

# NEW YORK BOAT SHOW

**DEADLINE DATE: January 5, 2024**

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

## 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 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	\$
<b>4. Total Payment Enclosed</b>	<b>\$</b>

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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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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.

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**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.

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						\$

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## BOOTH LAYOUT

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**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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