

MJSA EXPO

MARCH 10-12, 2019 • JAVITS CENTER

2019 IMPORTANT BOOTH INFORMATION

As part of your contract to exhibit in MJSA Expo 2019, each 10' x 10' booth comes with:

- 8' high flameproof backwall drape, 8' high flameproof side drape in BLACK
- Hall is carpeted
- 500 Watts of electrical power per booth
- Show Directory listing (PRINT AND ONLINE EDITIONS)
- Expo Look Book Product Listing
- Company identification sign
- Wastebasket

All halls are carpeted with a dark gray pattern, if you would like to order booth carpet in another color, please refer to the *Freeman Carpet Order Form* in the *Decorator* section of this kit. If you order from **Freeman Decorating**, you will be billed for any order submitted. **Discount deadline is Feb. 15.**

Please do not submit an order for *Electrical Service* from the Javits Center unless you require **more than** the 500 Watts of electricity **per booth** provided by **MJSA**. If you require light fixtures, please contact the Javits Center at (877) 452-8487.

Set-up Schedule:	Friday, March 8th	11:00 a.m. to 4:30 p.m.
	Saturday, March 9th	8:00 a.m. to 4:30 p.m.
	Sunday, March 10th	8:00 a.m. to 9:30 a.m.

On Friday and Saturday, all exhibitors in the hall prior to 4:30 p.m. may stay to continue set-up, but will not be allowed to exit and re-enter the hall under any circumstances and exhibitor services will not be available.

How to save money, time, and headaches at the the Javits Center, a few points to note:

- It is **less expensive** to ship your booth material and machinery directly to show site! Please review the Freeman Material Handling and Machinery Handling forms in the Freeman Manual to learn how best to ship material.
- Make sure to order your services prior to February 15th to receive the best pricing!
- Make sure to review the Javits Hand Carry Policy before you try and bring in your own material!
- Pay attention to the e-mails from Show Management that may detail how to save money!
- The most important thing to remember about the Javits Center is—the more rules you follow, the less headaches you'll have!

Lastly, in the *General Information* section of this kit, there is a list of the contractors and service companies with whom Show Management has made arrangements to serve you. **With the exception of electrical, cleaning, catering, drayage, rigging and security, you may use any other service vendor you wish.** Where labor is concerned, or where **any non-official vendor** requires access to the show floor, other than deliveries to the loading dock, the exhibitor **must** register the vendor with Show Management in advance.