



EXHIBITOR MANUAL

GENERAL INFORMATION

Deadlines and Checklist
General Information
Contacts
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
ABF Shipping Discount
Move In Information
Truck Information
Truck Directions
Truck Route

REGISTRATION & CREDENTIALS

Exhibitor Credential & Ticket Info
Exhibitor Credentials
Exhibitor Guest Tickets
Will Call List

JAVITS CENTER INFORMATION

Javits Center Operations Policies
Javits Center Order Forms

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
Show Guide Listing Info
Working Exhibitor Info Form
Out of State Sales Tax Form
Plant and Flower Form
ABF Freight Transport Form



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DEADLINES AND CHECKLIST

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 7
<input type="checkbox"/> Exhibitor Appointed Contractor Form	December 10
<input type="checkbox"/> Show Guide Information	December 18
<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 8
<input type="checkbox"/> Hotel Accommodations (Marriott Times Square, Holiday Inn)	January 2
<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 19 - 22 - 8am – 5pm

Show: Wed, January 23 - 12pm – 9pm

Show: Thurs, January 24 - 12pm – 9pm

Show: Fri, January 25 - 12pm – 9pm

Show: Sat, January 26 - 10am – 9pm

Show: Sun, January 27 - 10am – 6pm

Move out: Mon, January 28 - 8am – 10pm

SHOW OFFICE/REGISTRATION

Location: Crystal Palace—Lobby

Opens: Jan 19-22: 8:00am – 5:00pm (Move in)

Jan 23—27: (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, Telecommunica-
tions)

877-452-8487

Spring Valley Floral

845-268-7555

USI Insurance (Liability Ins.)

tradeshaw@usi.com

ABF Freight (Official Carrier)

800-645-7019

Hotel

NY Marriott (Host Hotel)

Info coming soon!

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