

GENERAL INFORMATION

For assistance, please contact our Exhibitor Service Department at 888-745-2529

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 September 24, 2021.*

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	October 15	8:00 AM – 5:00 PM
Saturday	October 16	8:00 AM – 5:00 PM
Sunday	October 17	8:00 AM – 2:00 PM
Monday	October 18	8:00 AM – 5:00 PM
Tuesday	October 19	8:00 AM – 5:00 PM
Wednesday	October 20	8:00 AM – 5:00 PM
Thursday	October 21	8:00 AM – 9:00 PM
Friday	October 22	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	October 15 6:00am-5:00pm	Targeted
Saturday	October 16 8:00am-5:00pm	Targeted
Sunday	October 17 8:00am-2:00pm	
Monday	October 18 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, October 18, 2021**, 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 may incur additional costs. **ALL EXHIBITS MUST BE COMPLETELY SET BY 6:00 PM, Monday, October 18, 2021**. Absolutely no shipment, equipment or material may be brought onto the show floor during show hours.

Removal of excess trash/debris in the aisles **AFTER 6:00 PM, Monday, October 18, 2021** 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, October 19	10:00 AM – 5:00 PM
Wednesday, October 20	10:00 AM – 5:00 PM
Thursday, October 21	10:00 AM – 3:00 PM

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

DISMANTLING & MOVE-OUT HOURS:

Thursday, October 21	3:00 PM – 9:00 PM
Friday, October 22	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, October 22 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, October 21 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 22nd.

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

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

Tue, October 19	8:30am – 5:00pm
Wed, October 20	8:30am – 5:00pm
Thurs, October 21	8:30am – 3:00pm

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

Friday, October 15	8:00am – 5:00pm Wrist Bands
Saturday, October 16	8:00am – 5:00pm Wrist Bands
Sunday, October 17	9:30am – 5:00pm Reg Opens
Monday, October 18	8:00am – 6:00pm
Tuesday, October 19	7:30am – 5:00pm
Wed, October 20	8:30am – 5:00p
Thurs, October 21	8:30am – 3:00pm

SHOW INFORMATION: A-Z GUIDE

AGE RESTRICTIONS:

In accordance with display rules and regulations and security measures, no one under the age of 18 will be admitted in the exhibit hall at any time, including infants and strollers. There will be no exceptions.

AUDIO VISUAL:

KVL Audio Visual Services is the official audio/visual services. They will maintain a full staff on site. Please click here for the [KVL order form](#).

BOOTH FURNISHINGS:

Booth equipment, services and furnishings are available through the Official General Contractor, FREEMAN. Order forms for these services should be completed and returned promptly to take advantage of the advance discount pricing. Please be sure to indicate your booth number on all forms. Please click here for the [Booth Furnishing order form](#).

BUSINESS CENTER:

Fedex/Kinkos will operate a full service business center on-site to provide printing, copying, binding, small package shipping, etc. You may contact them by phone 212-216-2900 or email at usa1280@fedex.com.

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CATERING:

Centerplate has exclusive rights to all catering in the facility. Please click here for the [order forms](#).

CLEANING:

Cleaning crews will be provided for general exhibit hall clean up, including aisles, each day before the opening of the Show and during Show hours. If you need cleaning services in your booth -- vacuuming, shampooing, trash removal – Please click here for the [Booth Cleaning order form](#) **Show Management does not provide cleaning or vacuuming for booth carpet at any time.**

COPYRIGHTED MUSIC:

If any copyrighted music is to be played in your booth, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner. The licensing requirements include the playing of live, as well as recorded music, (records, tapes, compact discs, etc.) and also include music, whether it is the essence of the presentation or is only used as background, on a videotape or other presentation.

The proper license must be posted in your booth and available for inspection at the request of Show Management or properly authorized agents of ASCAP or BMI. We advise you to contact these agencies as listed below to acquire the proper licenses:

ASCAP Licensing Dept.
1 Lincoln Plaza
New York, NY 10023
Tel: 212-621-6000

BMI (Broadcast Music, Inc.)
10 Music Square East
Nashville, TN 37203-4399
Tel: 800-925-8451, 615-401-2000

Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law, and a breach of your contract for exhibit space for the Show.

CRATE REMOVAL, STORAGE AND RETURN:

Empty crates will be removed to storage and returned to your booth at the end of the Show by our floor crew at no additional charge, provided you have used material handling services for the delivery of your booth. Do not store merchandise in crates or cartons marked for empty storage.

DISPLAY RULES AND REGULATIONS:

The following rules and guidelines specify what an exhibitor can and cannot do with their booth space. These rules and guidelines are based on the physical characteristics of the exhibit hall, the intent to be equally fair to all exhibitors, and the safety of all concerned. **Please review these rules and plan your display accordingly as variances will not be granted prior to the Show or on-site.**

DEMONSTRATION AREAS:

Demonstration areas must be confined within the exhibit space so as not to interfere with any traffic in the aisles. Exhibitors must contract sufficient space to be able to comply with this rule.

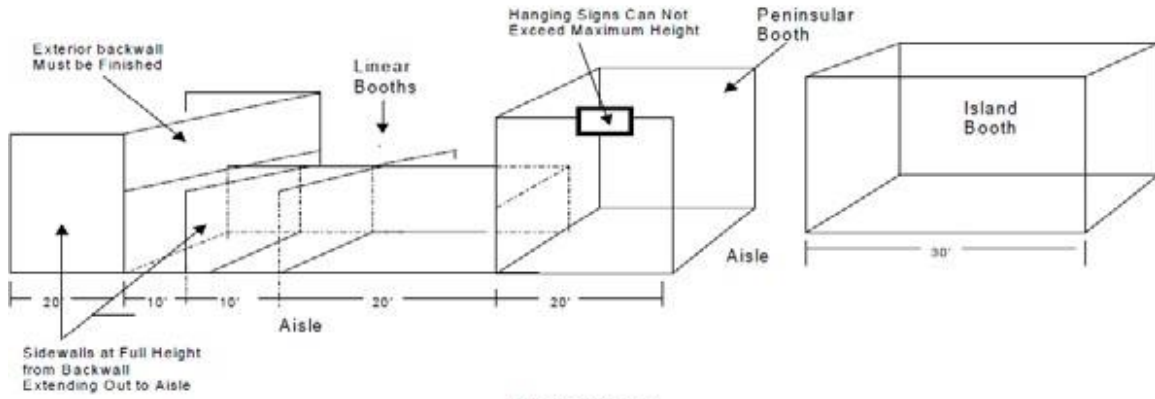
When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighboring booths, it is an infringement on the rights of other exhibitors. Aisles may not be obstructed at any time.

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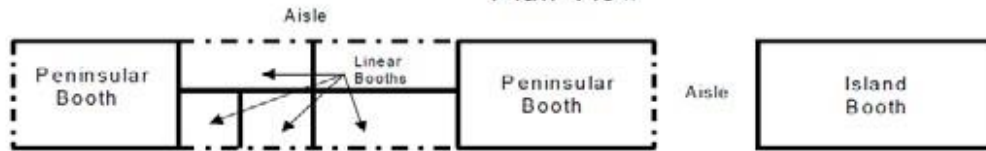
INTERPHEX 2021

Examples of Cubic Content

Perspective View



Plan View



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DEMONSTRATION EQUIPMENT:

Equipment, product or machinery, when displayed to demonstrate or simulate industrial application, are exempt from the foregoing height limits, but are restricted only by ceiling height, as well as building and safety codes.

EXPOSED AREAS MUST BE FINISHED:

All backwalls, sidewalls or any other exposed areas of the display must be draped or finished surfaces. No graphics, logos, or print facing into another booth is allowed. Any company advertisement or promotion must face into the aisle.

In-line and peninsula booths must have a finished back wall covering the back of the booth. See-through back walls or displays which do not cover the back wall completely will not be allowed.

Please note that ***ALL FIRE HOSE CABINETS MUST BE KEPT VISIBLE AND CLEAR.***

After 5pm on Monday, October 18 any part of a booth with unfinished side or backwalls will be draped by Show Management at the expense of the exhibitor.

GRAPHICS ON NEIGHBORS' SIDE:

The backside of walls - the common border facing a neighboring booth - must be clear of copy, logos, or other graphics, so as not to be an eyesore to neighboring exhibitors.

HEIGHT LIMITATIONS:

INTERPHEX follows the cubic content rule, which allows exhibitors to make maximum use of their booth space. Under the cubic content rule, exhibitors may build up to the front of their booths, and up to the maximum allowable height according to booth type as indicated below.

HEIGHT LIMITATIONS:

The following maximum height limits will be strictly enforced. No height variances will be granted prior to or on site at the show. Please plan your booth display and sign structures accordingly.

Linear Booth Bounded by 1 or 2 aisles	10 feet
Perimeter In-Line Booth Bounded by 1 or 2 aisles and situated along the perimeter of the show floor	10 feet
Peninsula Booth Bounded by 3 aisles	16 feet
Island Booth Bounded by 4 aisles	20 feet

PLEASE NOTE: Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting, and display materials

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INSPECTION DEADLINE:

Any booth not occupied by 12:00 PM on Monday, October 18 will be presumed abandoned. If there is freight in the booth and Show Management believes the exhibitor will be late, then FREEMAN will set up the display as best they can 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 may incur additional costs.**

All exhibits must be completely set by 5pm on Monday, October 18. Although exhibitors may fine tune their booth before Show opening, no shipment will be accepted after Monday October 18 at 5pm. No shipment, equipment, or material may be brought onto the show floor during show hours.

ELECTRICAL:

All electrical work will be done exclusively by the Jacob K. Javits Convention Center electricians. Please click here for the [electrical order form](#).

EXHIBITOR REGISTRATION:

Exhibitor staff personnel wishing to enter the exhibit floor must wear an exhibitor badge at all times. Please click here for the [Exhibitor Badge order forms](#).

EXHIBITOR SERVICE AREA:

FREEMAN will maintain a Service Center during set-up, Show days and dismantling. All other official show contractors will also be set up in this area as well. Refer to the Quick Facts page in the General Contractor section for hours of operation.

All inquiries regarding booth services and orders should be made at the Exhibitor Service Center, including booth furnishings, labor, freight, utilities, 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.

FIRE AND SAFETY REGULATIONS:

The New York City Fire Marshal, in conjunction with the Jacob K. Javits Convention Center, has very specific fire regulations/restrictions and permit requirements regarding display material within the exhibit hall.

FLORAL/PLANT RENTAL:

Spring Valley Floral is the official florist. A service representative will be available on-site. Please click here for the [Floral order forms](#).

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HOTEL/TRAVEL DISCOUNTS:

Call the INTERPHEX Travel Desk at 1-800-388-8108 or visit our website at [INTERPHEX Travel](#) for discounted rates on hotel, airline and car rental.

INTERNATIONAL SHIPPING:

PIBL is the official provider of international shipping, customs brokerage, freight forwarding and related services for the Show. All merchandise imported into the United States requires Custom House Clearance prior to release from any USA port or airport. It is the sole responsibility of the exhibitor to adhere to customs and international guidelines. The exhibitor must ensure that all documents are valid and complete, and procedures are followed correctly. Show Management will not be held liable for freight held up due to customs issues, duty payments or any other problems related to inbound and outbound international shipments. [Please click here for the PIBL ordering form and general information.](#)

LABOR REGULATIONS:

New York City has several major unions that have jurisdiction over trade shows. Please plan now to abide by labor regulations. FREEMAN is the official labor contractor. Labor arrangements may be made to set-up, service and dismantle your exhibit. Information regarding labor jurisdiction can be found by clicking here. If you have any further questions or would like a quote for labor services, you may contact FREEMAN directly at 201-246-2160.

Exhibitors using contractors other than FREEMAN for labor and/or supervision must return the EXHIBITOR DESIGNATED CONTRACTOR form to Show Management prior to September 16. NO EXCEPTIONS CAN BE MADE AFTER THIS DATE.

LIABILITY AND INSURANCE:

Exhibitors are advised to see that their regular company insurance includes coverage outside of company premises and that they have their own theft, public liability and property damage insurance. Show Management and its contractors will not be responsible for injury or damage that may occur to an exhibitor or his/her employees or agents, nor to the safety of any exhibit or other property against theft, fire, accident, or any other destructive causes. Please review the space contract for details.

LICENSE AGREEMENT:

Please be sure you have read the space application for your booth for all exhibition rules and regulations. It is the exhibitor's responsibility to adhere to all rules pertaining to your license agreement.

MATERIAL HANDLING (DRAYAGE) SERVICES:

FREEMAN is the exclusive material handling provider on the exhibit floor. They will receive all shipments whether consigned in advance to their warehouse or sent directly to the Jacob K. Javits Convention Center.

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Material handling includes return of your empty cartons and crates at the close of the Show. Please [click here](#) for more details.

MEETINGS IN YOUR BOOTH:

If you plan to use your booth to conduct meetings before or after official Show hours, you must fax the following information to Hannah Kellman at 475-266-7631 or email hkellman@reedexpo.com by Friday October 16, 2021:

- A letter requesting early access to the Show floor for non-exhibitor personnel. Please state the exhibiting company and booth number.
- List the non-exhibitor personnel and type of badge they will be wearing.
- State the time and date of the meeting (meetings cannot be scheduled prior to the show opening on Tuesday, October 19 at 10am).
- State the name of the exhibitor who will meet the non-exhibitor personnel at the entrance to the show, and escort them directly to the booth.
- Access to the floor during non-show hours will be denied unless Show Management receives this written request in advance.

PLEASE NOTE: All attendees and booth personnel must have a badge to enter the exhibit hall. Please send your VIP tickets to your guests to register themselves and use the Exhibitor Badge Form in the Exhibitor Badges section to register your booth personnel.

SECURITY:

Show Management will provide perimeter security on the exhibit floor on a 24-hour basis during the entire period of the Show (including installation and dismantle). 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, take advantage of the complimentary storage room to lock up your merchandise during non-show hours.

SHOW COLORS:

INTERPHEX 2021 will have standard show colors assigned. All pipe and drape will be gray

SOUND LEVELS:

Sound level of presentation should be kept within the confines of the booth area and must not interfere with neighboring exhibits. Show Management will exercise their right to provide and maintain a fair exhibiting environment to all customers.

TELEPHONE SERVICES/INTERNET LINES:

All telecommunication services including internet lines will be handled through the Jacob K. Javits Convention Center. Please [click here](#) for more details.

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VENDOR INVOICES:

Show Management will have personnel on hand throughout the course of the Show to consult with exhibitors regarding any bills received from service companies. If there is any question as to the charges made, please consult with our Show Representatives before paying the bill. Do not wait until after the Show to settle problems that can be easily resolved at the Convention Center.

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 particular event, we have contracted with John Buttine Insurance Inc. Please refer to [BUTTINE UNDERWRITERS PURCHASING GROUP, LLC ONLINE](#).

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 make arrangements.

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 may be hired from the official guard service.
- Free overnight storage room where exhibitors may 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).

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

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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.
- Do not leave material in your booth unlabeled at any time during move-out because many things could happen: it may 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 secure all such merchandise at all times 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.