



CHEM SHOW

OCT 22-24, 2019 | NEW YORK CITY

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DEADLINES CHECKLIST

Note: Some services can be provided only if ordered by a certain date and others include significant extra charges on past deadline orders.

- | | | |
|--------------------------|----------|--|
| <input type="checkbox"/> | Act Now | Hotel reservations |
| <input type="checkbox"/> | Act Now | E-newsletter announcements |
| <input type="checkbox"/> | Act Now | Web banners |
| <input type="checkbox"/> | Aug. 14 | Show Directory advertising |
| <input type="checkbox"/> | Aug. 21 | Printed Show Directory listing |
| <input type="checkbox"/> | Aug. 21 | New product sign |
| <input type="checkbox"/> | Sept. 11 | Free postcard mailing |
| <input type="checkbox"/> | Sept. 13 | Customized visitor free passes |
| <input type="checkbox"/> | Sept. 17 | Booth layout approval |
| <input type="checkbox"/> | Sept. 17 | Open flame permit request |
| <input type="checkbox"/> | Sept. 20 | Security |
| <input type="checkbox"/> | Sept. 27 | All Freeman services: furniture, carpet, rental exhibits, signs, rigging, labor. |
| <input type="checkbox"/> | Sept. 27 | Exhibitor appointed contractor (EAC) notification form |
| <input type="checkbox"/> | Oct. 1 | Exhibitor badge request/registration (international mailing) |
| <input type="checkbox"/> | Oct. 1 | Floral services |
| <input type="checkbox"/> | Oct. 7 | Javits Convention Center services: electric, plumbing, internet, telecom, in-booth video system, cleaning, catering. |
| <input type="checkbox"/> | Oct. 7 | International ocean freight - less than container load (arrival into New York) |
| <input type="checkbox"/> | Oct. 7 | International ocean freight - full container load (arrival into New York) |
| <input type="checkbox"/> | Oct. 8 | Audio visual/computer equipment |
| <input type="checkbox"/> | Oct. 10 | International air freight (arrival into New York) |
| <input type="checkbox"/> | Oct. 11 | Warehouse shipments (arrival into New Jersey) |
| <input type="checkbox"/> | Oct. 11 | Exhibitor badge request/registration (domestic mailing) |
| <input type="checkbox"/> | Oct. 18 | Sales lead recorders (final deadline to submit a form to receive a complimentary recorder) |
| <input type="checkbox"/> | Oct. 22 | Visitor email invitations (Evites) |
| <input type="checkbox"/> | Oct. 22 | Custom promotional video with booth # |
| <input type="checkbox"/> | Oct. 22 | Custom digital banners with booth # |

Monday, Oct. 21 — All booths should be completely erected by 5pm.

GENERAL INFORMATION

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SHOW LOCATION, DATES & TIMES

LOCATION:

Jacob K. Javits Convention Center
655 West 34th Street, New York, NY 10001

SHOW DATES & HOURS:

Tuesday, Oct. 22, 10am - 5pm
Wednesday, Oct. 23, 10am - 5pm
Thursday, Oct. 24, 10am - 3pm

RECEIPT OF FREIGHT & SET UP OF EXHIBITS AT THE JAVITS CENTER:

Friday, Oct. 18, 2:30pm - 6pm
Saturday, Oct. 19, 8am - 12 noon
Sunday, Oct. 20, **Dark. Hall closed**
Monday, Oct. 21, 8am - 5pm

All exhibitors who plan to work later than the scheduled hours on any set-up day must notify Show Management so that security will be instructed to permit them to remain in the hall.

REMOVAL OF EXHIBITS:

Display material must be removed from the Javits Center by 4pm on Friday, October 25th, but all carriers must check in by 1pm.

SHOW OFFICE:

Location — 4A Terrace

Personnel — Mark Stevens, Jeff Stevens, Chris Stevens, Laura Lee, Geoff Stevens, AJ Totino, Kimberly Pires, Pete Caracciolo, and Elsa Kydes.

PRESS OFFICE:

Location — Show Floor, rear of 400 aisle

Personnel — Nicole Bush.
Exhibitors can contact her in advance by calling 203-226-9290 or email nicole@chemshow.com.

SHOW MANAGEMENT:

International Exposition Company
15 Franklin St, Westport, CT 06880

tel: 203-221-9232 | email: info@chemshow.com
website: chemshow.com

FREEMAN QUICK FACTS

GENERAL INFORMATION

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FREEMAN
600 Newark Turnpike
 Newark, NJ 07102
 (201) 299-0275 Fax: (201) 621-0819

2019 CHEM SHOW
OCTOBER 22-24, 2019
JACOB K. JAVITS CONVENTION CENTER
NEW YORK, NY

EASY IS NICE, ON ANY DEVICE.
 FreemanOnline® provides you with all the right tools to ensure a seamless execution of show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event.

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move-out process
- Access invoices after the show

SERVICE INFORMATION

BOOTH EQUIPMENT
 Each 10' x 12' booth will be set with 8' high blue back drops and 3' high blue side dividers. Booths 300 sq. ft. or less will receive a one-line identification sign. Booths larger than 300 sq. ft. may receive a one-line identification sign upon request.

EXHIBIT HALL CARPET
 The exhibit area is NOT carpeted, however, the aisles will be carpeted in red pebble.

DISCOUNT PRICE DEADLINE DATE
 Order early on [FreemanOnline](#) to take advantage of advance order discount rates. Place your order by Friday, September 27, 2019.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
 For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#).

Friday	October 18, 2019	2:30 PM - 6:00 PM
Saturday	October 19, 2019	8:00 AM - 12:00 PM
Sunday	October 20, 2019	EXHIBIT HALL CLOSED
Monday	October 21, 2019	8:00 AM - 5:00 PM

EXHIBIT HOURS

Tuesday	October 22, 2019	10:00 AM - 5:00 PM
Wednesday	October 23, 2019	10:00 AM - 5:00 PM
Thursday	October 24, 2019	10:00 AM - 3:00 PM

EXHIBITOR MOVE-OUT
 For more information and helpful hints on post show procedures and move-out, please go to [Post-Show FAQ](#).

Thursday	October 24, 2019	3:00 PM - 7:00 PM
Friday	October 25, 2019	8:00 AM - 4:00 PM

DISMANTLE AND MOVE-OUT INFORMATION
 We will return empty containers by 7:00 PM on Thursday, October 24, 2019. All exhibit materials must be removed from the exhibit facility by 4:00 PM on Friday, October 25, 2019. To ensure all exhibit materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all cartons checked-in by 1:00 PM on Friday, October 25, 2019.

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FREEMAN quick facts

Freeman quick facts are a useful source of information including, but not limited to . . .

- Show move-in and move-out schedule
- Shipping addresses and basic information
- Freeman general information
- Helpful hints

[View Freeman Quick Facts](#)

[Freeman Terms & Conditions](#)

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YOUR BOOTH INCLUDES

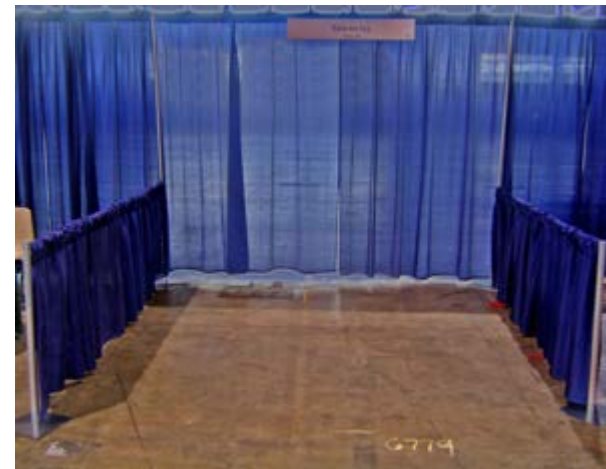
THE PURCHASE PRICE OF YOUR BOOTH SPACE INCLUDES:

- Free marketing opportunities ([click here](#))
- 8' high blue booth backdrape
- 3' high blue draped side dividers
- 44" x 7" sign with company name & booth #
- Vacuuming of booth on Monday night prior to the Show & again on Tuesday night
- 500 watt electrical service
- One Swap 2 Pack lead retrieval system. Free lead retrieval must be ordered from Experient by the **October 18th** deadline in order to receive instructions on downloading and activating the app.

[Order Lead Retrieval](#)

All other services (carpeting, plumbing, etc.) must be ordered separately.

NOTE ALL BOOTH AREAS WILL HAVE BLUE BACKDRAPE AND RED PEPPER AISLE CARPET.



OFFICIAL SHOW CONTRACTORS

GENERAL INFORMATION

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[Show location, dates & times](#)

[Freeman quick facts](#)

[Your booth includes](#)

Official Show contractors

MATERIAL HANDLING, RIGGING, LABOR, DRAYAGE, FURNITURE, CARPET, & DISPLAY RENTAL	Freeman FreemanNewYorkES@freeman.com	tel: 201-299-7575 fax: 469-621-5618	ORDER ONLINE
ELECTRIC, PLUMBING, INTERNET/TELECOM, IN-BOOTH CAMERAS & CLEANING	Jacob K. Javits Center services@javitscenter.com	tel: 877-452-8487	ORDER ONLINE
CATERING, BOX LUNCHES & WATER COOLERS	Cultivated	tel: 212-216-2400	ORDER ONLINE
HOUSING	onPeak chemshow@onpeak.com	tel: 800-570-1034	BOOK ONLINE
EXHIBITOR BADGE INQUIRIES	Experient chemshowexh@experient-inc.com	tel: 800-310-7554 or 240-439-2554	REGISTER ONLINE
ONLINE PROFILE, SPONSORSHIPS & DIRECTORY ADVERTISING	Map Your Show (contact: Tony Kruessel) tkruessel@mapyourshow.com	tel: 513-527-8894	
PUBLICITY & PRESS ROOM	contact: Nicole Bush nicole@chemshow.com	tel: 203-226-9290	
CUSTOMS & INTERNATIONAL SHIPPING	Schenker, Inc. fairs-domestic.chicago@dbschenker.com	tel: 847-954-6695	
SALES LEAD RECORDERS	Experient (contact: Marie Zinnert) marie.zinnert@experient-inc.com	tel: 888-270-8467 fax: 301-694-3286	ORDER ONLINE
FLORIST	Floral Exhibits info@floralexhibits.com	tel: 773-277-1888 fax: 773-277-1919	ORDER ONLINE
AUDIO VISUAL & COMPUTER EQUIPMENT	PRG tradeshows@prg.com	tel: 888-844-4225 or 404-214-4800	ORDER ONLINE
PHOTOGRAPHY & VIDEO SERVICES	Oscar & Associates orders@hellooa.com	tel: 800-638-0056 fax: 312-922-2866	
BOOTH SECURITY	Jacob K. Javits Center (contact: Jason Yam) jyam@javitscenter.com	tel: 212-216-2141	
HOST & HOSTESSES	Judy Venn LVinfo@judyvonn.com	tel: 800-553-8855 fax: 714-957-8301	
FREE CUSTOM INVITATIONS	Segmark (contact: Joe Watson) orders@iecinventions.com	tel: 203-563-9212	ORDER ONLINE

EXHIBITOR REGISTRATION

Types of badges

Ordering badges

TYPES OF BADGES

EXHIBITOR BADGES

Exhibitor badges provide access to the exhibit floor during all move-in, Show days, and move-out hours. Upon request, a visitor credential barcode can be added to an exhibitor badge allowing lead retrieval systems to capture your contact information and demographics. See “Adding Visitor Credentials” on the following page.

Exhibitors should order exhibitor badges for employees, independent contractors, or manufacturer’s reps that plan to work in their booth during the Show.

Booth personnel should be advised that their exhibitor badge identifies them as accredited members of the exhibiting organization and provides extended hours of admission to the Show floor. Exhibitors should have due regard for these privileges and the fact that discarded or lost badges can be misused in the wrong hands. The improper use of these badges makes it more difficult to provide protection of intellectual property, products and exhibits.

SET-UP & DISMANTLE WRISTBANDS

These colored wristbands are good only for set-up and dismantle periods (different color for each). Wristbands can not be used to get on the exhibit floor during open hours of the Show, and should be used for independent contractors or employees helping to set up an exhibitor’s booth. Wristbands can be requested on-site from security, beginning **October 18th**.

VISITOR BADGES

Visitor badges only provide access to the exhibit floor during the open hours of the Show. They include a barcode - containing the visitor’s contact details and demographic information - that can be read by an exhibitor’s lead retrieval system.

**EXHIBITOR
REGISTRATION**

Types of badges

Ordering badges

NOTE:

Due to insurance liabilities, no persons under 18 will be admitted into the hall during set-up or take-down.

On Show days, ages 16-17 will be admitted but must be accompanied by an adult.

ORDERING BADGES (1 of 2)

U.S. DEADLINE: OCT. 11 / INTERNATIONAL DEADLINE: OCT. 1

Avoid waiting in line at the Show - order your badges in advance!

ADVANCED ONLINE REGISTRATION / FREE

Advanced registration allows exhibitors to order badges for their booth personnel and make changes and additions to existing registrations until the time they arrive on Show site. Exhibitor badge mailings will begin **September 11th** and continue through **October 11 (October 1st** for international mailing). Badges requested after that time will be available for pick-up on-site.

To register, login to the system using your company name as it is listed in the pull down directory and use the password that was emailed to the Show contact.

If you have any questions throughout the registration process, please contact 866-229-3691 (toll free), 301-694-3691 (international residents) or email CHEMSHOWEXH@experient-inc.com.

[Register Online](#)[Request a Lost Password](#)**ON-SITE EXHIBITOR REGISTRATION**

Booth personnel can be added to an exhibiting company's registration and badges can be printed on-site.

Independent contractors and manufacturer's reps may only be issued exhibitor badges on-site if they are accompanied by an exhibitor. It is advised that exhibitors preregister everyone scheduled to work in their booth.

OBTAINING SET-UP & DISMANTLE WRISTBANDS

Wristbands will be available on-site from security beginning **October 18th**.

EXHIBITOR REGISTRATION

Types of badges

Ordering badges

ORDERING BADGES (2 of 2)

ADDING VISITOR CREDENTIALS

Any exhibitor who wishes to have a bar code on their exhibitor badge that allows them to scan their contact details in lead retrieval systems, should have “visitor credentials” added to their exhibitor registration. This can be done by selecting the appropriate option during the initial registration process or logging back in and editing registration information.

An exhibitor may also register as an Attendee to receive a separate visitor badge. Visitor registration is free of charge online prior to the Show or on-site with a visitor free pass. Otherwise there is a \$20 fee for on-site visitor registration. Visitor badges requested after **October 11th (October 1st** for international mailing) will not be mailed but can be printed at a Visitor Self Registration kiosk.

Visitor Registration

HOTEL & TRAVEL

Discounted hotel reservations

Free shuttle buses

Discounts on transportation

Parking information

DISCOUNTED HOTEL RESERVATIONS

The Chem Show has partnered with onPeak to coordinate the official hotel program for the Show. We have gone to great lengths to negotiate the lowest possible room rates and we hope that exhibitors will be able to take full advantage of them by making reservations early.

Contact onPeak at chemshow@onpeak.com or 855-992-3353 for assistance.

[Make a Reservation Online](#)

Beware of travel scams

Don't be fooled by offers from other travel agencies using the Chem Show name - they are not affiliated with Show Management or the Chem Show. At the very least, prior to booking with a party other than onPeak, check the prospective vendor's rating at the [Better Business Bureau](#).

[List of Companies to Avoid](#)

FREE SHUTTLE BUSES

Free shuttle bus service will operate between the Javits Center and all of the hotels listed on the Chem Show housing program (or points near by) on Show days, October 22-24. The shuttle schedule will be posted on the [Chem Show website](#), but exhibitors should be sure to check the schedule posted in their hotel lobby to confirm the times and exact pick-up locations.

HOTEL & TRAVEL[Discounted hotel reservations](#)[Free shuttle buses](#)[Discounts on transportation](#)[Parking information](#)

DISCOUNTS ON TRANSPORTATION

FLIGHTS - DELTA AIRLINES

Delta is offering discounts between 2%-20% off their lowest fares on domestic and international flights to New York for the Chem Show. Restrictions may apply.

Reservations can be made online or by calling Delta's Meeting Reservations at 800-328-1111, Monday - Friday, 7am - 7pm (CDT). There is no service fee for reservations booked via the 800 number.

[Book Online](#)

Refer to meeting code: NMT43

RENTAL VEHICLES - HERTZ

Discounts are available on Hertz car rentals by calling 800-654-2240 (405-749-4434 for international callers) or making a reservation online.

[Make a Reservation Online](#)

Refer to discount code: CV# 02H20027

PARKING INFORMATION

AUTOMOBILE PARKING

There is no automobile parking available at the Javits Center. To obtain a list of nearby parking lots, use the link below.

[Parking near the Javits Center](#)

GROUP TRANSPORTATION

Groups arriving by bus must contact Show Management in advance to arrange layover, drop-off and boarding locations.

Please call 203-221-9232 or email info@chemshow.com.

**EXHIBIT
RULES &
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BOOTH LAYOUT APPROVAL

SUBMIT BOOTH LAYOUT BY SEPT. 17

Exhibitors should be sure that all final exhibit designs are within the [construction guidelines](#) outlined in this manual and then submit them to Show Management for approval. Submissions should include:

- plans, sketches, or photos showing dimensions and placement of all constructed exhibit, displays and freestanding equipment
- the intended height of any hanging signs and/or equipment
- descriptions of any special features, demonstrations, or presentations (eg. display vehicles, any type of mobile unit, product give-aways/raffles, product demonstrations, etc.)

No variances will be granted on the maximum height limit for a space but exhibitors may request an exception on setback and other rules.

Management reserves the right to prohibit the installation of any exhibit which does not meet with its approval.

[Submit a Booth Layout](#)

OPEN FLAME PERMITS

REQUEST PERMIT BY SEPT. 17

Exhibitors with demonstrations involving an open flame or hot works of any kind must fill out a permit request. This includes (but is not limited to) the use of equipment such as brazing torches or any other device that causes a material to melt. Show Management will submit requests to the Javits Center for the necessary approval.

NOTE: Approved demos may be subject to an on-site inspection prior to the opening of the Show.

[Request an Open Flame Permit](#)

Contact Kim Pires at kpires@iecshows.com or 203-674-9427 for assistance.

EXHIBIT RULES & REGULATIONS

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CONSTRUCTION GUIDELINES 1 of 3

All constructed displays, signs or advertising must be kept within the confines of the booth space and may not exceed the designated height limit for the space. In addition, any part of an exhibit that exceeds a height of 42 inches must be in the back 1/2 of the booth, except in the case of island or peninsula spaces.

Height restrictions do not apply to equipment “as sold,” but they do apply to signs, logos or company names attached to such equipment. Bulky equipment should be placed in the booth in such a way that does not cause visual obstruction of neighboring displays.

NOTE: Booth depth restrictions are measured from the booth back-line, not the back edge of exhibitor’s carpet.

BOOTH TYPES AND HEIGHT LIMITS

Inline Booth: Any space that is back-to-back with another space, regardless of size or location. These spaces have an 8’ height limit and displays over 42 inches must be kept in the back half of the booth.

Perimeter Booth: Any space that is along the outer edges of the exhibit floor, with no exhibits behind them. These spaces are shaded yellow on the original sales plan and have a height limit of 20’. Displays over 42 inches must be kept in the back half of the booth.

Island Booth: Any space with aisles on all four sides. These spaces have a height limit of 16’. Anything over 42” must be placed at least 2’ off the aisle.

Peninsula Booth: The combination of two back-to-back corner inline booths. All peninsula booths face either the front of the hall or the rear of the hall and there are no peninsulas laid out on the original sales floorplan. The height limit in a peninsula booth is 12’ and there are unique setback rules.

Please contact Kim Pires at kpires@iecshows.com for the set back rules and answers to any questions.

HANGING SIGNS

Hanging signs are only permitted in perimeter, island, and peninsula booths. The top of the sign must be within the height limit for the booth and the height of all hanging signs must be pre-approved by Show Management. Exhibitors wishing to hang a sign should advise Show Management in advance when they submit their booth layout for approval or email their request separately to kpires@iecshows.com.

[View Sales Floor Plan](#)



**EXHIBIT
RULES &
REGULATIONS**

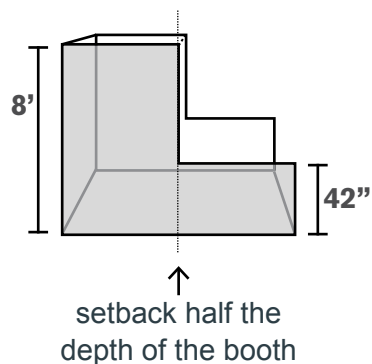
Booth layout approval

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CONSTRUCTION GUIDELINES 2 of 3

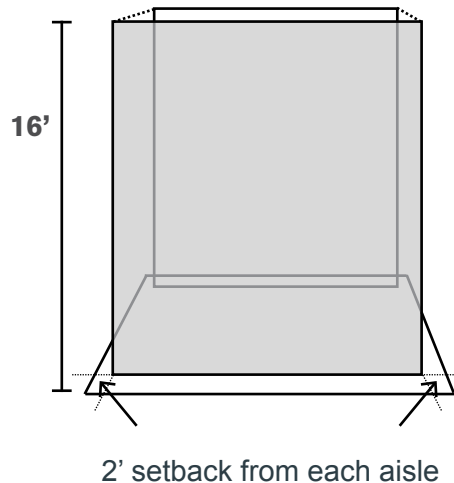


INLINE BOOTH

height limit: 8'

setback: 1/2 depth of the booth

hanging signs: not allowed

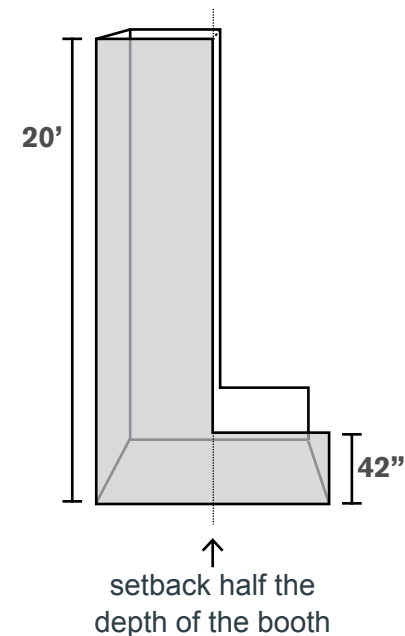


ISLAND BOOTH

height limit: 16'

setback: 2' from each aisle

hanging signs: max height of 16' to the top of the sign. Sign heights must be pre-approved by Show Management along with booth layouts.



PERIMETER BOOTH

height limit: 20'

setback: 1/2 depth of the booth

hanging signs: max height of 20' to the top of the sign. Sign heights must be pre-approved by Show Management along with booth layouts.



**EXHIBIT
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PENINSULA BOOTH

height limit: 12'

setback: Everything over 42" tall, including hanging signs, must stay within the shaded area as indicated in the diagrams below.

hanging signs: max height of 12' to the top of the sign. Sign heights must be pre-approved by Show Management along with booth layouts or emailed directly to Kim Pires at kpires@iecshows.com.

NOTE: Peninsula booths are defined as any space created by two back-to-back corner booths to form one contiguous space surrounded on three sides by aisles and on the fourth by another peninsula or two back-to-back linear booths.

Example: 20'x10' corner space combined with a 20'x12' corner space to create a 20'x22' peninsula space.

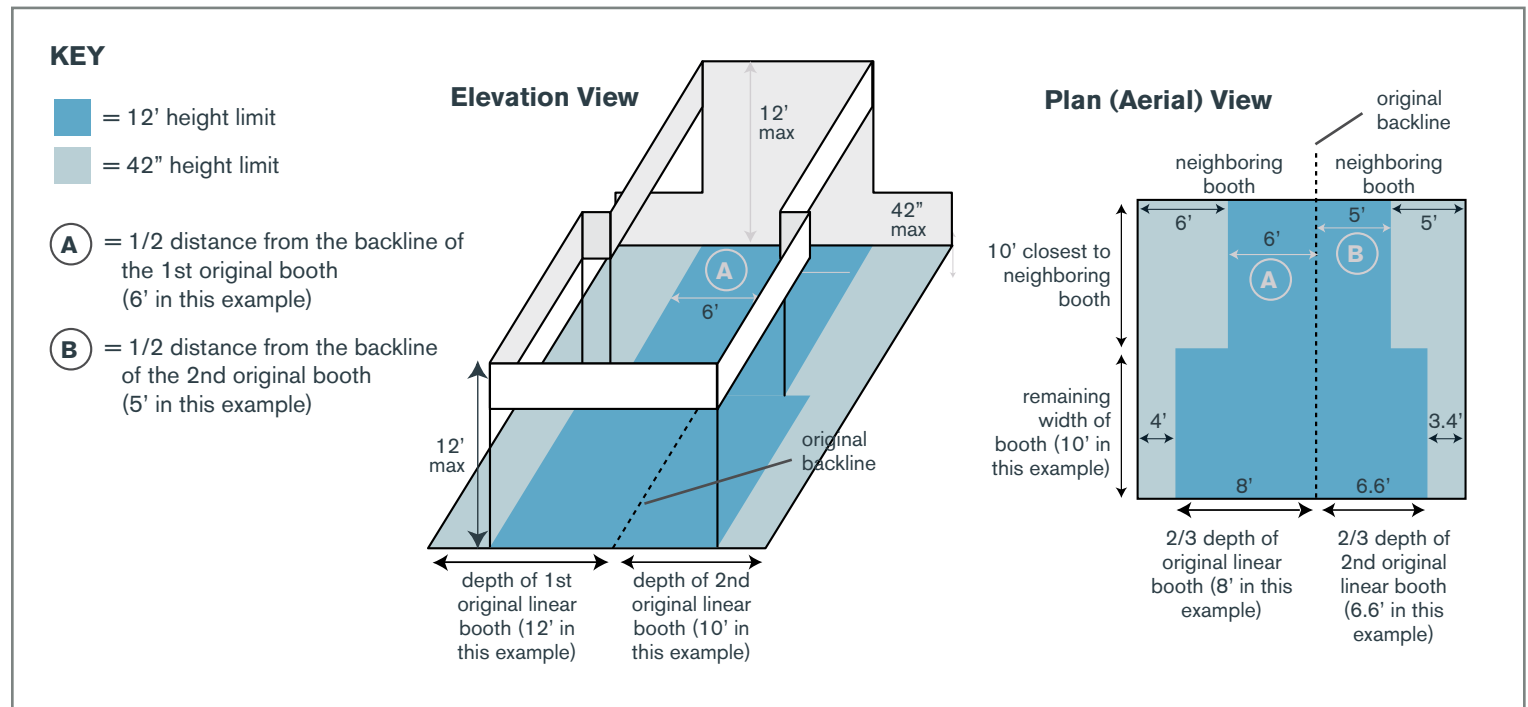


EXHIBIT RULES & REGULATIONS

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NOTE:

Due to insurance liabilities, no persons under 18 will be admitted into the hall during set-up or take-down.

On Show days, ages 16-17 will be admitted but must be accompanied by an adult.

RULES & REGULATIONS 1 of 5

1. EXHIBITS

All exhibit designs should be submitted in advance for approval and must stay within the parameters outlined in the construction guidelines. Show Management reserves the right to prohibit the installation of any exhibit which does not meet with its approval.

Please refer to [booth layout approval](#) and [construction guidelines](#) for more information.

2. RECEIPT OF EXHIBIT MATERIALS

The freight desk at the Show will be open for receipt of exhibit material starting at 2:30pm on **Friday, October 18th**. Exhibitors should time the arrival of their freight according to the move-in schedule. Material must be plainly marked and all charges prepaid. The Management will not allow any exhibit material to be delivered onto the Show floor during the open hours of the Show.

3. LATE SET UP

Exhibitors who plan to work late (see move-in hours on [Freeman Quick Facts](#)) on any set-up day must notify Show Management. Security will then be instructed to permit those exhibitors to remain in the hall. Those individuals planning to work late on Monday must be in the hall by 5pm. No exhibitor badges will be issued on Monday after 5pm and the Exhibitor Service Center will close at 5pm.

4. DEADLINE FOR SET UP OF EXHIBITS

All exhibits should be completely erected by 5pm **Monday, October 21st**.

5. FLOOR LOADS

The maximum floor load is 350 lbs./square foot.

6. CARE OF EXHIBITS

The Management vacuums and cleans the aisles daily, and all booths on Monday and Tuesday nights. Exhibitors must, at their own expense, keep their spaces clean and their exhibits in good order. Cleaning is done during the early morning hours before the Show opens. Exhibitors who generate unusually large amounts of scrap material in their booths should make special arrangements for its removal. Exhibits must be staffed throughout the open hours of the Show.

7. REMOVAL OF EXHIBITS

Exhibits must remain intact until the close of the Show, 3pm, **Thursday, October 24th**. Under no circumstances are exhibitors to remove any portion of an exhibit during open hours of the Show without written permission from Show Management. All exhibit material must be removed from the building by 4pm, **Friday, October 25th**.

Show Management reserves the right to detain the freight of any exhibitor with an outstanding balance on the cost of their space.



**EXHIBIT
RULES &
REGULATIONS**[Booth layout approval](#)[Open flame permits](#)[Construction guidelines](#)[Rules & regulations](#)

RULES & REGULATIONS 2 of 5

8. BOOTH ABANDONMENT / EXCESSIVE TRASH

Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out that is not labeled for outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include installation & dismantle labor, forklift/rigging labor, and/or dumpster fee.

9. BOOTH PERSONNEL

All booth personnel, including models, must be conservatively attired. Individuals wearing clothing or costumes with advertising will not be permitted in public aisles.

10. NON ELIGIBLE EQUIPMENT DISPLAY

Only companies which are listed in the official Show Directory may display product at the Show. Any exhibitor displaying equipment from a company which is not listed, will be asked to remove the non-exhibiting company's equipment from their booth.

11. INTELLECTUAL PROPERTY

Exhibitors may not display or promote any product or technology that infringes on the patents or intellectual property of any other company. Failure to adhere to this restriction shall result in termination of exhibiting privileges and forfeiture of fees paid.

12. HANDOUTS / SOUVENIRS

The distribution of literature, samples, souvenirs and other paraphernalia is not permitted outside the boundaries of the exhibitor's space. Adhesive stickers and helium balloons are not permitted at the Show.

13. FOOD / BEVERAGES

Food and beverages may be distributed from exhibitors' booths during Show hours. For details, refer to the [booth catering information](#) in this manual.

14. RECORDED / LIVE PERFORMANCE IN BOOTH

Music used by exhibitors is subject to applicable copyright and licensing fees charged by ASCAP and/or BMI. It is the sole responsibility of the exhibitor to pay applicable fees. For more information about licensing fees, visit www.ascap.com or www.bmi.com.

15. NOISE

All exhibitors wishing to use recorded or live presentations should submit a detailed description of their planned activity for Show Management approval. Noisy equipment used in demonstrations should be operated intermittently. Exhibitors may be requested to discontinue any noise which becomes objectionable to neighboring exhibitors or interferes with the effectiveness of their exhibits.



**EXHIBIT
RULES &
REGULATIONS**[Booth layout
approval](#)[Open flame permits](#)[Construction
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RULES & REGULATIONS 3 of 5

16. LIGHTING

Flood lights or other lighting may not be directed in such a way that they shine into the aisles or neighboring exhibits. The use of flashing, rotating or traveling electric signs or lights is not permitted.

17. DISPLAY VEHICLES & MOBILE UNITS

Exhibitors using display vehicles should observe the following guidelines:

- May not contain more than (1) gallon of fuel
- Cannot be refueled or emptied inside the Center
- Must be equipped with locking gas caps
- Battery cables must be disconnected and the ends taped
- Must be locked during non-Show hours
- Keys which are properly tagged for identification for each vehicle must be left with the Center's Public Safety Department prior to display
- Repairs or alterations may not be made inside the Center
- Any person displaying a vehicle at the Center must provide an appropriate sized ABC type fire extinguisher, which must be readily accessible at all times
- Must have floor covering beneath the vehicle
- Must be turned off when parked inside

Please contact Freeman early to make arrangements for the placement of a vehicle.

Show Management must be notified if bringing any mobile unit (including cars, vans, trucks, and trailers) onto the Show floor.

18. FIRE DEPARTMENT REGULATIONS

All fabrics used for drapery, decorations or floor carpeting and all materials such as woven-wood, fiber or flexible plastic used in display construction, must be flame proofed before installation. Paper decorations, cut evergreens or branches, oil cloth, tar paper, nylon, certain plastics or other materials which cannot be made flame retardant are prohibited. Artificial greens must be flame proofed. Fire department regulations state that a certificate of flame proofing should be on hand.

See [open flame permits](#) for more information on the use of open flames at the Show.

19. OBSTRUCTION OF AISLES OR BOOTHS

Any demonstration or activity which results in the obstruction of aisles or prevents ready access to neighboring booths may be suspended for a time by Show Management.

20. AISLES

All aisle space belongs to the Show. No exhibit or advertising will be allowed to extend beyond the space allotted to the exhibitor.



**EXHIBIT
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RULES & REGULATIONS 4 of 5

21. EXHIBIT BUILDING PROTECTION

Nothing should be taped, tacked, nailed or attached in any way to the columns, walls, ceilings or floor of the exhibit hall. Exhibitors will be liable for any damage they cause to the facility.

22. NO MASSAGE

Massage and other related physical therapies and services are not permitted on the Show floor or in any meeting room at the convention center.

23. DRONES/ROBOTS

Drones, and other flying devices, are not permitted. Robots, and other non-aerial motorized devices, must be contained within the space allotted to the exhibitor. All such devices must be unpacked within the booth before they become operational.

24. PERSONAL MOBILITY DEVICES

The use of Segways, skateboards, in-line skates, hover boards, bicycles, roller skates, scooters (either motorized or foot-powered) are not permitted on the Show floor. This includes all non-ADA approved mobility devices.

25. CAMERAS / PHOTOGRAPHY

With the exception of the official show photographer, no pictures may be taken on the Show floor prior to 9:45am. Exhibitors are not permitted to photograph another company's display or equipment at any time without prior permission from that exhibitor. Exhibitors may wish to safeguard proprietary information from persons who try to photograph their product without their permission. Although we attempt to curtail such activity, an exhibitor's own precautions are their best protection.

26. NO WEAPONS

Personal weapons of any type are not permitted on property.

27. AMERICANS WITH DISABILITIES ACT (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800-514-0301) and from web site <https://www.ada.gov/infoline.htm>.



**EXHIBIT
RULES &
REGULATIONS**[Booth layout approval](#)[Open flame permits](#)[Construction guidelines](#)[Rules & regulations](#)

RULES & REGULATIONS 5 of 5

28. INSURANCE

The State of New York requires that each exhibitor must carry worker's compensation insurance in statutory limits and should have commercial general liability insurance at limits of at least \$1,000,000 per occurrence and \$1,000,000 per aggregate.

It is strongly recommended that exhibitors also carry property insurance to cover loss or damage to the property they own.

Exhibitors expressly agree to save and hold harmless International Exposition Company, its management, agents and employees from any and all claims, liabilities and losses for injury to persons (including death) or damage to property arising in connection with exhibitor's use of the exhibit space.

29. COMPLIANCE WITH LAWS

Exhibits must comply with all the laws and ordinances of the State of New York and City of New York.

30. CONTRACT FOR SPACE

The space contract may only be canceled as outlined under "Cancellation / Downsizing" on the front of the contract. Any exhibitor failing to occupy the space under contract is not relieved of the obligation to pay the full cost of space and the empty space may be used by Show Management in any way it sees fit.

**BOOTH
SERVICES/
UTILITIES****SALES LEAD
RECORDER**

Electrical service

Plumbing - air, gas,
water & drainInternet, telecom &
in-booth video system

Booth cleaning

Catering

Audio visual &
computer equipment

Florist

Photography &
video services

Security

Hosts & hostesses

SALES LEAD RECORDER

ORDER BY AUG. 30 for best rate / CUT-OFF DATE: OCT. 18

Attendee badges are equipped with a barcode that contains their contact and demographic information. Experient provides a variety of systems to capture and record this valuable lead information.

One complimentary lead system (Swap 2 pack) is included in the cost of space.

NOTE: To obtain instructions on downloading and activating your complimentary Swap System, you must submit the lead management order form by October 18th.

Contact Marie Zinnert with Experient at marie.zinnert@experient-inc.com or 888-270-8467 with questions.

[Brochure & Order Form](#)[Order Online](#)

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ELECTRICAL SERVICE

ORDER BY OCT. 7 for discount rate

NOTE: 500 Watt Electrical Service is included in the cost of your 2019 Chem Show booth space.

For all in-line and peninsula booths, the electric will be placed in the back center of the booth. No ordering is necessary to receive this service (credit will not be given toward other service required). Exhibitors with Island displays should contact Show Management for details. For additional electric service please use Jake, the Javits Center's online ordering portal.

Because of the system of electrical distribution in the exhibit hall, it is impossible to anticipate in advance where power will be located, and it will sometimes become necessary to place cable in or adjacent to booths.

Connection to the building electric supply must be made by a Show electrician. The electrical contractor is prepared to make electrical installations and connections and perform all work which may be required. Exhibitors may install extension cords over the carpet and attach their own lights. Other electrical work will be completed on a time and material basis by the Javits Center electricians.

During Set-up, floor power can not be guaranteed after 4:30pm each day.

On Show Days, electrical power for exhibit lights and displays will be turned on at 8am and turned off one half-hour after closing.

[Order Online with Jake](#)

ELECTRIC SIGNS AND FLOODLIGHTS

The use of flashing or traveling electric signs or lights is not permitted. To avoid unnecessary expense, exhibitors planning displays which may fall into this category should submit detailed plans before having a display constructed.

Floodlights or other lighting may not be installed in such a way that the glare is annoying to visitors or neighboring exhibitors.

If you have any questions regarding electrical services, please contact the Javits Center at 877-452-8487 or email services@javitscenter.com.

BOOTH SERVICES/ UTILITIES

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Internet, telecom & in-booth video system

Booth cleaning

Catering

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Florist

Photography & video services

Security

Hosts & hostesses

PLUMBING

ORDER BY OCT. 7 for discount rate

Air, natural gas, water and drain services are available. In order to be certain that exhibitors' requirements can be met, the appropriate order should be placed promptly (prior to **October 7th**, to receive discounted rates). Rates cover bringing service from the main line to the booth only. They do not include additional labor and material charges necessary for: connecting booth outlet to equipment; providing other than standard female thread installations; crossing aisles for overhead installations or ramping; or making specialized installations. These will be billed to the exhibitor as a separate charge on a "time and material" basis.

If you have any questions regarding electrical services, please contact the Javits Center at 877-452-8487 or email services@javitscenter.com.

Order Online with Jake

OPEN FLAME PERMITS

SUBMIT BY SEPT. 17

Exhibitors wishing to use open flame or hotworks of any kind, must fill out the online request form by **September 17th**. Requests will be submitted by Show Management to the Javits Center and all approved demonstrations will be scheduled for an on-site inspection by the FDNY prior to the opening of the Show.

Please note the following:

- Propane and propane operated equipment are restricted from the Javits Center except for the use of 1 lb. cylinders or less and no more than 20 lbs. aggregate.
- All exhibitors with an open flame demonstration must have at minimum a 5 lb. ABC fire extinguisher in their booth.
- Any exhibitor requesting an Open Flame Permit must submit a one million dollar (\$1,000,000) general liability insurance certificate which includes the Jacob K. Javits Convention Center, New York Convention Center Operating Corporation, New York Convention Center Development Corporation, State of New York, Triborough Bridge & Tunnel Authority, Empire State Development Corporation, Chem Show, and International Exposition Company as additional insured.

Contact Kim Pires at kpaires@iecshows.com or 203-674-9427 for assistance.

Open Flame Permit Request

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INTERNET, TELECOM & IN-BOOTH VIDEO SYSTEM

ORDER BY OCT. 7 for discount rate

Individual internet, telecommunication, cable TV, and in-booth video system services are provided by the Javits Center.

If you have any questions regarding a technology order, please contact the Javits Center at 877-452-8487 or email services@javitscenter.com.

[In-Booth Video System](#)[Order Online with Jake](#)

BOOTH CLEANING

ORDER BY OCT. 7 for discount rate

Show Management will arrange for vacuuming of all booths at no cost to exhibitors, Monday night prior to the Show opening and once again on Tuesday night.

Exhibitors requiring additional cleaning services must apply directly to the Javits Center. No other persons will be admitted for cleaning, except by special permission.

[Order Online with Jake](#)

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CATERING

ORDER BY OCT. 7 for best rates

BOOTH CATERING GUIDELINES

1. All food and beverage must be ordered through Cultivated at the Javits Center.
2. Exhibitors may distribute liquor, beer, and wine.
3. All food and beverage distribution must be contained within contracted exhibit space. Exhibitors should make sure their booth can accommodate the crowd they plan to serve. Be considerate of other exhibitors. All carts and food stations must be placed in a way so as not to interrupt neighboring booths. Show Management reserves the right to shut down any functions due to complaints from neighboring exhibitors, or disruption to the flow of traffic in the aisles.
4. All food and beverage must be served in non-breakable containers.

BOX LUNCHES

Exhibitors wishing to save time during the lunch hour may wish to reserve box lunches to be delivered to their booth. This service is a great time-saver, and the lunch choices should satisfy any craving.

WATER COOLERS & BOTTLED WATER

Water coolers and bottled water should also be ordered through Cultivated.

Cultivated is the exclusive catering service at the Javits Center.

Contact Cultivated at 212-216-2400 with catering questions.

[Menu](#)[Order Online](#)

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AUDIO VISUAL & COMPUTER EQUIPMENT

ORDER BY OCT. 8 for best rate

PRG is the official provider of audio visual and computer equipment for the Chem Show. Use order code CHEM191008.

Contact PRG at tradeshows@prg.com or 888-844-4225 with questions.

Order Forms

Order Online (Chrome or Firefox)

FLORIST

DEADLINE: OCT. 1

Floral Exhibits is the official florist for the Chem Show. They will have a representative on hand during installation and open hours of the Show to meet the floral requirements of exhibitors.

Contact Floral Exhibits at 773-277-1888 with any special floral needs or questions.

More Info

Order Form

Order Online

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PHOTOGRAPHY & VIDEO SERVICES

OFFICIAL SHOW PHOTOGRAPHER

Oscar & Associates is the official provider of photography and video services for the Chem Show.

Contact Oscar & Associates at orders@hellooa.com or call 312-922-0056 with questions.

[More Info & Order Form](#)

OUTSIDE PHOTOGRAPHERS

Exhibitors may use their own photographers but should obtain permission from Show Management. Exhibitors may take photos of their own exhibit, but may not photograph other exhibits without receiving prior permission.

No photographic equipment using a tripod or other equipment which may cause aisle obstructions, may be used when the Show is open to visitors.

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SECURITY

BOOTH SECURITY

Exhibitors are strongly encouraged to remove any valuable or high theft items from their booths when unattended. Additional booth security personnel can be contracted through the Javits Center.

Contact Jason Yam at jyam@javitscenter.com or 212-216-8855 with questions.

[Order Form](#)[In-Booth Video System](#)

HOSTS & HOSTESSES

Judy Venn & Associates provides professional hosts and hostesses, interpreters, talent and other convention services to exhibitors requiring assistance manning their booths.

Contact Judy Venn & Associates at LVinfo@judyvenn.com or 800-553-8855 with questions.

[More Info & Order Form](#)

BOOTH FURNISHINGS & RENTAL EXHIBITS

Booth furnishings

Carpet

Rental exhibits

Signs & graphics

BOOTH FURNISHINGS

DEADLINE: SEPT. 27

Freeman offers a variety of options when it come to rental furniture for an exhibitor's booth. Prices are all-inclusive and cover delivery, installation and material handling.

BOOTH FURNITURE PACKAGES

Booth Furniture Packages are offered in two standard sizes and provide a savings over a la carte orders. Packages include classic carpet, two Limerick arm chairs, a 6'x24"x30" draped table, a wastebasket, and straight time show-site crated freight received (exact weight depends on the package).

TO LEARN MORE OR PLACE AN ORDER

Login to Freeman Online

BOOTH FURNISHINGS & RENTAL EXHIBITS

Booth furnishings

Carpet

Rental exhibits

Signs & graphics

CARPET

DEADLINE: SEPT. 27

AISLE CARPET

Show Management provides red pepper aisle carpet and blue back drape throughout the exhibit hall.

RENTING BOOTH CARPET

Freeman offers two different lines of rental carpet. Pay special attention to the difference between custom cut and standard cut options as custom sizes may be significantly more expensive. Prices include delivery, installation, and removal from the booth space.

USING AN EXHIBITOR'S OWN CARPET

All items and materials that must be brought into the facility may be subject to material handling charges and are the responsibility of the exhibitor. This also applies to items not ordered through the official Show vendors. Refer to the material handling form for charges for this service.

If an exhibitor has their own carpet and requires assistance for installation and removal, they can call Freeman at 201-299-7575 for details.

MONEY SAVING TIP

If an exhibitor's booth is larger than the standard cut carpet sizes available (e.g. island booths), they should consider using two pieces of standard carpet*. The cost for custom carpeting, which is cut to fit the actual dimensions of a space is considerably higher.

**If ordering two pieces of carpet, the dye lots may differ and there is no guarantee that the two pieces will be an exact color match.*

Example of a 20' x 20' island:

Two 9'x20' standard cut pieces of 16oz. Classic carpet @ \$565.00 per piece x 2 pieces = \$1,130.00 (plus \$475.20 for plastic covering, if desired). This will provide an 18' x 20' carpet to float in the booth and cover most of the space.

- or -

A custom cut 20' x 20' piece of 16 oz. classic carpet (includes plastic cover) would be 20' x 20' x \$5.60 per sq. ft. = \$2,240.00.

TO LEARN MORE OR PLACE AN ORDER

Login to Freeman Online

**BOOTH
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RENTAL EXHIBITS**[Booth furnishings](#)[Carpet](#)[Rental exhibits](#)[Signs & graphics](#)

RENTAL EXHIBITS

DEADLINE: SEPT. 27

RENTAL EXHIBIT PACKAGES & ACCESSORIES

Freeman offers various rental exhibit packages, each of which can be upgraded or customized with exhibitor graphics and accessories.

TOTALFLEX POP-UP DISPLAYS

Available to rent or purchase, Freeman's TotalFlex® display provides more options for configuring exhibits to fit any space, budget, and vision. It's versatile, lightweight, portable, durable, and needs just minutes and no tools to set up.

SIGNS & GRAPHICS

DEADLINE: SEPT. 27

Freeman can provide exhibitors with high quality digital printing of banners, signage, exhibit graphics and more.

[TO LEARN MORE OR PLACE AN ORDER](#)[Login to Freeman Online](#)

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GENERAL SHIPPING INFORMATION 1 of 2

RECEIPT OF FREIGHT & EXHIBIT SET-UP

Below is the schedule for set up:

- **Friday, October 18th**, you may ship to the hall for unloading between 2:30pm and 6pm. All trucks must check in between 1pm and 4pm.

Driver Check-in Instructions

If you want to set up your booth on Friday between 2:30pm and 6pm and you require I&D labor or rigging labor, you must order these services in advance (by September 27th) to receive discounted rates.

NOTE: Any labor ordered onsite will be charged at a significantly higher rate. Order all labor by September 27th to receive discounted labor rates.

- **Saturday, October 19th**, the hall is open from 8am - 12pm.
- **Sunday, October 20th**, is a dark day and the hall will be closed.
- **Monday, October 21st**, the hall will be open 8am - 5pm.

All freight shipments must be prepaid. Any material arriving collect will positively be refused, and you will be subject to demurrage and warehouse charges.

All shipments must be properly boxed or crated. Articles packed in straw or excelsior must be entirely enclosed. These containers cannot be stored unless completely enclosed due to fire hazard.

The person in charge of installation of your exhibit should know shipping details of what, how and when shipments were made in case they become lost. Make sure you check that your freight is in the hall prior to the weekend, since most truck line offices are closed and tracking capabilities are limited.



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STORAGE OF EMPTY CONTAINERS

“Empty” labels, with a space for booth numbers, will be provided at the Service Desk. Exhibitors should place these on the empty packing containers and skids, they wish to have moved into storage and returned at the close of the Show. Labor crews will move all empty boxes and crates from the aisles, store those labeled and destroy those not labeled.

Straw or excelsior in open boxes or exposed in crates cannot be placed in storage due to fire hazard. The contents should be considered with this in view.

It is suggested that exhibitors mark their boxes or crates with plainly identifying brands or marks in colors to easily distinguish them in a large assemblage of boxes.

LARGE AND/OR HEAVY EQUIPMENT

Unusually bulky or heavy equipment must arrive at the Show early in the set-up period and arrangements should be made in advance with Freeman to ensure that adequate handling equipment will be available.

MONEY SAVING TIPS

- Beware of weight minimums for freight deliveries: Consolidate shipments as much as possible. There are minimum charges for each shipment received. Therefore, try to ship literature, product, and exhibit at one time to avoid additional minimum charges for forgotten cartons of literature.
- Hand carry items: exhibitors may hand carry items into the exhibit hall to and from their booth. Hand carry refers to items on small luggage carts as well as items that can be carried into the exhibit hall by one person.
- Mail: Show Management strongly advises exhibitors to have all mail (including Federal Express, UPS and DHL deliveries) sent to their hotel.

Contact Freeman at 201-299-7575 with questions or concerns.

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ADVANCED (WAREHOUSE) SHIPMENTS

DEADLINE: OCT. 11

Exhibitors may ship their freight to the Freeman New York warehouse to be stored for as long as thirty days without any charge other than material handling. No loose or uncrated material or machinery can be handled at the warehouse. Material handling for advanced shipments, which includes the unloading and storing at warehouse, reloading and delivery to booth, empty handling and storage, delivery back to booth and then to dock for outbound carrier pickup, is \$183/cwt. or fraction thereof, for crated material, straight time.

Deadline for receipt of freight at the warehouse is **October 11th**. Shipments that will not meet the deadline for warehouse freight should be rescheduled for delivery to the Javits Center on or after **October 18th** according to the move in schedule.

A substantial penalty will be charged against any shipments that arrive at the warehouse after **October 11th**.

It is wise to include the shipping address in two locations on each crate. Please use the provided labels or the following address for advanced shipments:

WAREHOUSE
Exhibiting Company Name / Booth #
of pieces _____
2019 Chem Show
c/o FREEMAN
909 Newark Turnpike
Kearny, NJ 07032

Labels

Directions to Warehouse

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DIRECT SHIPMENTS

Shipments going directly to the Javits Center should be timed to arrive according to the move in schedule on the [Freeman Quick Facts](#). No shipment can be received at the Javits Center before Friday, October 18th at 2:30pm.

Exhibitors may have their own trucks, trucking organization or employees deliver their exhibits. However, no freight may be brought into or removed from the building other than through Freeman's freight desk. Upon a truck's arrival at the loading dock, all items will be unloaded and delivered to their booth by Freeman who will bill exhibitors for material handling. The same arrangement will hold for outgoing shipments. Therefore, exhibitors should not make any arrangements with their truckers for unloading and loading. If shipping heavy equipment, exhibitors should use flat or open top trucks if possible and all equipment should be skidded.

It is wise to include the shipping address in two locations on each crate. Please use the provided labels or the following address for direct shipments:

Exhibiting Company Name / Booth #
of pieces _____
2019 Chem Show
c/o FREEMAN
Jacob K. Javits Convention Center
655 W 34th St.
New York, NY 10001-1188

[Labels](#)[Driver Check-in Instructions](#)

OUTBOUND SHIPMENTS

All exhibitors shipping freight out from the Javits Center after the Show must fill out the Freeman Outbound Shipping Form (material handling agreement), regardless of their freight transportation provider, in order to arrange for their freight to be returned to the docks for outbound pick-up.

[TO FILL OUT THE OUTBOUND SHIPPING FORM](#)[Login to Freeman Online](#)

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FREEMAN EXHIBIT TRANSPORTATION

Freeman offers inbound and outbound exhibit transportation. While Freeman offers these services, exhibitors are free to use whichever carrier or freight line that best meets their needs.

TO PLACE AN ORDER

Login to Freeman Online

CUSTOMS/INTERNATIONAL SHIPMENTS

DB Schenker is the official customs broker and international freight forwarder for the Chem Show. International shipments will require special considerations that are not covered in the Freeman Shipping section of this manual. Schenker advises exhibitors outside the United States of the best methods for shipping their exhibits and equipment to the Show. They provide all the services necessary to get freight through U.S. Customs and delivered to Show site. They will have representatives on-site at the Show to oversee the delivery of your freight.

Contact fairs-domestic.chicago@dbschenker.com or 847-954-6695 for assistance.

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What are freight services?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading of exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport exhibit material to and from the Show. There are two destination options for shipping freight — either to the warehouse or directly to Show site.

How do I ship to the warehouse?

- The warehouse will accept freight beginning **September 18th**.
- To check on your freight arrival, call Freeman Exhibitor Services at 201-299-7575.
- To ensure timely arrival of your materials at Show site, freight should arrive at the warehouse by **October 11th**. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments 8am - 2:30pm, Monday through Friday, except holidays. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to Show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call 201-299-7575 if you want to ship oversized material that requires special equipment to the warehouse.



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How do I ship to Show site?

- Freight will be accepted only during exhibitor move-in. Please refer to the move in schedule on the [Freeman Quick Facts](#).
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

What about prepaid or collect shipping charges?

- Collect shipments will be returned to the delivery carrier. To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

How should I label my freight?

- The label should contain the exhibiting company name, the booth number and the name of the Show.
- Specific shipping address for the warehouse and Show site can be found under [advanced \(warehouse\) shipments](#) and [direct shipments](#) respectively.



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How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt." (one hundred weight). All shipments are subject to reweigh.
 - When ordering, select whether the freight will arrive at the warehouse or be sent directly to Show site.
 - Next, select the category that best describes your shipment. There are three categories of freight:

CRATED: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

UNCRATED: material that is shipped loose or pad-wrapped, carpet and/or pad-only shipments, and/or unskidded machinery without proper lifting bars or hooks.
- Add premium/overtime charges for inbound if material is delivered to the booth during the overtime period: 4:30pm - 8am, Monday thru Friday, all day Saturday, Sunday, and holidays. This includes both warehouse and show-site shipments.
 - Add premium/overtime charges for outbound if material is loaded onto the outbound carrier during the premium time or overtime periods stated above.
 - Add the late delivery charge listed on the material handling order form if the shipment is accepted at the warehouse after **October 11th** or at show site after **October 18th**.
 - The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
 - Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.



SHIPPING & MOVE-IN

General shipping information

Advanced (warehouse) shipments

Directions to warehouse

Direct shipments

Outbound shipments

Freeman exhibit transportation

Customs/international shipments

Shipping & freight FAQ's

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What happens to my empty containers during the Show?

- Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

How do I protect my materials after they are delivered to the show or before they are picked up after the show?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

Where do I get a forklift?

- Forklift orders to install or dismantle your booth may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to [Freeman Online](#) for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

SHIPPING & MOVE-IN

[General shipping information](#)

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[Shipping & freight FAQ's](#)

SHIPPING & FREIGHT FAQ'S 5 of 5

How do I ship my materials after the close of the Show?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the Show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to [Freeman Quick Facts](#) for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to Freeman's carrier choice or delivered back to the warehouse at exhibitor's expense.
- For your convenience, show-recommended carriers will be on-site to handle outbound transportation.

Do I need insurance?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the [Material Handling Terms and Conditions](#).

**MATERIAL
HANDLING
& RIGGING**

Material handling

Forklifts &
rigging labor

MATERIAL HANDLING

DEADLINE: SEPT. 27

Material handling rates include: unloading trucks at the Javits Center and the delivery of materials to booths; the removal, storage, and return of empty crates; and reloading of shipment to outbound carrier. Rates are determined by the type of shipment.

CRATED SHOW SITE SHIPMENTS

Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required will be charged at the following rate per shipment:

\$134.50 per cwt. round trip, straight time; minimum charge of \$134.50.

UNCRATED SHOW SITE SHIPMENTS

Material that is shipped loose or pad-wrapped, carpet and/or pad-only shipments, and/or unskidded machinery without proper lifting bars or hooks, will be charged at the following rate per shipment:

\$201.75 per cwt. round trip, straight time; minimum charge of \$201.75.

SPECIAL HANDLING SHOW SITE SHIPMENTS

Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading (e.g. van shipments), stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, no documentation and shipments that require additional time, equipment or labor to unload. FedEx, UPS, and DHL are included in this category due to their delivery procedures. These will be charged the following rate per shipment:

\$175.00 per cwt. round trip, straight time; minimum charge of \$175.00.

MONEY SAVING TIP

Exhibitors with a substantial amount of freight that is “consumed” during the Show (e.g. magazines) should notify Freeman so that it will not be billed at the round trip rate.

TO LEARN MORE OR PLACE AN ORDER[Login to Freeman Online](#)

**MATERIAL
HANDLING
& RIGGING**

Material handling

Forklifts &
rigging labor

FORKLIFTS & RIGGING LABOR

DEADLINE: SEPT. 27

If an exhibitor requires the spotting of equipment in their booth after the initial delivery, they will need to order forklift/rigging labor. This service includes removal from skids, assembly, and erection or arranging of heavy equipment within an exhibitor's booth.

It is not necessary for an exhibitor to order riggers for unloading trucks or delivery to their booth, as this is included in Material Handling. A one-time placement is also included if the proper pre-rigging has been done and the exhibitor's representative is on hand to direct the spotting of equipment at the time of delivery.

Since it is not possible to know in advance exactly when rigging will be required, exhibitors must confirm these requests with a signed work order at Freeman's Service Desk on Show site.

Rigging rates: Forklift with operator (up to 5,000 lbs.), \$474.50/hr., straight time; one hour minimum is required.

NOTE: Time must be allowed to check the work to be done, obtain necessary tools, return same and to check out at service desk.

MONEY SAVING TIP

Machinery arriving on flatbed trailers will be charged a lower rate than shipments in closed trailers. Also, if heavy equipment remains on skids and skids are decorated appropriately, considerable rigging charges can be avoided without sacrificing aesthetics.

TO LEARN MORE OR PLACE AN ORDER[Login to Freeman Online](#)

INSTALLATION & DISMANTLE LABOR

Freeman labor

Labor jurisdictions

Exhibitor appointed
contractors

Insurance

FREEMAN LABOR

DEADLINE: SEPT. 27

Labor ordered through Freeman for the installation or dismantling of an exhibit must be “signed out” at the Service Desk by the exhibitor and be “signed back in” after the job has been completed.

Straight time labor rate: \$219.25/hr. Straight time is Monday-Friday, first 8 hours of worker’s shift regardless of time of day.

Refer to the [Freeman Quick Facts](#) for move-in & move-out schedules and the Freeman Installation and Dismantle information on their website for detailed rates and descriptions for overtime.

These costs are necessarily higher than union scales, as it is necessary to pay social security, unemployment insurance, compensation insurance, holiday pay and other benefits.

MONEY SAVING TIP

Order display labor by **September 27th** to receive advance order discounted rates. All orders placed at Show site will be charged a substantially higher rate.

TO LEARN MORE OR PLACE AN ORDER

Login to Freeman Online

INSTALLATION & DISMANTLE LABOR

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LABOR JURISDICTIONS 1 of 2

WHAT CAN EXHIBITORS DO WITHOUT UNION PERSONNEL?

Contrary to popular belief, exhibitors are allowed to do some work within the privacy of their own booths.

1. Exhibitors may install and dismantle their own exhibit and lay their own carpet in their own exhibit area as long as the booth size is 100 sq ft (10'x10') or less and the following conditions are met:
 - The set-up can be reasonably accomplished in 1/2 hour or less
 - No tools are used in the assembly or dismantle
 - Individuals performing the work must be full time employees of the exhibiting company and carry identification to verify this fact
2. Exhibitors are allowed to unpack and repack their own products (if in cartons, not crates) and are allowed to do technical work on their larger machines, such as balancing, programming, cleaning of machines, etc.
3. Exhibitors may “hand carry” or use nothing larger than a two wheel baggage cart (rubber or plastic wheels only) to move their items.
4. Exhibitors may move a “pop-up” display (equal or less than 10' in length) capable of being carried by hand by one person. The individuals moving the items must be full time employees of the exhibiting company and must carry identification to verify this fact.

Hopefully the above will help you. If you are in doubt, do not wait until you get to the Show to ask questions. Call Show Management or Freeman beforehand.



INSTALLATION & DISMANTLE LABOR

Freeman labor

Labor jurisdictions

Exhibitor appointed
contractors

Insurance

LABOR JURISDICTIONS 2 of 2

HIRED LABOR JURISDICTIONS

Should you choose to utilize a contractor for your labor, the following guidelines apply at the Javits Center:

The Javits Center is a union building, and jurisdictions are clearly established. Above all, there should be no need for disputes. If there is a disagreement, contact Show Management. We will contact the appropriate contractor, who will take up the matter with the appropriate union official. There are established procedures for settling disagreements and using them will prevent problems.

RIGGERS: Responsible for uncrating, unskidding, positioning and reskidding of all machinery.

TEAMSTERS: Responsible for the handling of all material (except machinery) in and out of the exhibit hall.

DISPLAY LABOR (Unified Labor Force Combining Carpenters and Decorators): Responsible for uncrating of exhibits and display materials; installing and dismantling exhibits, including cabinets, fixtures, shelving units, furniture; laying of floor tile and carpets; hanging and installation of non-electric signs; recreating of exhibits and machinery; installing and dismantling scaffolding, bleachers and ganging of chairs; installing of all drape, cloth and/or tacked fabric panels; and velcro signs.

HANGING SIGNS: Depending on the type of hanging sign, it will be assembled & installed by decorators or electricians.

CLEANING/PORTER SERVICE: The Javits Center is the exclusive cleaning contractor. No other cleaning services, including exhibitor appointed contractors are allowed to perform these services.

ELECTRICIANS: Labor must be ordered for the following: Distribution of electrical services overhead and under flooring, connection of all service to the building, connection of all services 208v and higher, assembly of truss, lighting, etc. that is suspended from the building structure.

SPECIAL NOTE:

All labor is entitled to certain break times and lunch breaks. Below is an approximate schedule:

Morning Breaks (approximately): 9:30am. - 9:45am

Lunch Schedules (approximately): 12noon - 12:30pm

Afternoon Breaks (approximately): 2:30pm - 2:45pm

INSTALLATION & DISMANTLE LABOR

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EXHIBITOR APPOINTED CONTRACTORS

DEADLINE: SEPT. 27

Companies other than Freeman, the official Show contractor, may be used by exhibitors. Please be aware that these companies often have work rules for union labor that are different than those of Freeman.

Show Management must be notified in advance when an exhibitor plans to utilize the services of an exhibitor appointed contractor (EAC). The contractor, in turn, must provide Show Management with proof of adequate liability and workman's compensation insurance, and a complete list of their clients. No outside set up companies will be permitted without these provisions.

EAC notifications must be submitted by **September 27th**.

[Chem Show EAC Notification](#)

INSURANCE

The drayage contractor will be responsible for exhibitors' property only while it is being physically handled by the contractor. The contractor is not responsible for damage to uncrated materials, materials improperly packed, concealed damage, or for the loss or theft of exhibitor's materials after they have been delivered to booths or before they have been picked up for reshipment at the close of the Show.

Show Management has made extensive arrangements for security coverage during the Show, however, they are not responsible for any loss or damage to exhibitors' equipment, displays or other materials.

Therefore, exhibitors are urged to secure all risk coverage through their own insurance carrier usually by riders to existing policies and often at no extra cost.

MONEY SAVING IDEAS & HELPFUL HINTS

Practical tips

Hosting a
successful booth

PRACTICAL TIPS

ORDER IN ADVANCE

When planning and ordering exhibitor services of any kind, it should be noted that a substantial “late order penalty” will be applied to any orders placed at the service desks on-site or after the advance order deadline. Considerable savings, therefore, can be realized by making all requests for services in advance.

WARN FREIGHT CARRIERS

Freight carriers should be informed in advance about the logistics involved in delivering or picking up shipments from the Javits Center. As the Show has several hundred exhibitors, drivers must anticipate waiting time. Drivers need to be aware that there will be time lost while they wait their turn.

STAY ON SCHEDULE

When labor is ordered in advance from Freeman, the chargeable time commences at the prearranged start time, whether or not the exhibitor is present. The minimum charge is one hour per man. It is the exhibitor’s responsibility to supervise the job being done and to notify the service desk when work has been concluded.

ASK FOR ASSISTANCE

If an exhibitor has a problem during any phase of the Show which cannot be satisfactorily resolved by the appropriate service contractor, the exhibitor should seek out Show Management for assistance. All too often, an exhibitor will write after the Show about a problem which could have been corrected at the time it occurred.

DO NOT TIP

Gratuities, tips or gifts of any kind are not allowed. All employees of official Show contractors are paid the full union scale.

PROTECT BELONGINGS

Any small items which may be subject to theft should be placed in the security room provided by Show Management. Also, cases containing valuable items should not be labeled as such.

MOVE OUT ON TIME

If a driver has not checked in to receive outbound freight by 1pm, **Friday, October 25th**, Freeman will send the exhibitor’s shipment via “common carrier” at the exhibitor’s expense.

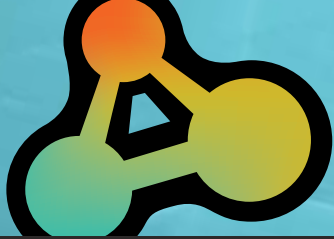
MONEY SAVING IDEAS & HELPFUL HINTS

Practical tips

Hosting a
successful booth

HOSTING A SUCCESSFUL BOOTH

- **Start Today.** Take advantage of pre-show marketing tools , including press releases, to let customers and prospects know you will be exhibiting and invite them to visit your booth. Target your exhibit and promotion to the people who would be the most interested in your products. Be sure to meet with staff in advance so that everyone knows the company objectives for the event.
- **Be Alert.** Engaging visitors with eye contact and a friendly greeting may incline them to stop when they otherwise would have passed by. No one will be attracted to a booth with personnel that seem disinterested. Avoid using cell phones, eating, and sitting in the booth.
- **Keep it Positive.** A smile and a good attitude go a long way to attract visitors and keep them interested in what you have to say.
- **Sell It.** Knowledgeable people should be on hand in the booth at all times to answer questions and possibly make the sale of the year. Empty booths do not generate sales leads and uninformed staff can be frustrating to a potential customer looking for information.
- **Represent.** Your people are representing your company and should dress and speak in a professional manner on and off the Show floor. A potential buyer's opinion of your company's staff may very well influence their opinion of your products as well, and whether they decide to buy from your company.
- **Follow Through.** Develop a plan for distributing leads generated at the Show to the right sales people and implement it in a timely fashion following the Show.



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