



EXHIBITOR MANUAL

GENERAL INFORMATION

Deadlines and Checklist
General Information
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Floor Plan

SHOW RULES & REGULATIONS

Display Regulations
Rules and Regulations
Security Precautions
Limits of Liability & Responsibility
Playing of Music
Exhibitor Liability Insurance Notice
SAMPLE Certificate of Insurance
Freight Terms and Conditions

HOTEL & TRAVEL

Hotel Reservations
Directions and Parking
Public Transportation

MOVE IN/OUT & SHIPPING

Exhibit Installation
Exhibit Removal
Freight Shipping Procedures
ArcBest Shipping Form
Move In Information
Truck Information
Truck Directions
Truck Route

REGISTRATION & CREDENTIALS

Exhibitor Credential & Ticket Info
Exhibitor Credentials
Exhibitor Guest Tickets

JAVITS CENTER INFORMATION

Javits Center Operations Policies
Javits Center Order Forms
Excessive Refuse

DECORATOR INFO

Freeman Order forms
Credit Card Authorization Form
Furniture & Accessories
Signs and Graphics
Labor & Cleaning

PRESS & MARKETING

Press Coverage
TRMG Ad Specs
TRMG Publication
Sponsorship Opportunities

EXHIBITOR SERVICE FORMS

Deadlines and Checklist
NMMA Payment Portal
Boat Information & Layout Form
Exhibitor Appointed Contractor Form
Working Exhibitor Info Form
Out of State Sales Tax Form
Plant and Flower Form



DEADLINES AND CHECKLIST

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ITEM	DUE DATE
NOVEMBER	
<input type="checkbox"/> Exhibitor Credentials	Due Now
<input type="checkbox"/> Exhibitor Liability Insurance	Due Now
<input type="checkbox"/> Working Exhibitor Information	Due Now
<input type="checkbox"/> Be My Guest Tickets	Due Now
<input type="checkbox"/> Will Call List	Due Now
<input type="checkbox"/> Sales Tax Registration Applications (For out of state exhibitors)	Due Now
<input type="checkbox"/> Official Show Guide Advertisement Opportunity	Due Now
DECEMBER	
<input type="checkbox"/> Boat Information and Layout	December 9
<input type="checkbox"/> Exhibitor Appointed Contractor Form	December 9
<input type="checkbox"/> Show Guide Information	December 16
<input type="checkbox"/> ABF Freight Form (Official Carrier)	
JANUARY	
<input type="checkbox"/> Decorator Order Forms (Labor, Carpet, Furnishings, signs)	January
<input type="checkbox"/> Javits Order Forms (Electrical, Cleaning, Plumbing, Telecommunications)	January
<input type="checkbox"/> Hotel Accommodations (Marriott Times Square, Holiday Inn)	January
<input type="checkbox"/> Spring Valley Floral Form	



LOCATION

Jacob Javits Convention Center

655 W 34th St, New York, NY 10001

Phone: (212) 216-2000

Web: www.javitscenter.com



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DATES & HOURS

Move in: January 18 - 21 - 8am – 5pm

Show: Wed, January 22 - 12pm – 9pm

Show: Thurs, January 23 - 12pm – 9pm

Show: Fri, January 24 - 12pm – 9pm

Show: Sat, January 25 - 10am – 9pm

Show: Sun, January 26 - 10am – 6pm

Move out: Mon, January 27 - 8am – 10pm

SHOW OFFICE/REGISTRATION

Location: Crystal Palace—Lobby

Opens: Jan 18-21: 8:00am – 5:00pm (Move in)

Jan 22—26: (Show Days): Opens 2 hours prior to show opening

Closes 30 minutes prior to show close

Telephone: 646-370-3660

PRESS OFFICE

Location: Room 4B3

Opens: 9am—5pm Show Days

Telephone: 312-946-6201



CONTACTS

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For Credentials

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For Guest Tickets

Newyorktickets@nmma.org

Freeman Exposition Services

(Labor, Carpet, Booth Furnishings, Signs)

201-299-7575

Javits Center Order Forms

(Electrical, Cleaning, Plumbing, Telecommunications)

877-452-8487

Spring Valley Floral

845-268-7555

USI Insurance (Liability Ins.)

tradeshaw@usi.com

ArcBest Freight (Official Carrier)

800-645-7019

Hotel

NY Marriott (Host Hotel)

Info coming soon!

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