

GENERAL INFORMATION

SHOW SCHEDULE

EXHIBITOR SERVICE CENTER

FREEMAN is the Official General Contractor of the **INTERPHEX** and will maintain an Exhibitor Service Center during set-up, show days and dismantling. All other official show contractors will also be set up in this area as well. All inquiries regarding booth services and orders should be made at the Exhibitor Service Center, including booth furnishings, labor, freight, and special show services. Exhibitors who have ordered labor are asked to check-in at this desk when they are ready to install their exhibits. The person in charge of your exhibit should carefully inspect and sign for all work order forms. If you disagree with a bill presented for your signature, question it immediately. If you cannot come to a satisfactory agreement with the contractor, contact Show Management. Do not put it off. Once the show has ended, it becomes very difficult to resolve issues.

To obtain a pdf of the entire Freeman service kit, click [here](#) or order directly at Freeman Online.

**Order early to take advantage of advance order discount rates, place your order by March 22, 2024.*

EXHIBITOR SERVICE CENTER HOURS – staff will be available at the **FREEMAN** Services Center as follows...

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Friday	April 12	8:00 AM – 5:00 PM
Saturday	April 13	8:00 AM – 5:00 PM
Sunday	April 14	8:00 AM – 2:00 PM
Monday	April 15	8:00 AM – 5:00 PM
Tuesday	April 16	8:00 AM – 5:00 PM
Wednesday	April 17	8:00 AM – 5:00 PM
Thursday	April 18	8:00 AM – 9:00 PM
Friday	April 19	8:00 AM – 2:00 PM

MOVE-IN & SET-UP HOURS:

INTERPHEX is a **TARGETED SHOW**. Please click [here](#) to download the **COLOR-CODED TARGET FLOORPLAN** which will give you your specific targeted date & time for move-in. Targeted move-in is for delivery of freight; you do not have to begin construction of your booth on your target date/time, but your freight shipment(s) should be at the convention center on that date and time. Obviously, your installation cannot begin until your freight is delivered and any utilities you need have been installed, so be certain to order these in advance of move-in. Keep in mind, your target date & time applies to when your shipment(s) must be received by - it does not mean you must begin to set-up your booth at that time.

If you have questions regarding your move-in, please contact **FREEMAN** for more information regarding move-in times and dates at (201) 299-7575.

Friday	April 12	6:00am-5:00pm Targeted
Saturday	April 13	8:00am-5:00pm Targeted
Sunday	April 14	8:00am-2:00pm
Monday	April 15	8:00am-5:00pm

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OVERTIME CHARGES APPLY to any work performed before 8:00 AM and after 5:00 PM on weekdays and anytime on Saturday, Sunday, and Holidays.

NOTE: Permission to erect booth space will be withheld from any company who has not submitted full payment of their exhibitor space rental fee or adverting/sponsorship fees.

It is highly recommended that you ship your freight in advance to the warehouse, as warehouse freight is delivered to the show floor first and is automatically "on target". Show-site shipments are unloaded on a first-come-first serve-basis. Please do not schedule any labor until the end of your target window. For example, if your target window is 10:00 AM - 1:00 PM, it is best to request your labor to report to your booth no earlier than 1:00 PM.

If you require utilities (electric, telephone, internet, etc.), your carpet cannot be installed until the utilities have been installed. Exhibitors are reminded that during move-in, display materials/products will be allowed to enter the **Javits Center** via loading docks and designated entrances **ONLY**.

Any booth not occupied by **3:00 PM, Monday, April 15, 2024**, will be presumed abandoned. If there is freight in the booth and Show Management believes the Exhibitor will be arriving late, the General Contractor will set up the display to the best of their ability with the information available. If there is no freight in the booth and/or Show Management believes the Exhibitor will not participate in the show, the booth will be reassigned. Exhibitors arriving after this time will be given space available and April incur additional costs. **ALL EXHIBITS MUST BE COMPLETELY SET BY 6:00 PM, Monday, April 15, 2024**. Absolutely no shipment, equipment or material April be brought onto the show floor during show hours.

Removal of excess trash/debris in the aisles **AFTER 6:00 PM, Monday, April 15, 2024** will be billed to the exhibitor(s) responsible for creating such excess trash/debris. The Fire Marshall will not permit the show to open if there are any boxes, cartons, visqueen, packing material, etc. in the aisles.

SHOW DATES & HOURS:

Badged exhibitors will have access to the Exhibit Hall at 8:00 AM each morning.

Tuesday, April 16	10:00 AM – 5:00 PM
Wednesday, April 17	10:00 AM – 5:00 PM
Thursday, April 18	10:00 AM – 2:00 PM

All exhibits must remain fully intact until the official close of the Show

DISMANTLING & MOVE-OUT HOURS:

Thursday, April 18	1:00 PM – 9:00 PM
Friday, April 19	8:00 AM – 2:00 PM

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. The entire process will take approximately 8 hours.
- All exhibitor materials must be removed from the exhibit facility by **Friday, April 19 at 11:00am**. Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.

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- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carrier's check-in by **Thursday, April 27th at 7:00 PM**. If you are moving out on Friday, your carrier needs to be checked in no later than 11:00 AM on Friday the 28th.

DO NOT leave material in your booth unlabeled at any time - it April be presumed to be abandoned and mistaken for trash.

REGISTRATION HOURS – ATTENDEES – BADGES ARE PRINTED ON WHITE BADGE STOCK

Tue, April 16	8:30am – 5:00pm
Wed, April 17	8:30am – 5:00pm
Thurs, April 18	8:30am – 3:00pm

REGISTRATION HOURS – EXHIBITORS – BADGES ARE PRINTED ON WHITE BADGE STOCK

Friday, April 12	8:00am – 5:00pm Wrist Bands
Saturday, April 13	8:00am – 5:00pm Wrist Bands
Sunday, April 14	9:30am – 5:00pm Reg Opens
Monday, April 15	8:00am – 6:00pm
Tuesday, April 16	7:30am – 5:00pm
Wed, April 17	8:30am – 5:00p
Thurs, April 18	8:30am – 3:00pm

BASIC SECURITY RECOMMENDATIONS

Citadel Security is the official security contractor for INTERPHEX. Refer to **CITADEL SECURITY** form.

By now you should have arranged for insurance coverage to protect your exhibit and product against damage or loss from the time it leaves your premises until it returns. If you are not insured but would like to be for this event, we have contracted with Risk Strategies. Please refer to [Risk Strategies](#) for more information.

Show Management is very security conscious. We go to great lengths to provide a safe and secure environment, where exhibitors and attendees can transact their business without distraction. Every reasonable effort will be made to prevent losses; however, the final responsibility lies with the exhibitor. If you have items in your booth that are vulnerable to theft, please contact someone in Show Management to decide.

BASIC SECURITY MEASURES:

Among the Show's basic security arrangements are the following:

- Provide uniformed guards along the perimeter of the exhibit floor on a 24-hour basis during the entire period of the show (including installation and dismantle).
- Private guards April be hired from the official guard service.
- Free overnight storage room where exhibitors April store valuables will be available. We recommend that especially vulnerable items be kept in the storage room during non-show hours and during set-up and dismantling. (Subject to Change).

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WHAT EXHIBITORS CAN DO TO ENHANCE SECURITY:

- Before shipping anything to show site, record all serial numbers and take pictures of your booth and product.
- When shipping any product, do not identify contents on outside of cartons and boxes. Use coded labels.
- Do not ship product and other valuable equipment in the manufacturers' cartons. Consolidate shipments of several boxes into one large, locked crate or carton.
- Be sure to send copies of Shipping Information, including all tracking numbers with your set-up people so that they know how many pieces should arrive. At the close of business each day, cover all display tables. This establishes a barrier to curiosity seekers and other would-be thieves from selecting such items to steal at a later time.
- Exhibitor personnel must wear official Show Exhibitor badges at all times during move-in, show days and move-out. Please do not give Exhibitor Badges to anyone other than your full-time employees and remove

all badges from the building when you leave on your last day there. Badges left behind are often abused by unauthorized personnel so do not leave them in your booth or discard on the floor.

- Do not put articles of any value in a container marked “**EMPTY STORAGE**”, or behind booth.
- Place your wastebasket along the aisle at the end of each day to facilitate trash removal.
- **Immediately report to security or Show Management, the presence of any unauthorized visitors, or suspicious activity on the show floor.**
- Unpack product as close to the Show opening as possible. At the close of the Show, we suggest that you stay at your booth until these valuables are repacked.
- Treat especially valuable goods such as prototypes as irreplaceable. If they truly are one-of-a-kind, hire your own security guard. **Under no circumstances** should such goods ever be left unattended. Plasma Screens & Flat Screens, DVD's, televisions, laptops, and other electronic devices are particularly vulnerable to theft. Remove tapes or discs at night and store them in a safe place.
- Never leave small electronic equipment such as laptops, cameras, cell phones, etc. or other personal valuables unattended at any time.
- During move-out be sure to pack and label product and remove them or hire Security until you can secure them properly. It is essential that exhibitor personnel remain in their exhibit areas until their display materials are secured. All small articles which can be easily picked up should be securely packed before you leave your booth. Remember, during teardown, stay with your exhibit until your empty cartons are delivered and your goods are packed, sealed and properly labeled.

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- Do not leave material in your booth unlabeled at any time during move-out because many things could happen it April be presumed abandoned; mistaken for trash; or one of your neighboring booths might label it in error!
- After the close of the show when your materials are packed, turn in your Material Handling Agreement at the Freeman Service Center. Do not leave them in your booth or attached to crates. Stay with your product or hire a booth guard to watch your freight until Freeman retrieves it to load onto your outbound carrier.

ONE FINAL WORD ABOUT SECURITY:

The best security available is still inadequate and losses will occur, if exhibitors leave merchandise, especially valuable merchandise, unsecured in their booth overnight. Please place such valuables in the security room, overnight storage (subject to change), or otherwise always secure all such merchandise during the non- show hours.

We can assume no responsibility or liability for loss, damage, or theft. That responsibility is yours, and we therefore recommend that you provide your own insurance coverage against all contingencies.