

NEW YORK BOAT SHOW

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

SHOW INFORMATION

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

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

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.