and Cold Storage** – Exhibitor stores products at its own risk. Long Island Exposition assumes no liability or responsibility for dry or cold storage.

**14. The Exhibitor agrees,** in the event of a dispute with Long Island Exposition or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to Long Island Exposition for freight handling services or any other services provided by Long Island Exposition or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay Long Island Exposition prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against Long Island Exposition or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Also, be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site. All transit claims will be referred to the common carrier.

# NEW YORK BOAT SHOW

**DEADLINE DATE: December 9, 2023**

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January 25-29, 2023

## CARPET RENTAL 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

### STANDARD EXHIBIT 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 9, 2022 | Standard Price Deadline: December 9, 2022**

Description	Discount Price	Standard Price	STANDARD EXHIBIT BOOTH CARPET COLORS (Please Choose)		
10'x10'	\$ 270.00	\$ 345.00	<input type="checkbox"/> Black	<input type="checkbox"/> Red	<input type="checkbox"/> Light Gray
10'x20'	\$ 520.00	\$ 675.00	<input type="checkbox"/> Tuxedo Black	<input type="checkbox"/> Light Blue	<input type="checkbox"/> Dark Gray
10'x30'	\$ 775.00	\$ 975.00	<input type="checkbox"/> Blue		
10'x40'	\$ 995.00	\$ 1,200.00			

### COMPLETE EXHIBIT AREA CARPET

Complete exhibit area and custom carpet price includes laying, trimming, seaming, wastage, edge taping, rental and removal for carpet specifically cut to your exact measurements.

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 9, 2022 | Standard Price Deadline: After December 9, 2022**

Description	Discount Price	Standard Price	COMPLETE EXHIBIT AREA CARPET COLORS* (Please Choose)		
Complete Exhibit Area	\$4.25 Sq Ft	\$5.75 Sq Ft	<input type="checkbox"/> Black	<input type="checkbox"/> Red	<input type="checkbox"/> Light Gray
			<input type="checkbox"/> Tuxedo Black	<input type="checkbox"/> Light Blue	<input type="checkbox"/> Dark Gray
			<input type="checkbox"/> Blue	*More colors are available upon request for the Bulk Custom Carpet Only	

### PADDING - VISQUEEN (PLASTIC COVERING) AND CARPET TAPE

Rates include Installation and Dismantling.

Description	Discount Price	Standard Price
Padding	\$ 1.00/Sq Ft	\$ 1.30/Sq Ft
Visqueen (plastic covering)	\$ .70/Sq Ft	\$ .85/Sq Ft

### 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	\$

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

# NEW YORK BOAT SHOW

**DEADLINE DATE: January 6, 2023**

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## EXHIBITOR OWNED CARPET

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

The prices listed are for standard carpet roll out. If carpet labor consists of repairing, piecing carpet or foam together or any other service other than a standard roll out will be charged our standard hourly Carpet labor rates. Pricing includes installation during regular working hours. **Work performed after regular hours will incur additional charges.**

## BOOTH SIZE

X

Discount Price Deadline: January 6, 2023 | Standard Price Deadline: After January 6, 2023

## LABOR TO INSTALL & REMOVE CARPET

Exhibitor owned carpet and flooring must be installed and removed by Carpenters.  
Price quoted includes installation and removal. Minimum order of 100 square feet is required.  
Additional charges may apply for materials needed for installation.

Qty	Size Range	Advance Price	Standard Price	Total
_____	Under 1,000 sq. ft.	\$1.20 sq. ft.	\$1.25 sq. ft.	\$ _____
_____	1,000 sq. ft. and over	\$0.95 sq. ft.	\$1.50 per sq ft.	\$ _____

## PADDING & VISQUEEN

Prices listed includes Installation and Removal

Qty	Description/Size Range	Advance Price	Standard Price	Total
_____	1/2" Padding	\$ 0.85 sq. ft.	\$1.05 sq. ft.	\$ _____
_____	Visqueen Plastic Covering	\$ 0.70 sq. ft.	\$ 0.90 sq. ft.	\$ _____

## CARPET SHIPPED TO:

Please have your Show Site Representative notify our Service Desk when your carpet/flooring is ready for installation. Remember to order utilities in advance. All utility lines must be installed prior to carpet installation.

☐ WAREHOUSE ☐ SHOW SITE

### \*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 All Items Ordered \$

2. 8.875% NY Sales Tax \$

3. Payment Enclosed \$

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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 6, 2023 | Standard Price Deadline: After January 6, 2023.**  
**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)			\$125.00	\$150.00	
High chairs/Stool(s)			\$175.00	\$225.00	
<b>DRAPE</b> (per linear foot)					
3' Drape			\$14.00 lf.	\$18.00 lf.	
8' Drape			\$20.00 lf.	\$25.00 lf.	
10" Drape			\$25.00 lf.	\$30.00 lf.	
<b>DRAPED TABLES</b>					
4' X 30" draped table			\$175.00	\$225.00	
4' X 42" draped table			\$205.00	\$255.00	
6' X 30" draped table			\$235.00	\$285.00	
6' X 42" draped table			\$265.00	\$315.00	
8' X 30" draped table			\$275.00	\$325.00	
8' X 42" draped table			\$305.00	\$355.00	
<b>BOOTH ACCESSORIES</b>					
Aluminum Easel			\$75.00	\$100.00	
Stanchion with 6' Retractable belt			\$200.00	\$225.00	

**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

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

**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 ORDERED BY THE ABOVE DEADLINE DATE:**

		<b>JOURNEYMEN</b>	
		<b>Advance</b>	<b>Standard</b>
Straight Time	Monday through Friday - 1st 8 Hours	\$ 210.00 per hour	\$ 275.00 per hour
Overtime All Other Times	Monday through Friday, All day Saturday & Sunday	\$ 310.00 per hour	\$ 400.00 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	\$
<b>4. Total Payment Enclosed</b>	<b>\$</b>

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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**

### 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

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

# NEW YORK BOAT SHOW

**DEADLINE DATE: January 6, 2023**

Jacob K. Javits Convention Center  
January 25-29, 2023

## SIGN HANGING INFORMATION FORM

**Please complete and return the Hanging Sign/Truss Order Form by January 6, 2023.**

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 18, 2023.**

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 18, 2023**

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.

# NEW YORK BOAT SHOW

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## SIGN HANGING LABOR 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

**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 6, 2023:

Straight Time	Monday through Friday - 1st 8 Hours	\$ 650.00 per hour
Overtime All Other Times	Monday through Friday, All day Saturday & Sunday	\$ 850.00 per hour

#### REGULAR SIGN HANGING LABOR RATES IF ORDERED BEFORE JANUARY 6, 2023:

Straight Time	Monday through Friday - 1st 8 Hours	\$ 850.00 per hour
Overtime All Other Times	Monday through Friday, All day Saturday & Sunday	\$1,250.00 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	\$
<b>4. Total Payment Enclosed</b>	<b>\$</b>

# NEW YORK BOAT SHOW

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## BOOTH LAYOUT

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

**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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