

TEAMSTERS

Teamsters unload and load vehicles and deliver display freight to, and retrieve display freight from, exhibitor booths. They handle the moving/spotting of machinery (rigging) within a booth space (this service should be ordered prior to the move-in and set-up period/quotations are available upon request).

CARPENTERS

Carpenters perform all work associated with the erection and dismantling of exhibits/displays. They handle all uncrating, crating, unskidding, and skidding tasks. They install and remove all draping, skirting and floor coverings (including carpeting and tile).

ELECTRICIANS

Electricians install and remove all electrical wiring, load centers, disconnects and distribution panels. They install and remove all lighting, electrical signs, communication and video cable between or outside exhibits and under carpet and sound systems.

WORK THAT CAN BE PERFORMED BY EXHIBITORS

Exhibitors may install and dismantle their own exhibit displays and install and remove their carpet/floor covering under the following conditions:

1. The booth size is 250 square feet or smaller
2. No tools are used in the assembly or dismantling of the exhibit
3. Individuals performing these tasks must be full-time employees of the exhibiting company (and carry proof that they are full-time employees of the exhibiting company)

Exhibitors can unpack and repack their products in cartons and plastic cases and bins (not crates). Exhibitors may "hand carry" or use nothing larger than a two-wheel baggage cart (rubber or plastic wheels only-clothing racks with four wheels are allowed for moving garments) to move items in and out of the Javits Center (during the time specified and in the locations designated by show management and Javits Center officials). Exhibitors can perform technical work (balancing, programming and cleaning) on their machines. Exhibitors can install and dismantle their own lights in booths 100 square feet or smaller without use of tools or ladders-provided that the electrical service order is not greater than 500 watts. Exhibitors may plug in their own devices and equipment for properly ordered 110 volt electrical service of 1500 watts or less and connect modems, printers, computers and keyboards.

Please note the following:

FLAMEPROOFING

All display materials (excluding exhibitor products) must be fire-resistant and in accord with the standard established by the New York City Fire Department. Affidavits attesting to flameproof compliance with New York City Fire Department Regulations must be submitted when requested. Questions? Feel free to contact Kenneth Martin, Manager, Event Security & Safety for the Javits Center: kmartin@javitscenter.com

INSURANCE

Metropolitan Exposition Services, Inc., Show Management and the Javits Center are not responsible for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to their care. However, every effort will be made to protect exhibitor property. Exhibitors are advised to consult their insurance brokers for proper coverage for display materials from the time these items leave company property until they return to your place of business after the event.