

SET-UP PROCEDURES

SET-UP HOURS

Thursday, October 8	1:00 pm – 6:00 pm
Friday, October 9	8:00 am – 6:00 pm

All exhibits must be set up by 6:00 pm on Friday, October 9. No construction, arranging, or setting up of exhibits, including deliveries or moving of products, are permitted during show hours.

NOTE:

Please note that display materials must adhere to New York Fire Department Rules and Regulations. If you require further information, please contact our Exhibitor Services Team at (312) 527-7988.

Exhibitors may hand-carry small items, but we ask that they refrain from using handcarts and flatbeds. Our Material Handling Staff is on hand to facilitate such moves.

DISMANTLING PROCEDURES

DISMANTLING HOURS

Monday, October 12	5:00 pm – 8:00 pm
Tuesday, October 13	8:00 am – 12:00 NOON

- Any exhibitor breaking down their booth prior to the show closing (5:00 p.m., Monday, October 12) will be fined \$1000. Please arrange travel accordingly.
- All booths must be left in a reasonable state that enables them to be easily repaired and repainted. All nails, Velcro, staples, paper or other materials applied to the booth walls must be removed prior to vacating the booth. Exhibitors will be assessed repair charges based on time and materials if they choose not to comply.
- Please note that every effort to return empty boxes as quickly as possible at the close of the show will be made, but it may take several hours for all empty containers to be returned. Please make travel plans accordingly.
- If bringing down merchandise from your booth during load out, please make sure that you have room in your vehicle for all merchandise. An hourly charge will be assessed to the exhibitor for any merchandise that has to be returned to your booth because it does not fit.
- If you intend on leaving merchandise in your booth until Tuesday, it **MUST BE BOXED** and sealed prior to you leaving Monday night.

