

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 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	

GENERAL INFORMATION

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

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