



SUPPLIERS' DAY

MAY 1-2, 2024

Inspire. Innovate. Celebrate.

JAVITS CONVENTION CENTER
NEW YORK CITY



REGISTER TODAY AT:
[NYSCC.org/Suppliers-Day](https://ny SCC.org/Suppliers-Day)

Welcome

Dear Suppliers' Day Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for Suppliers' Day. This document contains information and order forms for many of the services that we offer. Please take a few minutes to review and read this material carefully. Our goal is to help make your participation at this event a success. We recommend placing your orders as soon as possible in order to take advantage of the advance order discounts.

Our T3 Expo Customer Service department is ready to assist you with all your exhibiting needs; please contact help@t3expo.com or call +1.888.698.3397.

Thank you for your business,
From all of us at T3 Expo

Use our
INTERACTIVE
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for EASY NAVIGATION



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SHOW MANAGEMENT
INFORMATION

Show Rules & Regulations

The rules below are supplementary to the conditions specified as part of your Exhibit Space Contract. Please review all regulations carefully. All booths, regardless of size, must conform to the environment of NYSCC set forth by Show Management. If you cannot locate the answer to your question here, please contact Show Management at 212-786-7468 or elayton@nyscc.org.

PLEASE NOTE: YOU WILL ONLY RECEIVE CARPET AND NIGHTLY VACUUMING IF YOU ARE IN A LINEAR BOOTH AND YOU CHOSE THE BOOTH FURNITURE PACKAGE WHEN RESERVING YOUR SPACE. The booth furniture package also includes one 6' skirted table, two chairs, and one wastebasket, if you would like to upgrade to the booth furniture package please contact Erin Layton at elayton@nyscc.org before April 1, 2024.

AIR, WATER & DRAIN

Compressed air supply and water and drain facilities will be provided by and be the responsibility of the Jacob K. Javits Convention Center. Changes and final corrections will also be performed by them. Orders should be placed and paid for in advance using the [Javits Center Online Ordering System](#). In order to receive a DISCOUNT, ORDER AND PAYMENT MUST BE SENT TO JACOB K. JAVITS CONVENTION CENTER NO LATER THAN **April 16, 2024**. Any questions regarding this service should be directed to JKCC at. 1.877.452.8487

ANIMALS & PETS

No animals or pets are permitted in the building except as an approved exhibit or activity legitimately requiring use of animals. Service dogs are permitted.

AUDIO VISUAL & COMPUTER RENTAL

Exhibitors wishing to rent audio visual or computer equipment should click here.

The Audio Visual and Computer Contractor is:

Metro Multimedia
52 Forest Ave., 2nd Fl., Paramus, NJ 07652
P 201-340-2290; Fax 201-340-2108; C 201-954-3320
Email: info@metromultimedia.com
Website: www.metromultimedia.com

BADGES

For security reasons all persons working or visiting SUPPLIERS' DAY will require a show badge to gain entry to the exhibit area.

Exhibitor Badges

Exhibitor badges are no charge. Exhibitors should apply for individual badges in advance by visiting exhibitor registration in your exhibitor dashboard. Badges will not be mailed. To pick up your badge, bring your barcode confirmation to the **BADGE PICK-UP** counter located on the North Concourse. Your barcode will be scanned and badge printed.

Exhibitor badges have been specifically designed with space on them for an individual's name, title and company name. These badges allow access in and out of the exhibit area during set-up, open show days and dismantling.

Attendee Badges

Attendee badges have been specifically designed with space on them for their name, company, city and state or province and country. They will include a two dimensional (2D) high density bar code, which will have all their vital

contact information.

BALLOONS AND HELIUM FILLED ITEMS

Helium & Mylar balloons are prohibited at all times. Decorative balloons must be air filled.

BOOTH DESIGN, BOOTH SET UP PROCEDURES & REGULATIONS and JACOB K. JAVITS CONVENTION CENTER REQUIREMENTS & REGULATIONS

General booth design: All booths, regardless of size, must be in keeping with the environment of NYSCC SUPPLIERS' DAY as a whole.

Flooring*: The entire floor space of all booths must be carpeted or covered with other approved non-flammable material. Exhibitors can rent carpet through T3expo or bring their own flooring.

Show Colors*: All linear booths in halls 1A-1C have 8' back drape (black) and 3' side drape (black). The aisle carpet is red. In hall 1D the linear booths have 8' high gray and white back drape and 3' side gray side drape. The aisle carpet is preexisting.

Booth Height Restrictions

1. **Linear booth spaces:** Linear Booths, also called "in-line" booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle. Height restriction is 8 feet.
2. **Corner booth spaces:** A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply. Height restriction is 8 feet.
3. **Perimeter booth spaces:** A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. Height restriction is 12 feet.
4. **End-cap booth spaces:** An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not cubic content, this configuration must follow the dimensions below. For shows that have cubic content rules, the space may be used without restriction. Height restriction is 8 feet.
5. **Peninsula booth spaces:** A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth. Height restrictions are 12 feet in Halls A & D, 16 feet in Halls B & C.
6. **Split-Island booth spaces:** A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. Height restrictions are 12 feet in Halls A & D, 16 feet in Halls B & C.
7. **Island booth spaces:** Island booths (those with aisles on all sides) have a maximum exhibit height of 18 feet in Halls B & C, 15 feet in Halls A & D. All exhibits, towers, and other components over 12 feet (3.66 m) high will be engineered appropriate to their use and constructed from drawings bearing the stamp of a reviewing structural engineer. **No double-decker booths are allowed at Suppliers' Day; the JKJCC does not allow these types of structures on Level 1 of the facility.**
8. **Signage:** Signage must be limited to the interior of the booth space. Only booth spaces with 400 sq. ft. or larger may hang signs or banners from above their booth. **ALL HANGING SIGNS IN HALL 1A require APPROVAL.** See "Hanging Signs" for rates and instructions.
9. **Appearance:** In order to protect the interests of ALL exhibitors and the integrity of the Show, any display deemed unprofessional in appearance, at the sole discretion of Show Management, will not be permitted.
10. **Display Material:** Displays and graphics may not interfere with attendee line of sight for neighboring booths. Such items in the front half of a linear booth may not exceed 4' in height. All materials used in the construction exhibits and all decorative materials within the exhibit must be of non-combustible or flame-retardant materials.

Random Fire Marshal inspections and testing may be required. Display materials, signs, etc. may not be affixed directly on drapes.

11. **Building Columns:** Columns may not be used by the exhibitor for any purpose whatsoever.

📌 Booth Set Up Procedures & Regulations

1. Exhibitor set-up is Saturday, April 27th 8:00am – 4:00pm (booths 400 sqft and larger), Monday, April 29th 8:00am – 6:00pm and Tuesday, April 30th from 8:00 am -- 6:00 pm. **THERE WILL BE NO EXHIBITOR MOVE-IN ON SUNDAY, April 28th.** There is no specific scheduled set-up time for each exhibitor. However, those exhibitors placing orders on-site should expect to wait several hours before receiving all services. There is no exhibitor set up on Wednesday.
2. An Exhibitor can only bring material onto the show floor if the exhibitor can, in one trip “hand carry” or use nothing larger than a two-wheel baggage cart or "pop up" display in wheeled case equal or less than 10' in length (rubber or plastic wheels only) to bring in material. If your freight requires multiple trips you must have it delivered to the loading dock and material handling fees will be charged.
3. Hand Carry Assist: Javits labor will be available, compliments of Suppliers' Day Show Management, to assist in transporting materials from your vehicle to your booth:
 - Only vehicles with two licensed drivers will be granted entry;
 - All vehicles must be attended at all times by a licensed driver;
 - Loading and unloading of vehicles is limited to vehicles no larger than an Econoline van;
 - All vehicles are allocated 30 minutes, and the time limit will be strictly enforced.
4. Exhibitor owned and operated vehicles and small vans are permitted direct access to the loading dock however; union personnel are responsible for the loading and unloading of all trucks or trailers of common carriers including van lines. They also have jurisdiction of the loading and unloading of individual company vehicles and/or private owned vehicles. The loading dock is accessible 12th Ave.
5. An Exhibitor may install and/or dismantle his own display providing tools are not required and the total time for installation of floor coverings, drapes, hanging signs or any material does not take more than thirty minutes for one person to complete. If the work requires more than thirty minutes, properly qualified union personnel must do the work.
6. **ONLY EXHIBITORS WHO SELECTED THE FURNITURE PACKAGE WHEN RESERVING THEIR SPACE WILL RECEIVE CARPET.** All OTHER exhibitors are required to provide carpet or other approved flooring in their booth space. If you bring your own floor covering, it must cover your entire exhibit space. Several grades of booth carpet are available for rent in a variety of colors and services. Please review T3EXPO ONLINE ORDERING. **If carpet or other suitable floor covering is not in an exhibitor's booth by 6:00 pm on Tuesday, April 30th, Show Management has the right to install standard carpet in exhibitor's booth at the cost of exhibitor.**
7. When your crates and other containers are empty, obtain “Empty” stickers from the T3expo Service Desk located at the back of the exhibit hall. Use the labels to mark your containers, crates and boxes with your company name and booth number. Leave the containers in the aisles for pick-up and storage. Labeled empties will be returned at the end of the Expo. **DO NOT STORE ANYTHING IN CONTAINERS MARKED “EMPTY.”** You will not have access to these containers until the end of the Expo. For accessible freight, see "**T3EXPO ONLINE ORDERING** .
8. Children under the age of 18 are not permitted on the show floor at any time during exhibitor move in or exhibitor move out. **NO EXCEPTIONS.** Children under the age of 18 are only permitted on the show floor during show days and must be with an adult at all times. All children under the age of 18 must leave the show floor at 4:00 pm on Wednesday once the show closes. They cannot stay on the show floor during breakdown and move out.

📄 Regulations and Requirements of Jacob K. Javits Convention Center

Exhibit Displays that have a solid overhead structure must submit a rendering of their display to the Javits Center, Ken Martin, for approval. All hanging signs in HALL 1A require approval. Send to kmartin@javitscenter.com

Double decker booths are **NOT** permitted on Level 1 of the JKJCC.

Temporary Structures

There must be at least two (2) means of egress from any temporary hardwall structure in excess of 200 square feet built in the Center. Temporary structures may not have a cover or ceiling unless the sprinklers will be able to permeate it. This must be approved in advance by the NYC Fire Department.

Open Flames

Open flame devices and candles are not permitted in exhibit booths.

Hazardous Chemicals and Materials

The use of hazardous chemicals and materials are strictly prohibited without prior written approval. Most hazardous chemicals and materials, including but not limited to pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gasses, pressure cylinders and tanks, and hazardous chemicals including oxidizers are prohibited inside the center.

Propane

Propane tanks are not permitted anywhere on the show floor.

Pyrotechnics

The use of pyrotechnics is strictly controlled and monitored and must be approved in advance. Customers requesting the use of pyrotechnics must hire a federally licensed pyrotechnics contractor and must obtain all relevant permits from the NYC Fire Department Fire Prevention Division. Consult your event manager for further information and guidelines.

Vehicles on Display – the following safety precautions are enforced for all vehicles on display:

- Battery cables must be disconnected and taped.
- Fuel tanks have no more than 1/8 tank of gas
- Fuel tanks must be locked and sealed in an approved manner to prevent the escape of vapors.
- Refueling, or removal, of fuel from vehicles on the premises is prohibited.
- Vehicles may not be started up, or moved, during show hours.
- Appropriate protection must be placed under vehicle to protect the floor in the event of fluid leaks.

BOOTH DISPLAYS & RENTAL EXHIBITS

T3expo has several booth displays available for rent. Please see [T3EXPO ONLINE ORDERING](#) for more details.

BOOTH IDENTIFICATION SIGN

A one-line booth identification sign will be provided to each exhibitor in a linear booth space 300 square feet or less. Booths larger than 300 square feet may receive a one-line identification sign upon request.

BUISNESS CENTER

The Javits Business Center FedEx office is located on level 2 - (212)216-2900. Services available include faxing, small package packing, shipping and receiving; office supplies; photocopying, etc.

CARPETING

ONLY EXHIBITORS WHO SELECTED THE FURNITURE PACKAGE WHEN RESERVING THEIR SPACE WILL RECEIVE CARPET.

All OTHER exhibitors are required to provide carpet or other approved flooring in their booth space. If an exhibitor provides their own flooring, it must cover their ENTIRE booth space. Several grades of booth carpet are available in a variety of colors and services. Please complete the "[CARPET ORDER ONLINE](#)" and return it to T3expo by April 5, 2024. If carpet or other suitable floor covering is not in an exhibitor's booth by 6:00 pm on Tuesday, April 30th, Show Management has the right to install standard carpet in exhibitor's booth at the cost of exhibitor.

If an exhibitor requires labor to lay their own carpet or floor covering, they should contact T3expo for an estimate. *NOTE: If an exhibitor requires electrical service, schedule your electrical order to be installed on Saturday, April 27th (You do NOT need to be present for electric drop unless you also require supervised labor). If carpet is installed before the electrical services it may be deemed necessary to cut the carpet. Cutting of the carpet may take place if exhibitor is not present due to timing constraints.*

CATERING

Cultivated is the exclusive on-site contractor for all catering and concession services. A full range of booth catering is available from Cultivated. Refer to the [Booth Catering Information](#) for details. Additional delivery, service charge and taxes will be incurred. A signed contract is required thirty (30) days prior to the first scheduled food and beverage service.

Cultivated has the existing blanket alcoholic beverage license. Proper authorization must be secured from the Jacob K. Javits Convention Center, and the state of NY if alcoholic beverages are to be featured for promotional purposes. Corkage may apply to certain promotional functions.

CEILING HEIGHT

HALL 1A: Includes booths in aisles 100-600

Ceiling height: 16' 9"

Maximum Booth Heights: INLINE 8' PENINSULA 12' ISLAND 15'

HALL 1B/HALL 1C: Includes booths in aisles 700 - 1700

Ceiling height: 19' 7"

Maximum Booth Heights: INLINE 8' PENINSULA 16' ISLAND 18'

HALL 1D: includes booths in aisles 1800 – 2300

Ceiling height: 18'

Maximum Booth Heights: INLINE 8' PENINSULA 12' ISLAND 15'

CLEANING - GENERAL & FOR BOOTHS

Nightly vacuuming is included if you ordered the FURNITURE PACKAGE. Daily cleaning services are provided in the exhibit hall, but only include cleaning of aisles and common areas within the show. Exhibitors requiring booth-cleaning service/trash removal once each day should refer to T3expo.

DECORATOR SERVICES & GENERAL CONTRACTOR

T3expo is the official provider of all decorating services for SUPPLIERS' DAY. A listing of their services is available here. Their comprehensive service approach is designed to enhance exhibitor value and ensure a positive and productive show experience. Some of the services they perform are:

- Decorating products (carpet, furniture & accessories and booth cleaning)
- Material handling (freight receiving, shipping and storage)
- Graphics and signage
- Labor (fork lifts, rigging, booth installation and dismantling and labor supervision)
- Exhibitors may hire T3expo or appoint their own Exhibitor Appointed Contractor (EAC) for booth installation.

DISMANTLING PROCEDURES

DISMANTLING IS PROHIBITED PRIOR TO 4:00 PM ON THURSDAY, MAY 2ND. Immediately after the exposition ends, T3expo will begin removing aisle carpet which will take up to one hour. It may take a few hours before all empty crates are returned. Exhibitors will be permitted to remove portable exhibits and personal effects from their booths under the supervision of authorized members of their staff, as long as one person can hand carry the items in one trip.

Move out is Thursday night, May 2nd from 4:01 pm to 10:00 pm (HALLS 1A and 1D have to be completely moved-out by 10:00 pm) and Friday, May 3rd from 8:00am to 2:00pm (HALLS 1B and 1C have to be completely moved-out by 2:00 pm). Everything must be removed by 2:00pm on Friday, May 3rd.

Every item belonging to exhibitors must be removed entirely from the convention center by 2:00 pm on Friday, May 3rd. Should any exhibitor, its agent or contractor, fail to remove all their property by the time stipulated, then the exhibitor will indemnify Show Management in respect of any claim. Show Management will be entitled, but not obligated, to remove such materials as they consider best at the cost of the exhibitor who will be liable for all loss and costs thereby incurred. Show Management reserves the right to specify the time at which individual booths, stands and exhibits can be removed.

Product is most vulnerable to loss during set-up and breakdown. NEVER LEAVE VALUABLES UNATTENDED! The shows general security is merely a presence to inhibit theft. It is not possible for guards to watch material in every booth.

Exhibitors dismantling prior to 4:00 pm on Thursday, May 2nd are subject to a \$500.00 fine.

DRAYAGE & MATERIAL HANDLING

See [T3EXPO ONLINE](#)

ELECTRICAL SERVICES

ELECTRICITY WILL BE TURNED ON WITHIN 30 MINUTES BEFORE SHOW AND TURNED OFF WITHIN 30 MINUTES AFTER SHOW CLOSE. FOR 24 HOUR SERVICE ADD 50% FOR EACH OUTLET. For on-line orders, select both the standard outlet AND the 24 hour service outlet.

The supply and connection of all electrical services will be carried out by the Jacob K. Javits Convention Center electrical technicians. All electrical services should be ordered and paid for in advance.

Electrical wiring, fittings and flexible cords must be approved by U.L. (Underwriters Laboratories). All equipment must be properly grounded. Extension cords must be 14 gauge/3 wire grounding type or larger.

- Only porcelain socket lamps or plastic lamp holders may be used. Brass-shelled socket lamps are prohibited.
- Exhibit spot or flood lights must be positioned so as to be “unreachable” by the public, free from and unattached by any materials or fabric.

Any questions regarding electrical service should be directed to The Javits Center Electric at 877-452-8487

EXHIBITOR APPOINTED CONTRACTORS (EACs)

All exhibitors using an EAC must complete the [EAC FORM](#) before March 29, 2024. It is the exhibitors' responsibility to see that their independent contractors or agents abide by the rules and regulations of the exhibition. We recommend that all EACs review this manual.

EXHIBITOR MANUAL

This electronic exhibitor manual is available for distribution to designers, booth contractors, etc. We recommend that you pass this link to everyone involved in the set-up process of the booth.

FIRE REGULATIONS

The National Fire Protection Association Life Safety Code is the established safety standard for events. The code, as well as the standard operating procedures established in cooperation with NYC fire and safety agencies are included in the following fire and safety guidelines.

- **Cables across Doorways** – Cables or hoses required for power, audio, video, lighting or any other applications are not permitted on the floor across doorways. Please inform all production vendors to plan for this as they design your event.
- **Candles** -Lit candles and other open flame devices are not permitted in exhibit booths.
- **Compressed Gasses/Flammable Liquids/Aerosols** – The use, display or storing of compressed gasses, flammable liquids or dangerous chemicals is prohibited without prior written authorization. Pressurized containers having flammable propellants (aerosols) are prohibited with prior written authorization from the NYC fire marshal.

- **Decorations** – All materials used for decorating including drapes, curtains, table coverings, skirts, carpet or any other materials must be constructed of flameproof material or treated with an approved fire-retardant solution. We encourage you to have fire retardant certificates for the materials onsite. Spot-testing may be performed at any time by the NYC Fire Department Fire Prevention Division.
- **Gasoline and Diesel Fuel** – Gasoline-powered equipment such as industrial vacuum cleaners for show carpet cleaning are not permitted. Refueling is not permitted inside exhibit halls. Gasoline powered equipment may not be stored inside exhibit halls unless battery cables are disconnected and fuel tanks are locked. Gasoline, kerosene, combustible gasses or other flammable liquids may not be stored in the Convention Center. Use of diesel fuel in the Convention Center is prohibited.
- **Electrical Equipment** – Electrical equipment must meet applicable National Electrical Codes. Electrical fixtures and fittings must be U.L. listed. 14-gauge wire or better is required for all connections. All extension cords must be three-wire grounded. Only JKCC staff and authorized service partners are authorized to move Convention Center electrical equipment. Utility panels and mechanical equipment rooms may not be blocked under any circumstances.
- **Fog and Smoke Machines and Lasers** – Water-based chemical fog and smoke machines are permitted with advance notification. Fog and smoke machines may not be operated in common areas where the effect could enter an adjacent event’s leased space. Lasers are permitted with advance notification in locations where access to a water source is safely identified. A schedule for use of fog and smoke machines and lasers that includes rehearsals and event times must be submitted to your event manager in advance so that appropriate inspections and ventilation measures are taken.
- **Hazardous Chemicals and Materials** – The use of hazardous chemicals and materials are strictly prohibited.

FIRST AID

A First Aid office is located on Level 1 of the Javits Center between the 1D and 1E halls. Any emergencies or accidents should be reported to a security guard, Show Management or theT3expo service desk immediately.

FLORIST

A full selection of tropical green plants, floral displays and fresh flowers are available to rent from Spring Valley Floral. Please use the [Florist Order Form](#) for ordering plants and floral displays.

Spring Valley Floral
 Tel: 845-268-7555
info@springvalley.com

FURNITURE & ACCESSORIES

A selection of standard and specialty furniture is available fromT3expo.

For standard furniture, see **T3EXPO ONLINE ORDERING**. Orders must be received by April 5th, 2024 to qualify for advance order discount prices. No phone orders accepted.

For specialty furniture, see **T3EXPO ONLINE ORDERING**. Orders must be received by April 5th, 2024 to qualify for advance order discount prices. No phone orders accepted.

GUIDELINES FOR EXHIBITOR APPOINTED (INDEPENDENT) CONTRACTORS

Those exhibitors who employ independent contractors (EAC) for the set-up and dismantling of their exhibit booth displays need to review the convention center's "[Appointed Contractor Responsibilities Information.](#)"

1. The independent contractor will be given the right to provide services requested of them by an exhibitor in the set-up and dismantling of the exhibits on the show floor, and will have the right to utilize qualified employees.
2. These services will not conflict with existing labor regulations or contracts including jurisdictions claimed by local labor unions. The independent contractor will adhere to the rules and regulations mentioned elsewhere in the manual.
3. The independent contractor will possess a valid public liability and property damage insurance policy for at least \$1,000,000. The certificate of insurance must name New York Society of Cosmetic Chemists (NYSCC), T3expo Services, Inc. and Jacob K. Javits Convention Center as co-insured and received no later than April 15th, 2024. See "[Exhibitor Appointed Contractor Notification](#)" & "[Official Contractors Information](#)" Forms. The contractor should include the exhibitor's name in a cover letter when forwarding the certificate copy to Show Management.
4. The independent contractor will have a valid authorization from an exhibitor in advance of the Show move-in date and will not solicit business on the show floor or during move-in or move-out dates.
5. The independent contractor will share with T3expo all reasonable costs related to their operation including overtime pay for stewards, restoration of the exhibit space to its initial condition, etc.
6. In performing work for their clients, the independent contractors will cooperate fully with T3expo especially with regard to the efficient utilization of labor.

HALL LIGHTING

The lighting is bright enough that you will not be required to have additional booth lighting. Exhibitors may choose to enhance their booth with track or spot lighting or which is permitted. Ordering of Electrical service is required for booth lighting.

Hall lighting will be at half power only during move-in and move-out. One hundred percent lighting will be provided only during show hours beginning 60 minutes prior to show opening on Thursday.

HANGING SIGNS & RIGGING

Only exhibitors with peninsula or island booths of 400 square feet or more may suspend signs from the ceiling structure over their exhibit booth. The top of the sign must inline with your booth height restriction. Signs will be hung by T3expo labor. The exhibitor or exhibitor appointed contractor must be present at time of installation and removal. No other firm will be allowed access to the ceiling of the Convention Center, nor will they be allowed to bring any high-lift or boom equipment on the show floor during the installation or dismantling of the Show.

ALL HANGING SIGNS in HALL 1A (Aisles 100-600) require approval – please send to details to Show Management & Javits Center. suppliersday@nyscc.org & kmartin@javitscenter.com

If you require this service, please review and submit the "[Hanging Signs & Banners Order Form.](#)" The minimum charge for labor and equipment is one (1) hour per worker and lift. Equipment and labor is charged in half (1/2) hour increments. Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00am. If an exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "NO-SHOW" charge per worker and lift will apply. Refer to the Order form for more details. For clarification or assistance with hanging signs, please contact T3expo at 888-508-5054

All signs to be hung from the ceiling must be sent in a separate container on a separate bill of lading. **This container should be shipped in advance to the T3expo advance warehouse and should arrive no earlier than March 22, 2024 and no later than 4:00 pm on April 19, 2024. The shipping address is as follows:**

NYSCC SUPPLIERS' DAY

YOUR COMPANY NAME AND BOOTH # (Hanging Sign) (Advance Warehouse)

c/o T3expo

600 Cabot Drive

Hamilton, NJ 08691

Included with the sign(s) should be necessary assembly and hanging instructions. Installation and removal times will be established per the availability of the Hall access to the area under the sign.

HOTELS

Reservation should be made as soon as possible as discounted hotel room blocks sell out quickly. Special discounted hotels are available for SUPPLIERS' DAY exhibitors through OnPeak, Reservations should be made as early as possible by visiting [our website](#) or by calling 212-532-1660.

Please have the following information ready when requesting reservations:

1. Name of Expo attending (NYSCC SUPPLIERS' DAY).
2. Number and names of persons in the party, arrival and departure dates, single or double accommodations.
3. 1st, 2nd and 3rd choice of hotel.
4. Company name, address and telephone & fax numbers, credit card name (i.e. Visa, Amex, MC), credit card number and expiration date.

INTERNET SERVICES

Internet access and networking services are available through [The Javits Center](#) **ORDER and PAYMENT must be received no later than April 16, 2024 to receive the discounted rate.**

LABOR

Skilled labor to install and dismantle exhibits is available from T3expo. In the interest of prompt and efficient processing of labor requirements, exhibitors need to give advance notice of their estimated labor requirements on the "**Labor Order and Key Information Forms**" (Page 2) no later than April 5th, 2024. If a representative of the exhibitor is not able to supervise labor during installation or break-down, T3expo offers expert supervisory service and can be provided using this same form.

Any exhibitor planning to use labor other than their own full-time company employees or that supplied by T3expo should refer to "[Exhibitor Appointed Contractors](#)" form.

LEAD RETRIEVAL SYSTEMS

Lead Retrieval is available to order for NY Society of Cosmetic Chemists Suppliers Day 2024. Don't miss a single sales lead! Not everyone will carry a business card, however every attendee will have a badge with a QR code for you to scan. For more information please contact XPress Leads; 800-746-9734, xpressleadpro@cdsreg.com or to order lead retrieval, [click here](#) **Please note: early pricing deadlines to order Lead Retrieval are: Early pricing deadline: Thursday February 15th and Advanced pricing deadline: Thursday March 28th**

LIFTING EQUIPMENT

If your exhibit requires lifting or rigging equipment for installation or dismantling, please complete the **"In-Booth Forklift Order Form"** and **"Labor Order Form"** and return by April 5, 2024. All rigging and lifting equipment must be provided by T3expo.

MATERIAL HANDLING & DRAYAGE

T3expo is the exclusive material handling contractor for SUPPLIERS' DAY. They are responsible for receiving, handling and processing of all exhibitor shipments delivered to the loading dock. T3expo will forward all shipments to the exhibitor's booth. All Exhibitors shipping freight to SUPPLIERS' DAY must submit the **"Material Handling Order Form"** to T3expo by April 5th, 2024. Charges for services are based on the following:

- Rates are based on round trip service and on in-bound weights billed at \$2.32 per pound with NO minimum. Round trip service includes unloading crated and packaged freight, storing at warehouse for up the 30 days, reloading onto trucks and delivery to the exhibit site, unloading freight and delivery to your booth, picking up, storing and returning empty shipping containers, and reloading freight to your assigned freight carrier for outbound shipping. PLEASE NOTE: The warehouse cannot receive uncrated shipments!
- Whether goods are shipped in advance to the warehouse or direct to the convention center
- Number of shipments received - *If at all possible ship all freight at one time as each shipment is charged separately*
- How freight is packed on truck. To avoid additional material handling fees, advise your carrier to "shrink wrap and skid" your freight. If your freight is mixed with other exhibitor or other party freight, special handling fees will be charged.
- When freight is delivered. Straight Time: Monday thru Friday 8:00 am – 4:30 pm. Overtime: All other times and Saturday, Sunday and Holidays.

T3expo Services will also store empty crates and return them at the close of the show. Empty crates are not accessible during the show.

Material Handling Order (MHO) forms for outbound shipments can be obtained at the T3expo service desk onsite during the show. The MHO for outbound shipments must include the name of your freight carrier and the date of pick up. **PLEASE NOTE: Everything must be packed and moved out before May 3rd at 2:00pm. HALLS 1A & 1D need to be moved out by Thursday, May 2 at 10pm.**

MUSIC IN BOOTH & SOUND EQUIPMENT

Exhibitors with 400 sq. ft. or more arranged in a square (island or peninsula) may use public address or microphone systems. Exhibitors using tv monitors or demonstrating mechanical or electrical equipment should ensure that noise levels do not cause annoyance to their neighbors. Show Management reserves the right to determine acceptable levels of noise. Exhibitors wishing to play music in their booth must first get approval from the licensing organizations ASCAP, BMI and SESAC. These organizations collect copyright fees on behalf of composers and publishers of music.

PARKING

There is no parking at the Javits Center. However, there are a variety of lots open nearby, ranging from 24-hour, 7-days a week, to more limited service. If you have any questions, make sure to call ahead.

PRESS OFFICE

The Press Office will be located in Room 1B02. Each exhibitor should prepare press kits and deliver them to the Press

Office prior to the show opening. Press kits will be distributed to visiting reporters and editors, many of whom make the Press Office their first stop upon arrival to the Expo. For questions related to the Press Office, Press Conferences or Press Kits please contact Annie Scully at 201-310-9252 or press@nyscc.org

PROMOTIONAL OPPORTUNITIES

There are numerous ways for an exhibitor to enhance their exposure before, during and after the Show. Please contact - 212-786-7468 email elayton@nyscc.org.

PUBLIC ADDRESS

The public address system is for use by Show Management for official announcements only. It is not available for exhibitors or visitors.

RENTAL EXHIBITS & BOOTH DISPLAYS

See T3expo - **Rental Exhibits & Booth Displays.**

RIGGING & HANGING SIGNS

See T3expo - **Rigging & Hanging Signs**

RULES & REGULATIONS FOR EXHIBITING

Exhibitors are advised to carefully read the Terms and Conditions on the back of their Agreement to Exhibit. In addition, special attention should be given to the rules outlined below with respect to behavior of exhibitors during show hours.

1. Exhibitor badges are required at all times.
2. All sales information, whether written or verbal, must be distributed within the confines of the exhibitors' booth. Exhibitors will not solicit in the aisles or other common areas. If any exhibitor sees or hears someone soliciting in the aisles they should notify Show Management immediately.
3. At least one show representative of the exhibitor should be on duty in the booth during all show hours.
4. Public address or microphone systems may not be used in a booth smaller than 400 sq. ft. arranged in a square (Peninsula or Island). Exhibitors using TV monitors or demonstrating mechanical or electrical equipment should ensure that noise levels do not cause annoyance to their neighbors. Show Management reserves the right to determine acceptable levels of noise.

SECURITY

Show security guards will be on duty 24 hours a day from move-in to move-out. However, show security cannot and should not be counted on to provide more than a presence to inhibit theft. The Show hereby gives formal notice to exhibitors that the Show and its management, its agents and its official vendors neither offer nor accept responsibility for exhibitor's property of any kind on the show floor. Exhibitors and workers are required to wear badges at all times. These will be checked upon entry to the exhibit hall.

As an additional safeguard, exhibitors may hire the services of a guard to provide an exclusive presence in their booth using the "[In-Booth Security Form](#)" or by contacting the official SUPPLIERS' DAY security contractor: **Javits Center Security – Command Center: 212-216-2196.**

SHIPPING

1. **Hand Carry:** The entrance at the inner Roadway off 38th Street and 11th Ave. has been designated as the hand carry entrance. Exhibitors may use this entrance transport materials they can carry in one trip to their booths. Examples of acceptable hand-carry materials include boxes, suitcases, or fiberboard shipping cartons, portable

displays on wheels and small luggage racks. The following items are not considered hand-carry items: two wheel dolly loads, hotel bellman's carts, boxes or crates requiring two people to carry. If your freight requires those items not considered hand-carry items or you require multiple trips you must have your freight delivered to the loading dock and material handling fees will be charged. See T3expo "[Material Handling & Drayage.](#)"

2. **Hand Carry Assist:** Javits labor will be available, compliments of Suppliers' Day Show Management, to assist in transporting materials from your vehicle to your booth:
 - Only vehicles with two licensed drivers will be granted entry;
 - All vehicles must be attended at all times by a licensed driver;
 - Loading and unloading of vehicles is limited to vehicles no larger than an Econoline van;
 - All vehicles are allocated 30 minutes, and the time limit will be strictly enforced.
3. **Private Owned Vehicles (POV)**

Exhibitor owned and operated vehicles and small vans are permitted direct access to the loading dock however, union personnel are responsible for the loading and unloading of all trucks or trailers of common carriers including van lines. They also have jurisdiction of the loading and unloading of individual company vehicles and/or private owned vehicles. Exhibitor may load their POV only in accordance with the hand carry regulations listed above. There must be at least two people in the vehicle so the vehicle can be removed from the loading dock immediately after unloading.
4. **Delivery to Center:** It is suggested that you advise your freight carrier to put your freight on pallets and shrink wrap it so it doesn't get mixed with other freight on the truck. Additional handling fees will be charged if freight from several exhibitors mixes together on the truck.
5. **Freight Carrier:** Exhibitors are welcome to use any carrier they choose. T3expo Transportation is the preferred shipper for SUPPLIERS' DAY and can be contacted by calling Complete the "[Transportation Order Form](#)" and return to T3expo Transportation. To avoid additional material handling fees, advise your carrier to "shrink wrap and skid" your freight if you have multiple packages. Additional handling fees will be charged if freight from several exhibitors mixes together on the truck.
6. **Shipping Labels & Forms:** For your convenience, "[Shipping Labels](#)" are provided. The "[Material Handling Form](#)" should be completed and returned to T3expo with payment and copies of bills of lading, where applicable.
7. **Payment:** Payment for all material handling charges is due prior to the close of show. Remaining balances may be applied to exhibitor's credit card provided that the necessary details and authorization are supplied in advance. Completion of the "[Payment Form](#)" is required for all orders placed with T3expo.
8. **Notification:** All shipments must be sent prepaid. All shipments should be made on straight bills of lading and addressed identically with exhibit material. Correct weights must be provided otherwise the receiver's estimated weights will prevail. A COPY OF BILL OF LADING MUST BE SENT DIRECTLY TO T3EXPO.
9. **Advance Shipments to the Warehouse:** Freight may be shipped to the advanced warehouse beginning on March 22, 2024 and no later than 4:00 pm on April 19, 2024. If you ship to the warehouse your freight will be delivered to your booth. Material handling fees are higher if shipped to warehouse.

ADVANCE SHIPPING WAREHOUSE ADDRESS:

NYSCC SUPPLIERS' DAY
Exhibiting Company Name & Booth Number
c/o T3expo
600 Cabot Drive
Hamilton, NJ 08691

* Material Handling rates are now billed per pound with NO minimum per shipment; includes receiving and unloading at the warehouse, delivery to center & booth, handling of empty containers, removal of freight from booth at show close and loading on designated carriers. Mixed loads and any shipments arriving on a vehicle requiring special handling to unload will be charged an additional fee as per the "[Material Handling Form.](#)"

**** LOOSE OR UNCRATED SHIPMENTS WILL NOT BE ACCEPTED AT THE WAREHOUSE EXCEPT, AS A COURTESY, EXHIBITORS OWN CARPET & PADDING WILL BE ACCEPTED.**

Direct Shipping to the Convention Center

Direct shipments to the Jacob K. Javits Convention Center can start arriving on Saturday, April 27th. Every crate and item shipped must be labeled as mentioned below. Freight not addressed properly will not arrive to the exhibit hall and may not be discovered until after the Expo. If freight is not placed in "care of (c/o)" T3expo AND the Jacob K. Javits Convention Center; you may not receive your freight

DIRECT SHIPPING EXHIBIT ADDRESS:

NYS CC SUPPLIERS' DAY

Exhibiting Company Name & Booth Number

c/o T3expo

Jacob K. Javits Convention Center – Halls 1,A,B,C,D

369 12th Ave.

NEW YORK, NY 10001

Outbound Shipments

A. Shipments from the Show - Procedures

1. You may ship materials from the Show via any carrier. [T3expo Trans](#) is also available for ground transportation. You are required to pack and label all your material.
2. After your material is packed, you must **pick up and file a material handling order form at the T3expo service desk for freight retrieval. It is the exhibitor's responsibility to complete the Material Handling Order Form (including the name of the shipping company picking up your freight and the date for pick up) and file with T3expo.** Once the MHOF is filed, T3expo knows the freight is ready for pick up.
3. A representative should remain to watch their property until it has been retrieved by T3expo staff.

NOTE: Exhibitor material not picked up by 2:00 pm, Friday, May 3rd will be forced to another carrier at the exhibitor's cost.

B. Not Scheduled for Pick-up

T3expo will be onsite to handle all freight shipments. You may call them prior to the show at or complete the "[Transportation Order](#)" form. **Shipments not picked up by 2:00 pm, Friday, May 3rd will be forced to another carrier.**

SHOW COLORS

HALLS 1A, 1B, 1C

Back Drape: Black
Side Rail Drape: Black
Aisle Carpet: Red

HALL 1D

Back Drape: Gray & White
Side Rail Drape: Gray
Aisle Carpet: Multi-colored (dark gray)

SHOW GUIDES

Pre-Show Pocket Guide, produced by Personal Care Magazine, will be distributed to all pre-registrants and select attendees from previous events; this will also be available on-site. For information on this guide, contact: **Chris Vincent** - chrisvincent@stepcomms.com

The Official Show Directory, produced by HAPPI, will be distributed to all participants of SUPPLIERS' DAY free of charge as well as those unable to attend the Expo. For information on the Show Directory, contact: **Art Largar** - alargar@rodmanmedia.com

SHOW HOURS

Wednesday, May 1 st	9:00 am to 5:00 pm Exhibitors will have access to the show floor starting at 7:00 am.
Thursday, May 2 nd	9:00 am to 4:00 pm Exhibitors will have access to the show floor starting at 8:00 am.

SHOW LOGOS Official SUPPLIERS' DAY Logos, which can be used to promote your participation in the Show, can be obtained from our website [here](#) or by contacting Erin Layton at elayton@nyscc.org.

SHOW MANAGEMENT CONTACTS

Jane McDermott – Show Director – jmdermott@nyscc.org or 516-763-1322

Erin Layton – Show Manager – elayton@nyscc.org or 212-786-7468

SHOW OFFICE

The Show Management office will be located in Room 1B03.

SIGNS

All signage must be confined to the exhibitor's booth area except for ceiling suspended signs, which are only permitted over booth spaces 400 square feet or larger. Custom signs can be produced and delivered to your booth by using the **"Signage & Graphics Order Form"**

SMOKING POLICY

The Jacob K. Javits Convention Center is a non-smoking facility. Smoking is not permitted anywhere in the building.

STORAGE

The Fire Marshal absolutely prohibits the storage of empty containers in the Exhibit Hall. All empty crates, cases, boxes must be removed from booth during exhibit days. All flammable containers must be removed from the hall. T3expo will, if required, arrange for the removal and return of such items. T3expo will supply "Empty" stickers to all exhibitors. All containers should be clearly marked with exhibitor's name and booth number. "Empty" stickers are available at the T3expo Service Desk located in the back of exhibit hall.

Accessible Storage During Show Days: A storage area will be available for exhibitors' literature and samples within the exhibit hall. T3expo staff will be available to access the storage items during show hours, one hour prior to show opening and one half hour after show closing each day. To learn more about this service and pricing refer to the **"Accessible Storage Order Form"**.

Empty Storage: When finished unpacking, empty shipping containers (cartons, fiber cases, etc.) that have "Empty" stickers affixed to them will be picked up, stored and returned at the close of the show. "Empty" stickers are available at the T3expo Service Desk and are to be used for empty storage only. It is not possible to access empty containers during the show as they will be stored off-site.

TELEPHONE SERVICE

Exhibitors who require a telephone or facsimile service connections in their booth should order in advance using the **"JAVITS CENTER ONLINE ORDERING"**. Orders must be received with payment no later than April 15th, 2024. Any questions should be directed to 877-452-8487.

THIRD PARTY BILLING

If an exhibitor appoints a third party company to order display requirements or services on their behalf from T3expo they must return a completed copy of the **"Third Party Billing Request"**.

NOTE: The exhibiting company is ultimately responsible for any outstanding charges or services supplied.

TIPPING

Show Management requests that exhibitors **DO NOT TIP** labor at the Convention Center. Tipping of labor on site is not necessary and should not be done. It is considered a destructive practice leading to a lack of rapport between management and labor.

UNION REGULATIONS

Please know in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction that the various unions have, we ask that you read "Javits Show-Site Work Rules"

VIDEOTAPING & BROADCASTING

Videotaping, filming, or sound recording within SUPPLIERS' DAY for the purpose of commercial use, broadcasting, or distribution to the general media is prohibited without the prior written consent of Show Management. Permission should also be obtained from individual exhibitors prior to the filming of their exhibit. Contact Erin Layton elayton@nyscc.org or 212-786-7468 for information.

Linear Booth

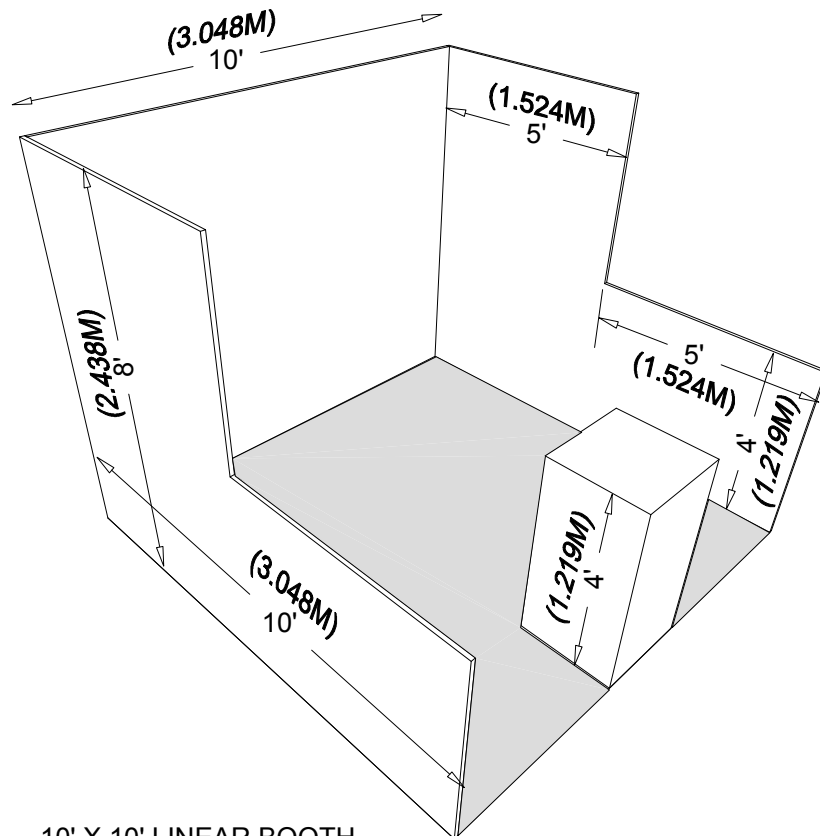
Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line-of-Sight exception on page 8.) Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



10' X 10' LINEAR BOOTH

Corner Booth

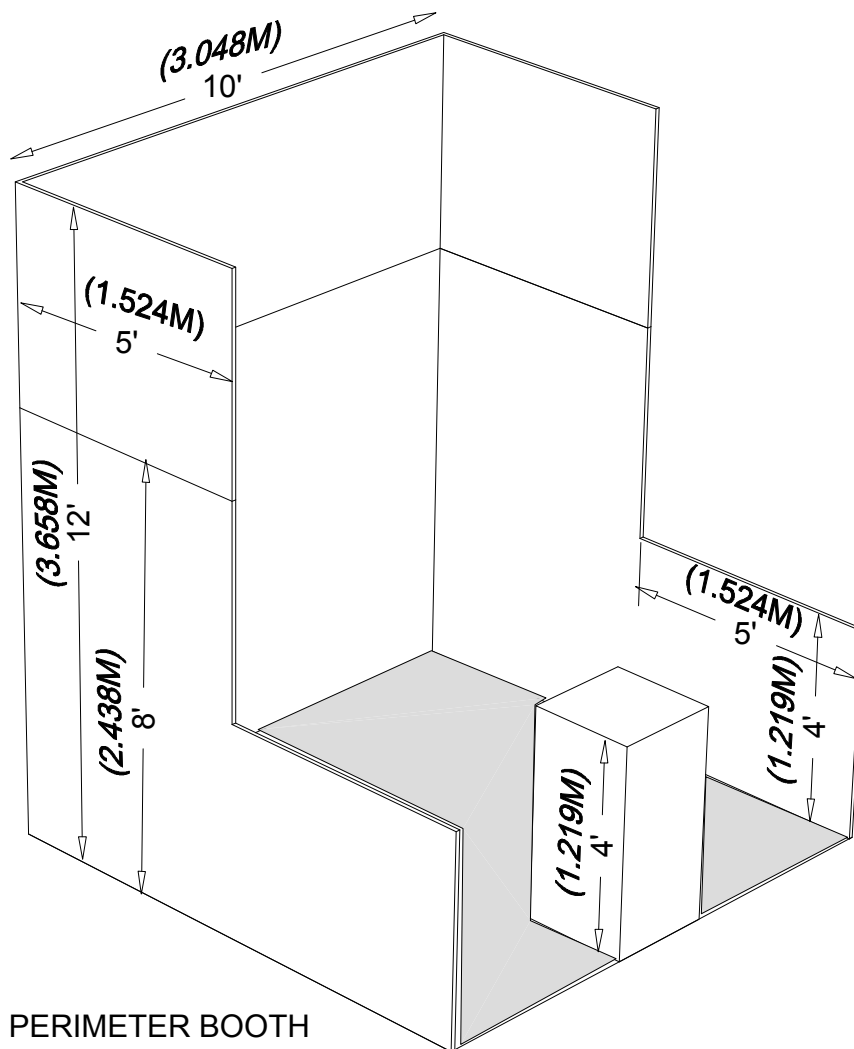
A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.

Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).

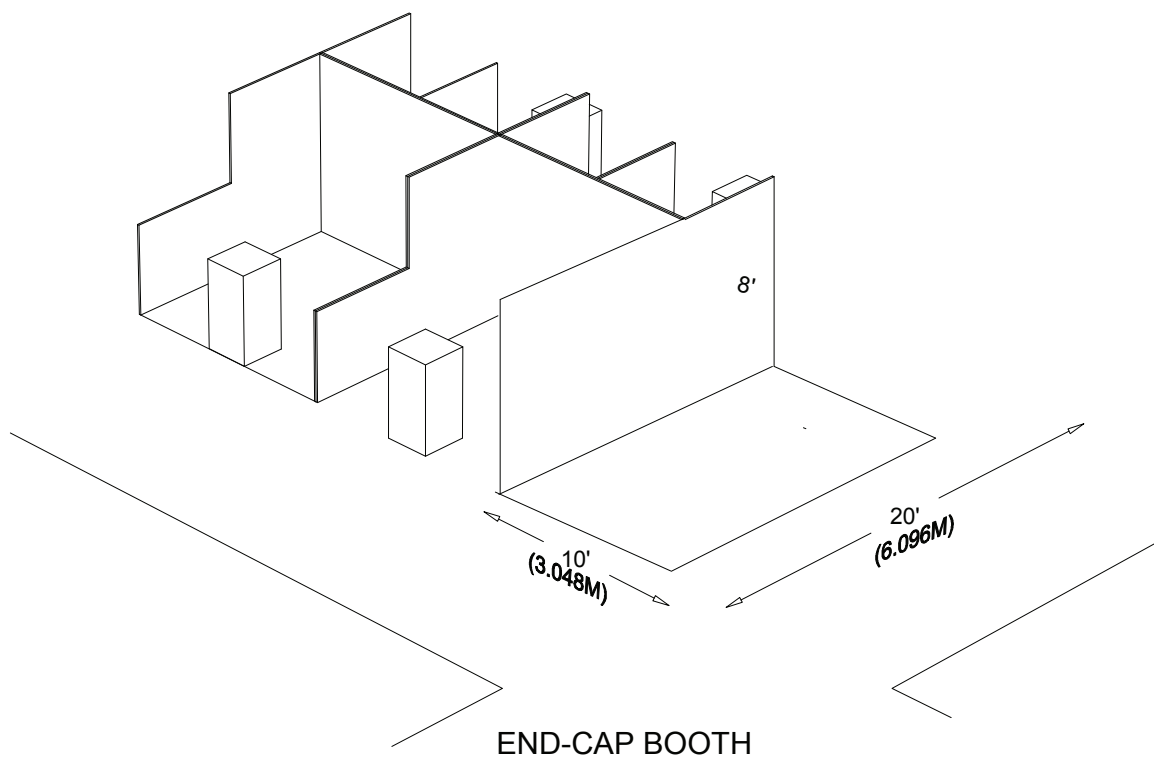


End-cap Booth

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For NYSCC Suppliers' Day, cubic content rules are followed and spacemay be used without restriction.

Dimensions

End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum back-wall width allowed is 20ft (6.10m).



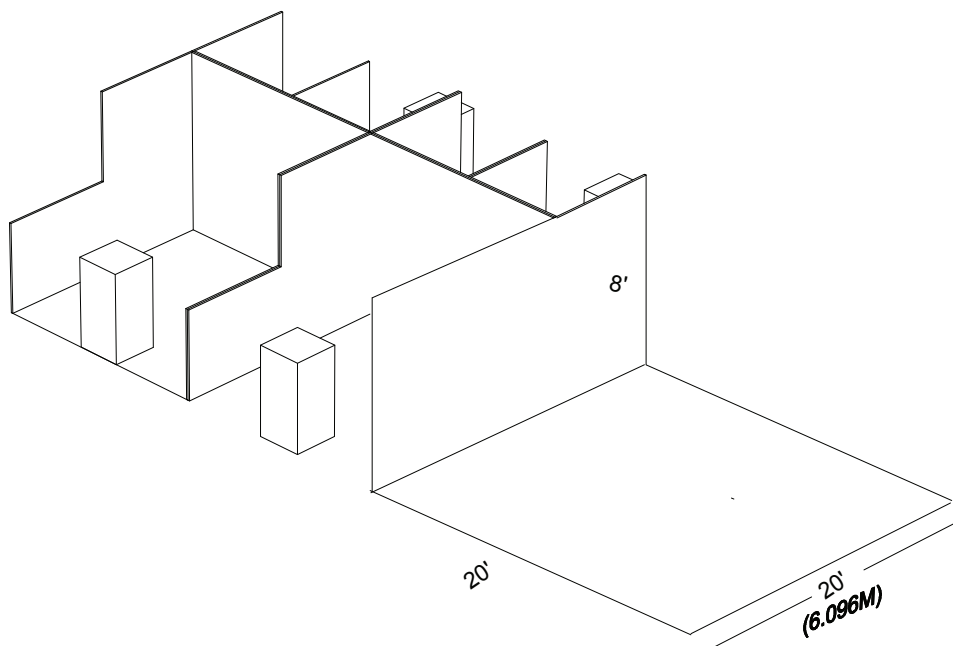
Peninsula Booth

A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.”

Dimensions

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall will be set 8 feet high 20 feet across.

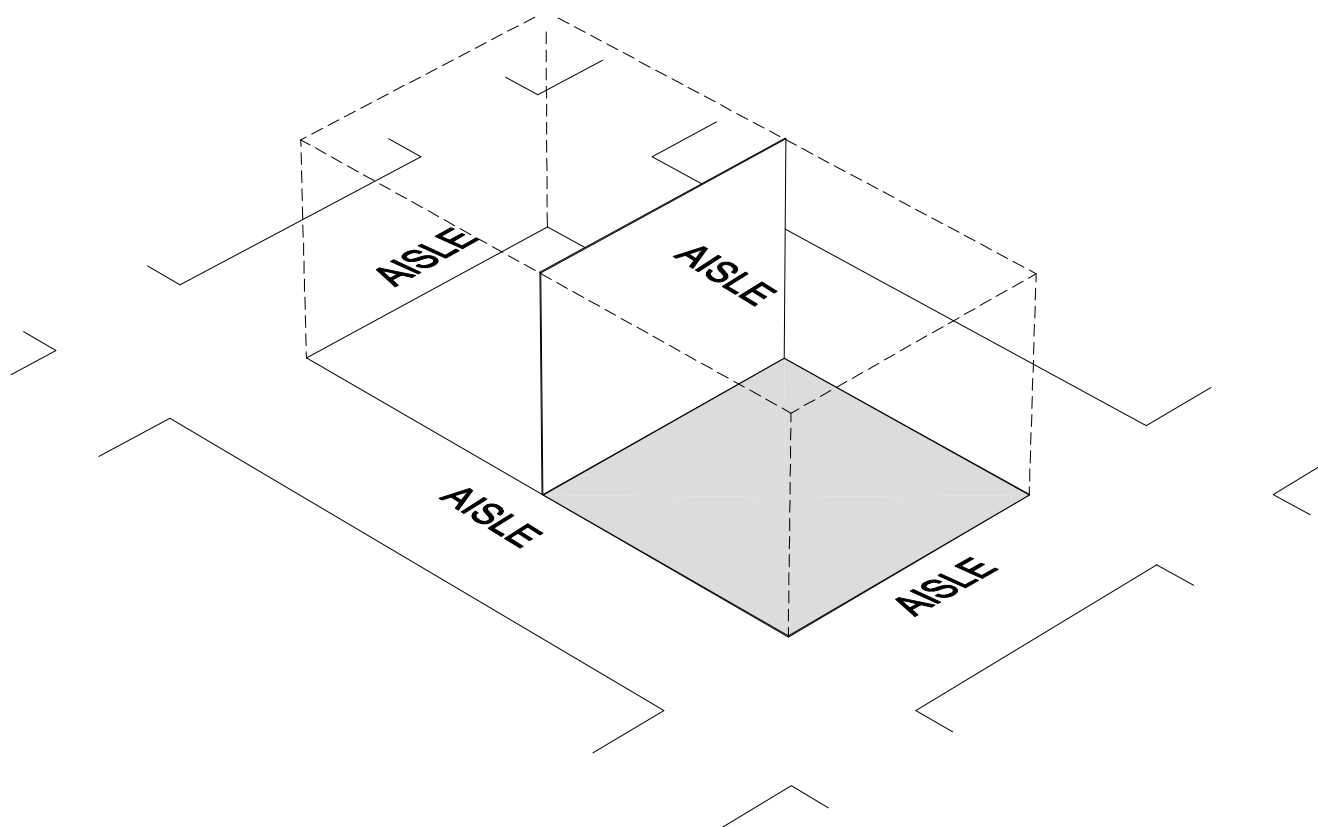
The maximum height allowance is 12 feet in HALL A & D and 16 feet in HALLS B and C, including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



PENINSULA BOOTH

Split Island Booth

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any backwall Line-of-Sight restrictions. The maximum height allowance is 12 feet in HALL A & D and 16 feet in HALLS B and C, including signage. The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be setback ten feet (10') (3.05m) from adjacent booths.



SPLIT ISLAND BOOTH

Island Booth

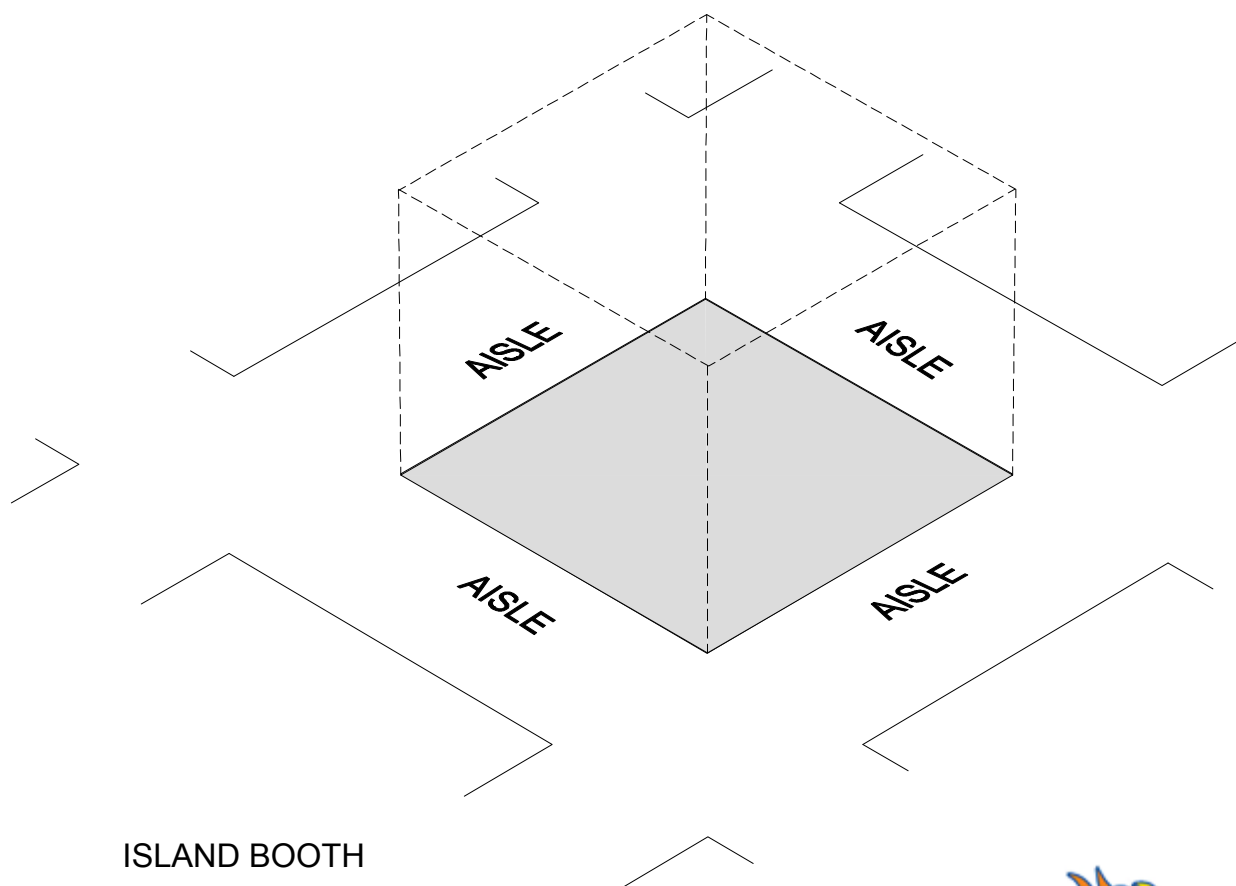
An Island Booth is any size booth exposed to aisles on all four sides.

Dimensions

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is 15 feet in HALLS A & D and 18 feet in HALLS B and C, including signage. Please note, no double-decker booths are allowed on Level 1 in the Jacob K. Javits Center.



T3 EXPO INFORMATION

Show Information

Location

Jacob K. Javits Convention Center
369 12th Avenue
New York, New York 10001

Exhibit Hall

1A,B,C,D

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
(Booths 400 sqft and Above) Saturday, April 27 8:00 am – 6:00 pm	Wednesday, May 1 9:00 am – 5:00 pm	(ALL HALLS) Thursday, May 2 4:01 pm – 10:00 pm	Friday, May 3 By 10:00 am
Sunday, April 28 DARK – NO MOVE IN	Thursday, May 2 9:00 am – 4:00 pm	(HALLS 1B & 1C ONLY) Friday, May 3 8:00 am – 12:00 pm	
Monday, April 29 8:00 am – 6:00 pm			
Tuesday, April 30 8:00 am – 6:00 pm			

PLEASE NOTE: Hours are subject to change. Colors and style may vary upon availability.

Booth Package Information

Booth Package

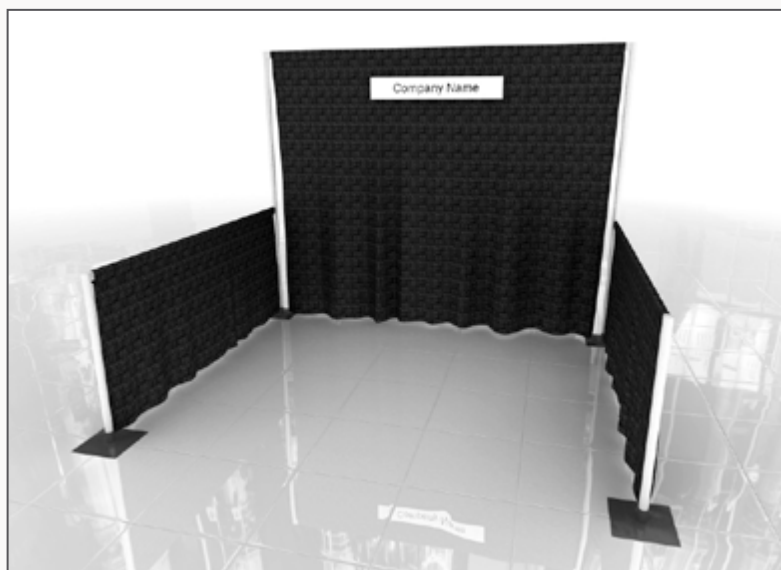
Each 10' x 10' exhibitor booth includes:

- 8'h Back Wall Drape – Black
- 3'h Side Rail – Black
- (1) Booth ID Sign (44"w x 7"h)

Booth Equipment

Furniture Package

Halls 1A-1C (Aisles 100-1700): Each 10' x 10' booth will be set with 8' high black back drape, 3' high black side dividers, one 6' x 30" high black draped table, two side chairs, one wastebasket, 10' x 10' black carpet, nightly cleaning. Booths 300 sqft or less will receive one 7" x 44" one-line booth identification sign upon request. Booths larger than 300 sqft may receive a 7" x 44" one-line booth identification sign upon request.



Hall 1D Booths (Aisles 1800-2100)

Each 10' x 10' booth will be set with 8' high gray and white back drape, 3' high gray side dividers, one 6' x 30" high black draped table, two side chairs, one wastebasket, 10' x 10' gray carpet, nightly cleaning. Booths 300 sqft or less will receive one 7" x 44" one-line booth identification sign upon request. Booths larger than 300 sqft may receive a 7" x 44" one-line booth identification sign upon request.

Space Only Package

Halls 1A-1C (Aisles 100-1700) ONLY: Each 10' x 10' booth will be set with 8' high black back drape and 3' high black side dividers. Booths 300 sqft or less will receive one 7" x 44" one-line booth identification sign upon request. Booths larger than 300 sqft may receive a 7" x 44" one-line booth identification sign upon request.

Exhibit Hall Carpet

The exhibit hall is not carpeted, however the aisles in Halls 1A-1C will be carpeted in red and aisles in Hall 1D (Aisles 1800-2100) have pre-existing carpet.

PLEASE NOTE: Hours are subject to change. Colors and style may vary upon availability.

Important Dates & Deadlines Checklist

Friday, March 22, 2024	Presta™ Rental Exhibit Package Order Deadline
Friday, March 22, 2024	EZ Wall Package Order Deadline
Friday, March 22, 2024	Receiving at Advance Warehouse Begins
Thursday, March 28, 2024	Lead Retrieval Advance Discount Deadline
Friday, March 29, 2024	Presta™ Rental Exhibit Package Artwork Submission Deadline
Friday, March 29, 2024	EZ Wall Package Artwork Submission Deadline
Friday, March 29, 2024	Exhibitor Appointed Contractor Form Deadline
Friday, April 5, 2024	Presta™ Rental Exhibit Package Artwork Approval Deadline
Friday, April 5, 2024	EZ Wall Package Artwork Approval Deadline
Friday, April 5, 2024	T3 Service Orders Advanced Discount Deadline
Friday, April 5, 2024	Custom Furniture Advanced Discount Deadline
Monday, April 15, 2024	Javits Exhibitor Services Advanced Discount Deadline
Friday, April 19, 2024	Last Day for Advanced Shipments to Arrive without Surcharges
Saturday, April 27, 2024	Direct Shipments to Show Site May Begin Arriving After 8:00 am
Tuesday, April 30, 2024	All Exhibits Must Be Set by 6:00 pm
Friday, May 3, 2024	All Carriers Must Check In by 10:00 am

Preshow Checklist

[Please click here to view our Terms and Conditions](#)

Review this entire Service Kit (PLEASE NOTE: Payment is required with all orders)

Arrange in-bound freight/Material Handling

If you or any other vendor are shipping materials to your booth, be sure to choose **Advance** or **Direct Shipping**:

Advance Shipping:

- If you ship to the Advance Warehouse, your freight will be guaranteed to be in your booth for the first day of set up.
- Be sure to look at the Late to Warehouse date. Freight being received after the date will incur a surcharge.
- The Advance Warehouse is not able to accept loose unpackaged pieces. Shipping crates, fibers, cartons, hanging signs, carpet, padding and pallets are acceptable. Due to circumstances of timing or facility availability beyond the control of T3 Expo, this may result in an overtime surcharge: please refer to the Material Handling form.

Direct Shipping:

- If you ship direct to show site, note the dates that shipments can be received. Shipments arriving before these dates may be refused.
 - PLEASE NOTE: Any freight arriving on a Saturday, Sunday or before 8:00 am and after 4:30 pm Monday – Friday or observed local union holidays will incur an overtime surcharge.
2. Check the show timing to gauge which shipping option meets your scheduling parameters and make note of handling surcharges (overtime, off target, late/early to warehouse etc.).
 3. Fill out the Material Handling form in the Service Kit to estimate your costs and submit it with your payment.
 4. Label your freight correctly with your company name, booth number, event/Suppliers' Day and address listed in the Service Kit. Shipping label forms are provided in the Service Kit.
 5. Bring all copies of shipping documents with tracking numbers to show site.

Order rental booth structure and/or option, if applicable

- Please choose the appropriate option and/or configuration of your booth structure.

Order graphics/signage and submit artwork, if applicable

- See the Print Production Artwork Requirements page in this Service Kit for format information and submission details.

Order booth furnishings/accessories, if applicable

- There are forms in this Service Kit with many options to enhance the look of your exhibit. Discount price deadlines are noted on the forms.

Order T3 installation & dismantle labor, and / or submit EAC forms with proof of insurance

- Venues have different union regulations; please review the Labor Guidelines page to determine if hiring labor to set-up / tear down your exhibit properties is needed.
- If using a firm other than the official service contractor, a Notification of Intent to Use EAC form and proof of insurance must be submitted at least (30) days prior to the first day of exhibitor move-in. Without these documents, your EAC will not be allowed to set any exhibits.

Order additional/ancillary services

- There may be forms in this Service Kit for other services such as; accessible storage, sign hanging, custom furnishings, electricity, internet, audio visual, lead retrieval, cleaning, floral or catering.
- Some of these services are provided by vendors other than T3 Expo; be sure to submit forms and payments to the proper vendors. Please make note of ordering discount deadlines.

Submit your order with payment (REQUIRED)

- This will ensure all booth options, graphics, furnishings and accessories are reserved for your event. Orders received without payment cannot be processed. We accept Mastercard, Visa, American Express, company check or wire transfer.

Arrange out-bound freight

- Before the end of your event, be sure to visit the T3 Service Desk to pick up a Material Handling form.
- No Material Handling form will be distributed unless the account is paid in full.
- There will be a show carrier providing air and/or ground shipping options. If you are using your own carrier, you will need to schedule them on your own for a pickup.
- Please note the carrier check-in time on the Show Information page.
- If your carrier does not check-in by the date/time listed, your freight will be re-routed to ship with the show carrier at your expense.

On-site Checklist

Check all freight when you arrive

- Verify that all your shipments have arrived in your booth space. Please check against your shipping documentation before unpacking any freight.

Booth set-up

- If you are using T3 Expo Installation Labor, you must go to the T3 Service Desk to inform us that you are ready for your labor.
- Installation/Dismantle Labor start time is only guaranteed when ordered for 8:00 am.
- Once your booth is set up, tag your empty containers with Empty Stickers which can be picked up at the T3 Service Desk.

Arrange outbound shipping

- Before the end of the event, visit the T3 Service Desk to pick up your Material Handling form(s). You will need a separate Material Handling form for each outbound shipping destination.
- Material Handling form(s) will not be distributed until account is paid in full.
- There will be show carriers on-site for air and ground service.
- If you are using your own carrier, you must schedule them in advance to pick up your shipment(s).
- Note the Carrier Check-in date / time on the Show Schedule form.
- If your carrier doesn't check in by the date/time listed, your freight will be rerouted onto a show carrier at your expense.

Booth freight packed and ready to ship out

- Once your freight is packed and labeled to ship out, you must turn in your Material Handling form(s) at the T3 Service Desk.
- Do not leave your Material Handling form(s) in your booth space or on your freight.
- If you do not turn your Material Handling form(s) into the T3 Service Desk, your shipment may be delayed and/or rerouted to a show carrier.

SHIPPING INFORMATION

Suppliers' Day
BOOTH #: _____

Material Handling

Choosing Your Carrier

Please carefully consider your carrier prior to booking your shipment(s) to and from the event. Various carriers are set up to operate on a certain schedule or with limited delivery procedures. Please be sure to review your carrier's policies. Some carriers will not deliver to a loading dock, some deliver without verification or signature of delivery. This may result in delays in delivery or additional fees.

POV (Privately Owned Vehicle): If you are delivering your materials to show site in your own vehicle, there may be Material Handling charges applied. Please refer to the Union Regulations in this kit and plan accordingly. T3 has jurisdiction over the loading dock based on these regulations.

Rate Classifications

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

Uncrated: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The Advance Warehouse is not able to accept loose/unpackaged pieces; shipping crates, fibers, cartons and pallets are acceptable.

Small Package: A shipment of any number of pieces with a combined weight of 1-50 lbs that is received on the same day, from the same shipper and delivered by the same carrier at the same time.

Additional Fees May be Applicable

Late to Warehouse Fee: Shipments arriving after Friday, April 19, 2024 will be charged an additional 30%.

Off Target Fee: If your event has a targeted move in, you must schedule your delivery within your target time. If your freight is received Off Target, there will be an additional fee of 30% of your Material Handling costs for that shipment.

Shipments Returned to Warehouse: Shipments returned to the warehouse at close of the show will be charged an additional 30% per pound and must be picked up within 72 hours to avoid storage charges.

Overtime/Double Time

- Overtime is before 8:00 am and after 4:30 pm, Monday-Friday, and all day Saturday. Double Time is all day Sunday and observed Union holidays.
- Based upon the Material Handling rates quoted, a 30% surcharge per pound for each occurrence will apply if:
 - Shipments are received on overtime.
 - Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond T3 Expo's control, is moved into show site on overtime.
 - Shipments are loaded out on overtime.

Outbound Shipping

- A Material Handling form MUST be filled out for any shipment leaving the Expo Hall. These forms can be picked up at the T3 Expo Service Desk. All accounts must be settled prior to requesting this form.
- Once you have filled out the Material Handling form and ALL of your booth materials are packed, labeled, and ready for shipping, please return the completed form to the T3 Expo Service Desk – **DO NOT LEAVE THIS FORM IN YOUR BOOTH SPACE.**

Carrier Check-in: All carriers must be checked in no later than Friday, May 3, 2024 by 10:00 am. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.

UPS or Federal Express: To use these carriers, you MUST have their shipping labels for each piece and schedule your pick up. Without these, your freight will NOT be picked up by either. If there is a Business Center on the property, it is recommended that you bring your items there.

PLEASE NOTE: There may be an additional fee from the facility for this service.

Advance Shipments to T3 Expo Warehouse

Advance Shipments will be received at the Advance Warehouse beginning on Friday, March 22, 2024. Shipments arriving prior to this date may be refused.

Crated or Uncrated

Shipment Weight x \$2.32/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$59.00 ea. = \$ _____

Material Handling Estimate \$ _____

Direct Shipments to Show Site

Direct shipments will be received starting on Saturday, April 27, 2024 at 8:00 am. Shipments that arrive prior to this date may be refused by the Jacob K. Javits Convention Center as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated

Shipment Weight x \$2.32/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$59.00 ea. = \$ _____

Material Handling Estimate \$ _____

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: Suppliers' Day

c/o: T3 Expo
c/o: 600 Cabot Dr.
Hamilton, NJ 08691

Information

Advance shipments will be accepted beginning on Friday, March 22, 2024 through Friday, April 19, 2024 between the hours of 8:00 am – 4:00 pm.

Shipments received after Friday, April 19, 2024 will be charged an additional 30% per pound.

Please note when overtime rates apply as stated on Material Handling pages.

Direct Shipments to Show Site

Address

To: (Exhibiting Company Name)
(Booth #)

For: Suppliers' Day

c/o: T3 Expo
c/o: Jacob K. Javits Convention Center
1A,B,C,D
369 12th Avenue
New York, New York 10001

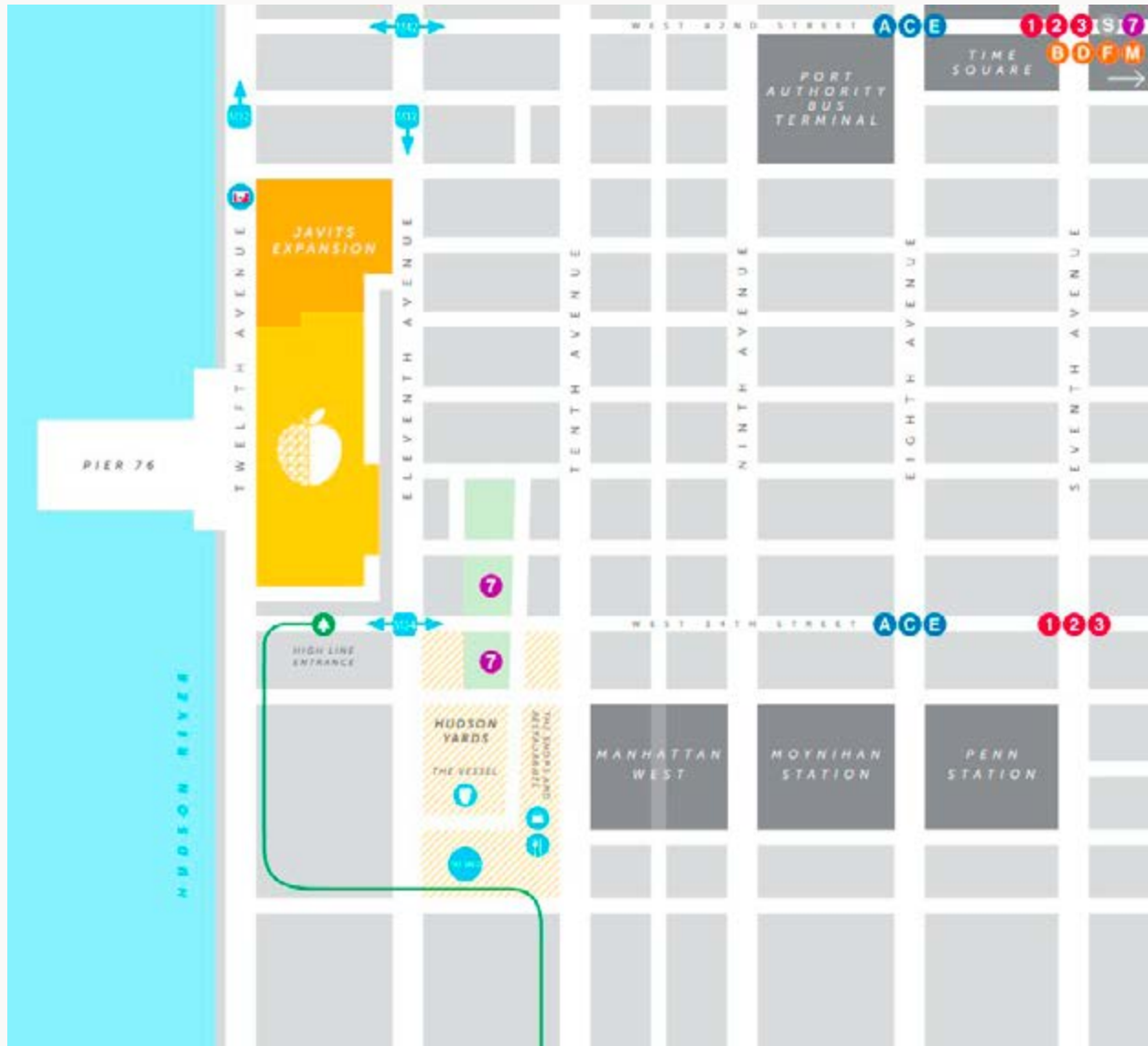
Information

Direct shipments are accepted starting on Saturday, April 27, 2024 beginning at 8:00 am and throughout published event hours.

Please note when overtime rates apply as stated on Material Handling pages.

Marshalling Yard Information

The temporary West 40th Street entry is now permanently closed. Please see diagram below which outlines the new path onto the Javits Center campus at 369 12th Avenue.



Official Transportation Provider *via the ABF Freight® Network*

Let ArcBest® make your next trade show the easiest you have ever attended!

We have over 90 years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call

800-654-7019

Our Services Include:

Priority handling of your inbound and outbound shipments

Guaranteed expedited air and ground services

LTL Ground Transportation

International Transportation

Trust your important trade show shipment to the leader in exhibition transportation services.

ArcBest®
More Than Logistics™

REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

Dimensions (L) _____ (W) _____ (H) _____

SHIP TO: Warehouse Show Site

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup Inside Pickup

Liftgate Dock

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information? YES NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

800-654-7019

tradeshow@arcb.com | arcb.com



8401 McClure Drive • Fort Smith, AR • 72916

ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, MARCH 22, 2024 TO FRIDAY, APRIL 19, 2024

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: 600 Cabot Dr.
Hamilton, NJ 08691



Event: **Suppliers' Day**

Booth #: _____

Piece #: _____ of: _____ pieces

ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, MARCH 22, 2024 TO FRIDAY, APRIL 19, 2024

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: 600 Cabot Dr.
Hamilton, NJ 08691



Event: **Suppliers' Day**

Booth #: _____

Piece #: _____ of: _____ pieces

These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

DIRECT SHIPMENT

ACCEPTED BEGINNING SATURDAY, APRIL 27, 2024

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Jacob K. Javits Convention Center
1A,B,C,D
369 12th Avenue
New York, New York 10001



Event: **Suppliers' Day**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT

ACCEPTED BEGINNING SATURDAY, APRIL 27, 2024

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Jacob K. Javits Convention Center
1A,B,C,D
369 12th Avenue
New York, New York 10001



Event: **Suppliers' Day**

Booth #: _____

Piece #: _____ of: _____ pieces

These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, MARCH 22, 2024 TO FRIDAY, APRIL 19, 2024

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: 600 Cabot Dr.
Hamilton, NJ 08691



Event: **Suppliers' Day**

Booth #: _____

Piece #: _____ of: _____ pieces

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, MARCH 22, 2024 TO FRIDAY, APRIL 19, 2024

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: 600 Cabot Dr.
Hamilton, NJ 08691



Event: **Suppliers' Day**

Booth #: _____

Piece #: _____ of: _____ pieces

T3 SERVICE INFORMATION & FORMS

Exhibitor Order Deadline: **Friday, March 22, 2024**
Artwork Submission Deadline: **Friday, March 29, 2024**
Artwork Approval Deadline: **Friday, April 5, 2024**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, March 29, 2024.

10' x 10' Presta™ Rental Exhibit Package



The following information is required; please return completed form to T3 Expo.

Review Package

- 9'w x 8'h Digitally Printed Back Wall
- 10' x 10' Standard Carpet
- (1) White, Lockable Display Counter
- (3) Clip Lights (electricity not included)*
- Labor to Install and Dismantle
- First Day Cleaning

**Must be ordered directly from the Javits.*

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Submitting Artwork

Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Select Carpet Color (Included in package price; check one)

- | | | | |
|-------|------|--------|------|
| Black | Blue | Green | Grey |
| Navy | Red | Tuxedo | |

Submit This Form

Email this completed form along with the Payment Information Form to: orders@t3expo.com

10' x 10' Rental Exhibit Package **\$3,351.00**
 Sales Tax 8.88%..... \$ _____
Estimated Rental Package Total..... \$ _____
 Pricing does not include electricity, internet connection or AV equipment.

Exhibitor Order Deadline: **Friday, March 22, 2024**
Artwork Submission Deadline: **Friday, March 29, 2024**
Artwork Approval Deadline: **Friday, April 5, 2024**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, March 29, 2024.

10' x 20' Presta™ Rental Exhibit Package



The following information is required; please return completed form to T3 Expo.

Review Package

- 18'w x 8'h Digitally Printed Back Wall
- 10' x 20' Standard Carpet
- (2) White, Lockable Display Counters
- (1) Reception Counter with Digital Graphic
- (6) Clip Lights (electricity not included)*
- Labor to Install and Dismantle
- First Day Cleaning

**Must be ordered directly from the Javits.*

Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Submitting Artwork

Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Select Carpet Color (Included in package price; check one)

- | | | | |
|-------|------|--------|------|
| Black | Blue | Green | Grey |
| Navy | Red | Tuxedo | |

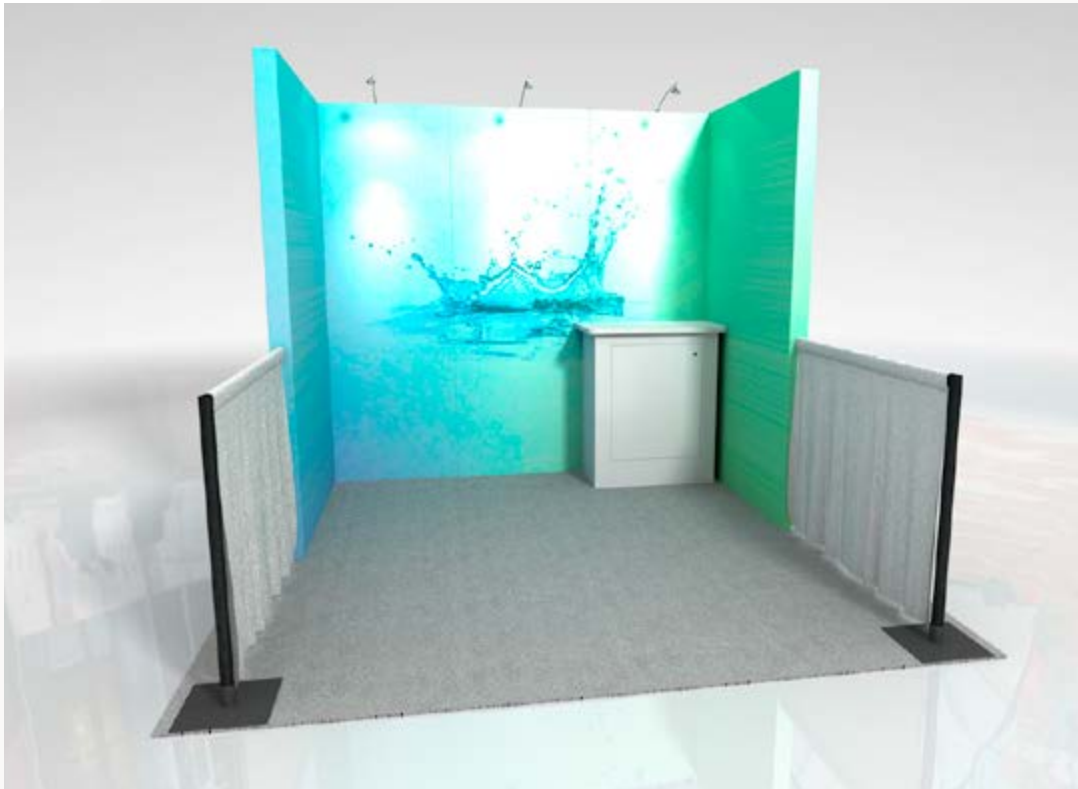
Submit This Form

Email this completed form along with the Payment Information Form to: orders@t3expo.com

10' x 20' Rental Exhibit Package	\$6,701.00
Sales Tax 8.88%.....	\$ _____
Estimated Rental Package Total.....	\$ _____
Pricing does not include electricity, internet connection or AV equipment.	

Exhibitor Order Deadline: **Friday, March 22, 2024**
Artwork Submission Deadline: **Friday, March 29, 2024**
Artwork Approval Deadline: **Friday, April 5, 2024**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, March 29, 2024.

10' x 10' Presta™ Rental Package with Side Rails



The following information is required; please return completed form to T3 Expo.

Review Package

- SS Printed Back Wall
- SS Printed Side Walls
- Side Rail Drape
- (1) Unprinted B Counter
- (3) Clip Lights (electricity not included)*
- 10' x 10' Standard Carpet

**Must be ordered directly from the Javits.*

Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Submitting Artwork

Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Select Carpet Color (Included in package price; check one)

- | | | | |
|------|-------|--------|------|
| Blue | Black | Green | Grey |
| Navy | Red | Tuxedo | |

Submit This Form

Email this completed form along with the Payment Information Form to: orders@t3expo.com

10' x 10' Rental Package w/Side Rails	\$6,902.00
Sales Tax 8.88%.....	\$ _____
Estimated Rental Package Total.....	\$ _____
Pricing does not include electricity, internet connection or AV equipment.	

Exhibitor Order Deadline: **Friday, March 22, 2024**
Artwork Submission Deadline: **Friday, March 29, 2024**
Artwork Approval Deadline: **Friday, April 5, 2024**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, March 29, 2024.

10' x 20' Presta™ Rental Package with Side Rails



The following information is required; please return completed form to T3 Expo.

Review Package

- SS Printed Back Wall
- SS Printed Side Walls
- Side Rail Drape
- (2) Unprinted B Counters
- (1) Reception Counter with Graphics
- (6) Clip Lights (electricity not included)*
- 10' x 20' Standard Carpet

**Must be ordered directly from the Javits.*

Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Submitting Artwork

Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Select Carpet Color (Included in package price; check one)

- | | | | |
|------|-------|--------|------|
| Blue | Black | Green | Grey |
| Navy | Red | Tuxedo | |

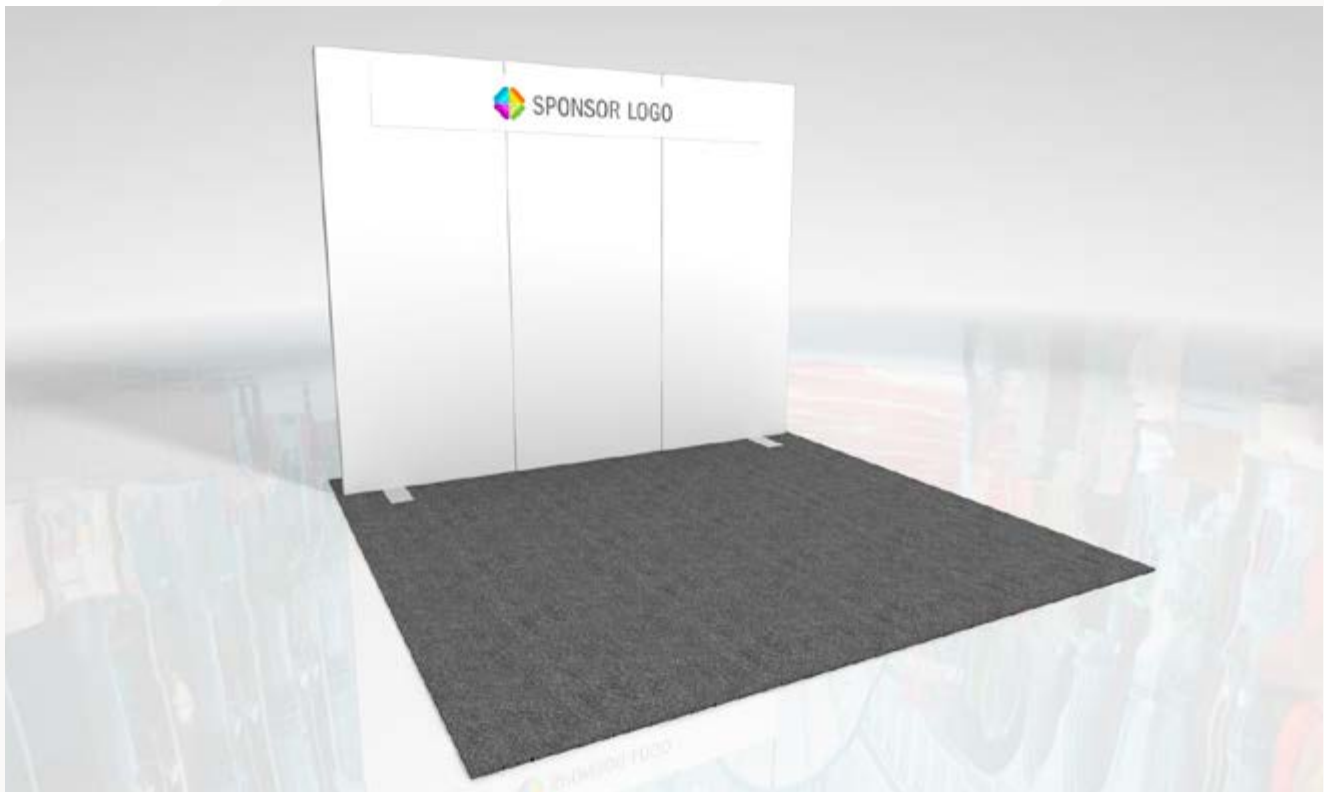
Submit This Form

Email this completed form along with the Payment Information Form to: orders@t3expo.com

10' x 20' Rental Package w/Side Rails	\$10,639.00
Sales Tax 8.88%.....	\$ _____
Estimated Rental Package Total.....	\$ _____
Pricing does not include electricity, internet connection or AV equipment.	

Exhibitor Order Deadline: **Friday, March 22, 2024**
Artwork Submission Deadline: **Friday, March 29, 2024**
Artwork Approval Deadline: **Friday, April 5, 2024**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, March 29, 2024.

10' x 10' EZ Wall Rental Package



The following information is required; please return completed form to T3 Expo.

Review Package

- SS Printed Back Wall
- (1) Booth ID Sign (44"w x 7"h)
- 10' x 10' Standard Carpet

Submitting Artwork

Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Select Carpet Color (Included in package price; check one)

- | | | | |
|------|-------|--------|------|
| Blue | Black | Green | Grey |
| Navy | Red | Tuxedo | |

Submit This Form

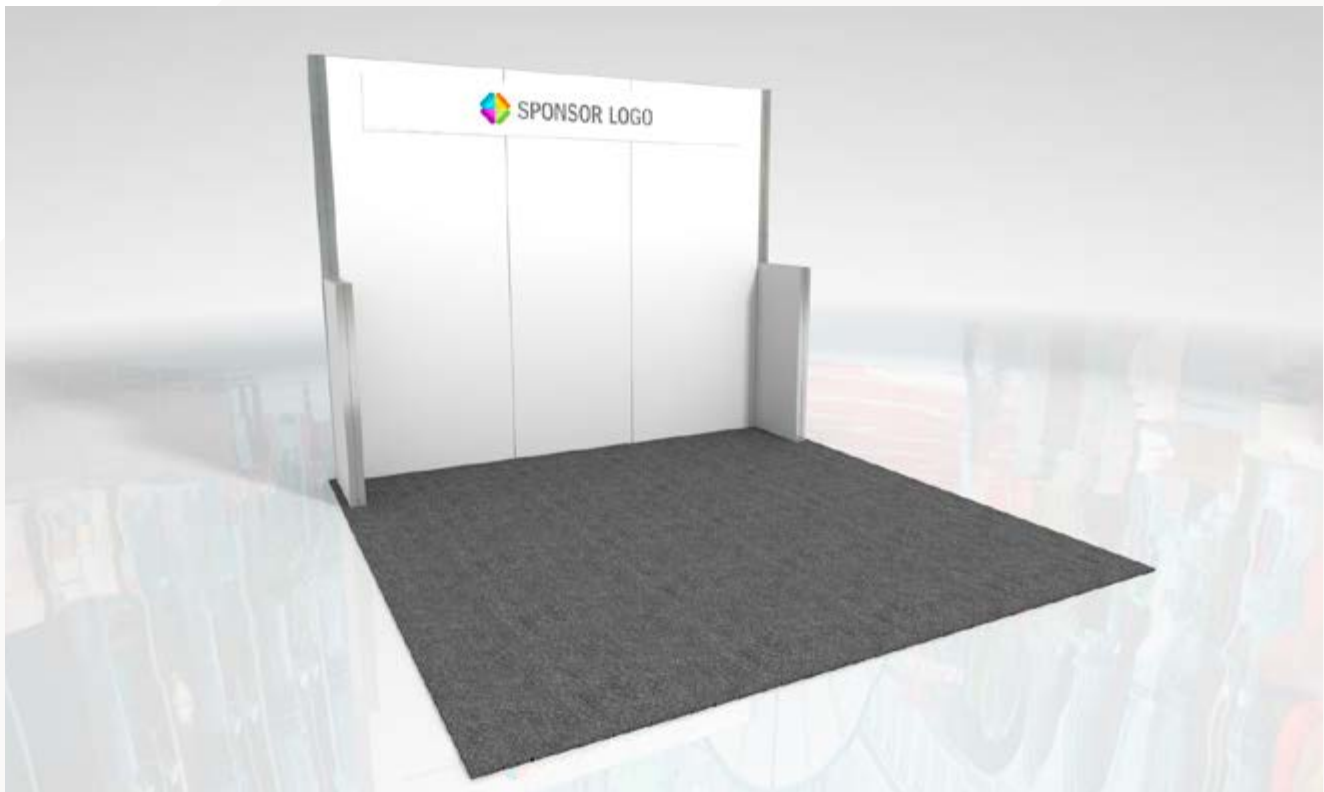
Email this completed form along with the Payment Information Form to: orders@t3expo.com

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

10' x 20' Rental Package w/Side Rails	\$2,763.00
Sales Tax 8.88%.....	\$ _____
Estimated Rental Package Total.....	\$ _____
Pricing does not include electricity, internet connection or AV equipment.	

Exhibitor Order Deadline: **Friday, March 22, 2024**
Artwork Submission Deadline: **Friday, March 29, 2024**
Artwork Approval Deadline: **Friday, April 5, 2024**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, March 29, 2024.

10' x 10' EZ Wall Rental Package with Side Walls



The following information is required; please return completed form to T3 Expo.

Review Package

- SS Printed Back Wall with Half Side Walls
- (1) Booth ID Sign (44"w x 7"h)
- 10' x 10' Standard Carpet

Submitting Artwork

Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Select Carpet Color (Included in package price; check one)

- | | | | |
|------|-------|--------|------|
| Blue | Black | Green | Grey |
| Navy | Red | Tuxedo | |

Submit This Form

Email this completed form along with the Payment Information Form to: orders@t3expo.com

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

10' x 20' Rental Package w/Side Rails	\$3,153.00
Sales Tax 8.88%.....	\$ _____
Estimated Rental Package Total.....	\$ _____
Pricing does not include electricity, internet connection or AV equipment.	

Exhibitor Order Deadline: **Friday, March 22, 2024**
Artwork Submission Deadline: **Friday, March 29, 2024**
Artwork Approval Deadline: **Friday, April 5, 2024**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, March 29, 2024.

10' x 20' EZ Wall Rental Package



The following information is required; please return completed form to T3 Expo.

Review Package

- SS Printed Back Wall
- (1) Booth ID Sign (44"w x 7"h)
- 10' x 20' Standard Carpet

Submitting Artwork

Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Select Carpet Color (Included in package price; check one)

- | | | | |
|------|-------|--------|------|
| Blue | Black | Green | Grey |
| Navy | Red | Tuxedo | |

Submit This Form

Email this completed form along with the Payment Information Form to: orders@t3expo.com

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

10' x 20' Rental Package w/Side Rails **\$5,296.00**
 Sales Tax 8.88%..... \$ _____
Estimated Rental Package Total..... \$ _____
 Pricing does not include electricity, internet connection or AV equipment.

Exhibitor Order Deadline: **Friday, March 22, 2024**
Artwork Submission Deadline: **Friday, March 29, 2024**
Artwork Approval Deadline: **Friday, April 5, 2024**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, March 29, 2024.

10' x 20' EZ Wall Rental Package with Side Walls



The following information is required; please return completed form to T3 Expo.

Review Package

- SS Printed Back Wall with Half Side Walls
- (1) Booth ID Sign (44"w x 7"h)
- 10' x 20' Standard Carpet

Submitting Artwork

Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Select Carpet Color (Included in package price; check one)

- | | | | |
|------|-------|--------|------|
| Blue | Black | Green | Grey |
| Navy | Red | Tuxedo | |

Submit This Form

Email this completed form along with the Payment Information Form to: orders@t3expo.com

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

10' x 20' Rental Package w/Side Rails	\$5,686.00
Sales Tax 8.88%.....	\$ _____
Estimated Rental Package Total.....	\$ _____
Pricing does not include electricity, internet connection or AV equipment.	

Artwork Submission Deadline:
All artwork due by Friday, March 29, 2024

Print Production Artwork Requirements

PLEASE NOTE:

All artwork must be submitted in **CMYK** (not RGB/HEX).

General File Set Up

Please provide artwork in native forms whenever possible:

- **Adobe Illustrator and Adobe InDesign files are preferred**

When creating multiple-panel signs/structure graphics (booth back walls, etc.):

- **Use Adobe Illustrator for layout**
- Create artwork using one artboard for entire graphic. Don't use separate artboards for artwork spanning more than one panel.
- Include **2" bleeds** on all sides
- Convert fonts to outlines
- Embed all linked images

When creating single-panel graphics/smaller signs (meter boards, placards, etc.):

- **Use Adobe Illustrator or InDesign for layout**
- Include **1" bleeds** on all sides
- Convert fonts to outlines
- Embed or package all linked images

Images

Rasterized pixel-based images such as PSD, TIF or JPGs should be high resolution (150-300 dpi) at full size, 1:1 ratio. This includes images linked or embedded in InDesign or Illustrator files.

Based on viewing distance, below are some basic guidelines for resolution when working with formats such as PSD, TIF and JPG files.

48" x 96" Graphics and larger

Recommended resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet 200 dpi at full size
- Viewing distance of 5-9 feet 150 dpi at full size

Minimum resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet 150 dpi at full size
- Viewing distance of 5-9 feet 100 dpi at full size

Graphics smaller than 48" x 96"

- Viewing distance of 1-4 feet 100 dpi at full size

Preferred File Formats

- **Adobe Illustrator (AI or EPS):** Outline fonts and embed all links
- **Adobe InDesign:** Package all fonts and links
- **Adobe Photoshop (PSD, TIF or JPG):** For image files

Checklist

- SET DOCUMENT MODE TO CMYK
- USE APPROPRIATE DIMENSIONS AND SCALE
- SET APPROPRIATE BLEEDS ON ALL SIDES
- CHECK IMAGE RESOLUTION
- CONVERT FONTS TO OUTLINES
- EMBED IMAGES / SAVE & PACKAGE YOUR FILE
- INCLUDE PDF PROOF

Submitting Artwork

Please [CLICK HERE](#) to download your graphic templates and upload your graphic files once created.

Questions?

Questions regarding artwork may be emailed to:

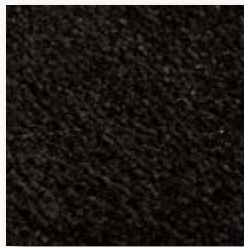
Exhibitor Graphics
graphics@t3expo.com

Please include, in all inquiries:

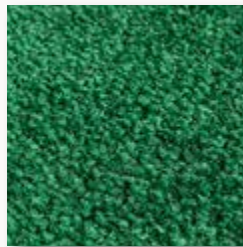
- Event name
- Company name
- Booth number
- Contact information

Floor Covering

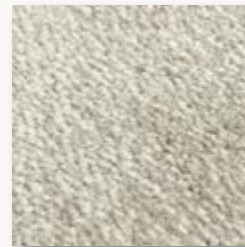
Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet



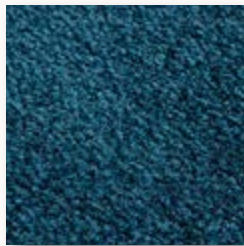
Black



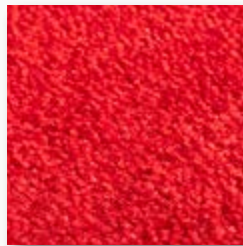
Green



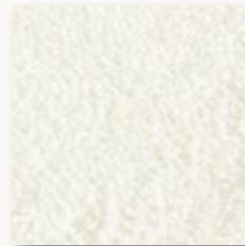
Grey



Navy



Red



White

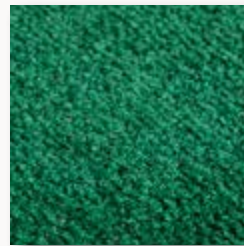
Standard Carpet – 16 oz. Nylon Carpet



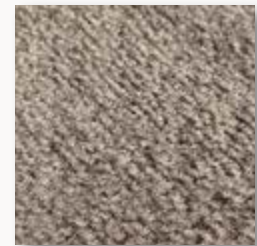
Black



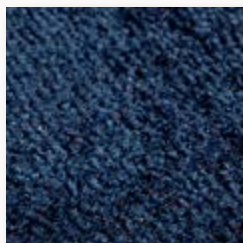
Blue



Green



Grey



Navy



Red



Tuxedo

PLEASE NOTE: Colors and style may vary upon availability.

T3 Advanced Discount Deadline:
Order and payment due by Friday, April 5, 2024

Floor Covering Order Form

Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet
Please enter size and select carpet color

The entire floor space of all booths must be carpeted. Exhibitors can rent carpet through T3 Expo or bring their own flooring.

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$6.44	or \$9.02	= \$ _____

Please select UPGRADED carpet color:
(check one)

Black
Navy

Green
Red

Grey
White

Standard Carpet – 16 oz. nylon carpet – **Please enter size and select carpet color**

Discount Price	Standard Price	Extended Price	Discount Price	Standard Price	Extended Price
10' x 10' \$325.00	or \$455.00	\$ _____	20' x 20' \$1,300.00	or \$1,820.00	\$ _____
10' x 20' \$650.00	or \$910.00	\$ _____	20' x 30' \$1,950.00	or \$2,730.00	\$ _____
10' x 30' \$975.00	or \$1,365.00	\$ _____	20' x 40' \$2,600.00	or \$3,640.00	\$ _____
10' x 40' \$1,300.00	or \$1,820.00	\$ _____	30' x 30' \$2,925.00	or \$4,095.00	\$ _____

20' carpet comes as two matching 10' pieces.

Custom Size – Custom size is required for larger, island or peninsula booths, or if size needed is not shown above.

Please enter size and select carpet color

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$3.25	or \$4.55	= \$ _____

Please select STANDARD or CUSTOM carpet color:
(check one)

Black
Navy

Blue
Red

Green
Tuxedo

Grey

Carpet Padding

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
½" Foam Padding* _____ x _____ = _____ sq. ft		x \$1.55	or \$2.17	= \$ _____
1" Foam Padding* _____ x _____ = _____ sq. ft		x \$3.10	or \$4.34	= \$ _____
Visqueen _____ x _____ = _____ sq. ft		x \$1.34	or \$1.88	= \$ _____

Subtotal: \$ _____

Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Sales Tax 8.88% \$ _____
Estimated Total Floor Covering \$ _____

Furniture – Standard Chairs



A. Bar Stool, Black



B. Side Chair, Black

PLEASE NOTE: Colors and style may vary upon availability.




Accessories / Pipe & Drape

Accessories

- A. Bag Stand – Chrome
- B. Brochure Holder
- C. Coat Tree – Chrome
- D. Display Board (8'w x 4'h)
- E. Display Counter – (36" w x 41" h x 21" d)
Display Counter with Decal (14" x 14")
Display Counter with Custom Graphics
- F. Easel – Tripod
- G. Display Showcase – (58" w x 38" h x 17.5" d)
- H. Literature Stand
- I. Sign Stand – Chrome (22" w x 28" h)
- J. Stanchion (includes 7' retractable cord)
- K. Wastebasket

Pipe & Drape

- A. 8' High Drape
- B. 3' High Drape

 <p>A</p>	 <p>B</p>	 <p>C</p>																		
 <p>D</p>	 <p>E</p> <p>With Decal</p> <p>With Custom Graphics</p>																			
 <p>F</p>	 <p>G</p>	 <p>H</p>																		
 <p>I</p>	 <p>J</p>	 <p>K</p>																		
 <p>A</p>	 <p>B</p>	<table border="0"> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Black</td> <td>Blue</td> <td>Burgundy</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Gold</td> <td>Green</td> <td>Grey</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Plum</td> <td>Red</td> <td>White</td> </tr> </table>				Black	Blue	Burgundy				Gold	Green	Grey				Plum	Red	White
																				
Black	Blue	Burgundy																		
																				
Gold	Green	Grey																		
																				
Plum	Red	White																		

PLEASE NOTE:
Colors and style may vary upon availability.

T3 Advanced Discount Deadline:
Order and payment due by Friday, April 5, 2024

Furniture / Accessories / Pipe & Drape Order Form

	Quantity		Discount Price		Standard Price		Extended Price
Furniture							
A. Bar Stool – Black	_____	x	\$237.00	or	\$332.00	= \$	_____
B. Side Chair – Black	_____	x	\$155.00	or	\$217.00	= \$	_____

	Quantity		Discount Price		Standard Price		Extended Price
Accessories							
A. Bag Stand – Chrome	_____	x	\$199.00	or	\$279.00	= \$	_____
B. Brochure Holder	_____	x	\$98.00	or	\$137.00	= \$	_____
C. Coat Tree	_____	x	\$155.00	or	\$217.00	= \$	_____
D. Display Board (8'w x 4'h)	_____	x	\$258.00	or	\$361.00	= \$	_____
E. Display Counter (36"w x 41"h x 21"d)	_____	x	\$438.00	or	\$613.00	= \$	_____
Display Counter with Decal (14" x 14")*	_____	x	\$515.00	or	\$721.00	= \$	_____
Display Counter with Custom Graphics*	_____	x	\$567.00	or	\$794.00	= \$	_____
F. Easel – Tripod	_____	x	\$103.00	or	\$144.00	= \$	_____
G. Display Showcase (58" x 38" x 17.5d")	_____	x	\$464.00	or	\$650.00	= \$	_____
H. Literature Stand	_____	x	\$191.00	or	\$267.00	= \$	_____
I. Sign Stand – Chrome (22"w x 28"h)	_____	x	\$170.00	or	\$238.00	= \$	_____
J. Stanchion (with 7' retractable cord)	_____	x	\$113.00	or	\$158.00	= \$	_____
K. Wastebasket	_____	x	\$33.00	or	\$46.00	= \$	_____

	Quantity		Discount Price		Standard Price		Extended Price
Pipe & Drape							
A. 8' High Drape – Per Linear ft	_____	x	\$31.00	or	\$43.00	= \$	_____
B. 3' High Drape – Per Linear ft	_____	x	\$18.00	or	\$25.00	= \$	_____

Please Select Drape Color: (check one)

Black Blue Burgundy Gold Green Grey Plum Red White

*Submitting Artwork

Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone #: _____
Booth #: _____

Sales Tax 8.88% \$ _____
Est. Total Furn/Access/Pipe&Drape.. \$ _____

Display Tables & Counters

Skirted Tables

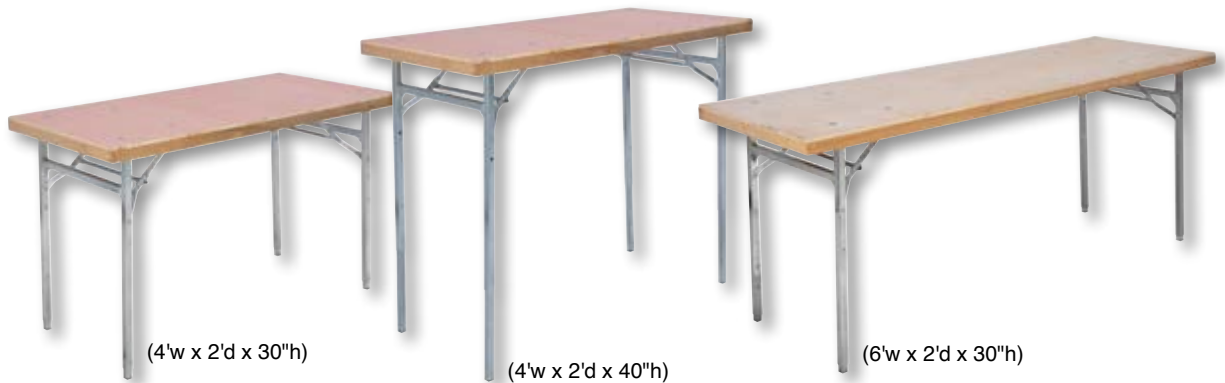
4'w x 2'd x 30"h (shown)
6'w x 2'd x 30"h
8'w x 2'd x 30"h
4'w x 2'd x 40"h
6'w x 2'd x 40"h
8'w x 2'd x 40"h

- Skirted tables include white vinyl top and pleated skirt on three sides.
- Fourth side skirting is available at an additional cost.
- 4' tables do not require fourth side skirting.



Unskirted Tables

4'w x 2'd x 30"h
6'w x 2'd x 30"h
8'w x 2'd x 30"h
4'w x 2'd x 40"h
6'w x 2'd x 40"h
8'w x 2'd x 40"h



Round Tables

30" diameter x 30"h – Black
30" diameter x 40"h – Black



Skirting not available on round tables.

PLEASE NOTE:

Colors and style may vary upon availability for items on this page.

T3 Advanced Discount Deadline:
Order and payment due by Friday, April 5, 2024

Display Tables & Counters Order Form

	Quantity		Discount Price		Standard Price		Extended Price
30" High Skirted (6' & 8' skirted on 3 sides only)							
4'w x 2'd	_____ x		\$206.00	or	\$288.00	= \$	_____
6'w x 2'd	_____ x		\$268.00	or	\$375.00	= \$	_____
8'w x 2'd	_____ x		\$309.00	or	\$433.00	= \$	_____
4th Side Skirting (for 6' and 8' tables only)	_____ x		\$67.00	or	\$94.00	= \$	_____
40" High Skirted (6' & 8' skirted on 3 sides only)							
4'w x 2'd	_____ x		\$232.00	or	\$325.00	= \$	_____
6'w x 2'd	_____ x		\$294.00	or	\$412.00	= \$	_____
8'w x 2'd	_____ x		\$335.00	or	\$469.00	= \$	_____
4th Side Skirting (for 6' and 8' tables only)	_____ x		\$67.00	or	\$94.00	= \$	_____

Please Select Skirting Color: (check one)

Black Blue Burgundy Gold Green Grey Plum Red White

	Quantity		Discount Price		Standard Price		Extended Price
30" High Unskirted							
4'w x 2'd	_____ x		\$77.00	or	\$108.00	= \$	_____
6'w x 2'd	_____ x		\$98.00	or	\$137.00	= \$	_____
8'w x 2'd	_____ x		\$108.00	or	\$151.00	= \$	_____
40" High Unskirted							
4'w x 2'd	_____ x		\$103.00	or	\$144.00	= \$	_____
6'w x 2'd	_____ x		\$129.00	or	\$181.00	= \$	_____
8'w x 2'd	_____ x		\$155.00	or	\$217.00	= \$	_____
Round Tables							
30"d x 30"h, black	_____ x		\$155.00	or	\$217.00	= \$	_____
30"d x 40"h, black	_____ x		\$155.00	or	\$217.00	= \$	_____

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone #: _____
 Booth #: _____

Sales Tax 8.88% \$ _____
Est. Total Display Tables & Counters \$ _____

Display Labor & Forklift Order Form

Important Information

- Straight Time: The first eight hours on Monday-Friday.
- Overtime: After eight hours on Monday-Friday, and all hours on Saturday and Sunday.
- Double Time: Sunday and observed union holidays.
- Show Site Labor Orders: Add 30% to hourly rates.
- T3 Expo bills 30 minutes minimum per laborer. Additional time is billed in 30 minute increments per laborer.
- Exhibitors ordering forklift will be assigned a forklift and an operator.
- Determination of crew size is at the discretion of the official Service Contractor.
- Starting time is to be confirmed with T3 Expo. Only labor ordered for 8:00 am start time is guaranteed. All other start times will begin as soon as labor is available.
- Exhibitor MUST check in at the T3 Expo Service Desk when ready for labor, and check out at the T3 Expo Service Desk upon completion of work.
- Exhibitors ordering forklift to assemble displays or for uncrating, unskidding, positioning and reskidding equipment or machinery will need to estimate their needs on this form.

	Straight Time	Overtime	Double Time
Display Labor			
Labor	\$226.00	\$304.00	\$361.00
T3 Supervised Labor	\$294.00	\$395.00	\$469.00
Forklift and Operator.....	\$515.00	\$722.00	\$928.00

	Requested Date/Time	# of Laborers	# Hours	Hourly Rate	Total Cost
Installation	_____	_____ x _____	_____ x _____	= \$ _____	
	_____	_____ x _____	_____ x _____	= \$ _____	
Dismantle	_____	_____ x _____	_____ x _____	= \$ _____	
	_____	_____ x _____	_____ x _____	= \$ _____	

For Forklift Orders

Type of Work Being Performed

- Unskid/reskid equipment
- Place equipment
- Build booth structure
- Other: _____

Size of forklift required:

- 5,000 lb lift
- 10,000 lb lift
- 15,000 lb lift

Heaviest piece weight _____ Dimensions _____ x _____ x _____
length width height

For Display Labor – Supervision of all labor is required (check one)

Exhibitor Supervision On site/after hours contact cell phone: _____
On site/after hours contact name: _____

T3 Expo Supervision On site/after hours contact cell phone: _____
On site/after hours contact name: _____

Our fee for T3 Supervision is 30% of the exhibitor's total labor bill. In order to perform the labor without exhibitor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this labor order form. Exhibitor must also include outbound shipping instructions with this labor order form.

Set-Up Instructions Attached

Outbound Shipping Information Attached (for T3 Expo Supervised Dismantle only)

Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Estimated Installation Labor \$ _____
8.88% Tax on Install Labor Only \$ _____
Estimated Dismantle Labor (no tax) .. \$ _____
Estimated Total Labor \$ _____

Hanging Sign Order Form

Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: Before 8:00 am and after 4:30 pm, Monday-Friday, and all hours on Saturday.
- Double Time: Sunday and observed union holidays.
- Show site labor orders: Add 30% to hourly rates.
- T3 Expo bills in one hour increments per crew for sign hanging.
- Hanging Signs should be sent in a separate container to the Advance Shipping Warehouse no later than Friday, April 19, 2024 using the enclosed "Hanging Sign" labels.
- Hanging signs requiring electricity must be in accordance with the National Electrical Code.
- T3 Expo reserves the right to refuse to hang any sign which we deem to be unsafe.

Hanging Labor is additional. Any hanging elements requiring truss and chain motors or any electrical hanging needs MUST be ordered through the Jacob K. Javits Convention Center.

<https://www.javitscenter.com>

Please contact a T3 Expo Representative for any hanging elements weighing 250 lbs or less.

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

	Straight Time	Overtime	Double Time
Sign Assembly Labor.....	\$226.00	\$304.00	\$361.00
T3 Supervised Sign Assembly Labor.....	\$294.00	\$395.00	\$469.00

Does the sign require assembly? Yes No
 (assembly labor performed at rates above)

Requested Date & Time**	# of Men	# of Hours	Hourly Rate	Total Cost
Installation _____	_____	x _____	x _____	= \$ _____
Dismantle _____	_____	x _____	x _____	= \$ _____

	Straight Time	Overtime	Double Time
Sign Hanging Lift/Crew	\$742.00	\$959.00	\$1,113.00

Requested Date & Time**	# of Lift(s) Crew(s)	# of Hours	Hourly Rate	Total Cost
Installation _____	_____	x _____	x _____	= \$ _____
Dismantle _____	_____	x _____	x _____	= \$ _____

Note: Final billing will include time, materials, assembly, installation and dismantle.
 **We will do our best to accommodate the requested date and time.
 Crew size is at the discretion of T3 Expo.

Supervision of all labor is required (check one)

Exhibitor Supervision On site/after hours contact cell phone: (____) _____

On site/after hours contact name: _____

T3 Expo Supervision On site/after hours contact cell phone: (____) _____

On site/after hours contact name: _____

In order to perform Labor without exhibitor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this form. This must also include outbound shipping instructions.

Set-Up Instructions Attached

Outbound Shipping Information Attached (for T3 Expo Supervised Dismantle only)

Estimated Installation Labor \$ _____
 8.88% Tax on Install Labor Only \$ _____
 Estimated Dismantle Labor (no tax) .. \$ _____
 Estimated Total Hanging Sign \$ _____

Accessible Storage Order Form

Important Information

Exhibitor must sign up for accessible storage at the on-site T3 Service Desk.

Accessible storage is for storing items such as giveaways or literature that need to be replenished.

Half hour minimum labor charge to bring items to storage and half hour minimum charge for each time retrieved. Actual hours will be included in final billing.

NOTE: If you are already paying for Advance or Direct Material Handling to T3 Expo, there is no additional charge for Empty Storage. If you are hand-carrying your exhibit and require storage, Empty Storage fees will apply.

Empty Storage fees cover the duration of the event.

Accessible Storage

Accessible Storage is \$2.58 per square foot per day.

*One half hour of labor will be charged to bring items to storage and one half hour for each time items are retrieved from or brought into storage.

Access Storage	Area	# Days	Extended Price
	\$2.58 per sq. ft x _____ sq. ft.	x _____	= \$ _____

	Straight Time	Overtime	Double Time
Access Storage Labor	\$226.00	\$304.00	\$361.00

Empty Storage	Quantity	Standard Price	Extended Price
Cardboard Box	_____ x	\$40.00 each	= \$ _____
Fiber Case	_____ x	\$50.00 each	= \$ _____

	Quantity	Standard Price
Shrink Wrap	_____	\$148.00

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Est. Total Storage Services \$ _____

T3 Advanced Discount Deadline:
Order and payment due by Friday, April 5, 2024

Cleaning Services Order Form

	Sq. Ft.	Discount Price	Standard Price	# Days	Extended Price
<p>Hard Floor Scrubbing Requires the use of scrubbing machine, floor pads and floor care chemicals; however, this does not create a gloss and does not guarantee all marks and blemishes will be removed.</p>	_____ x	\$ 1.78	or \$ 2.49	_____ =	\$ _____
		Price per unit/day			
<p>Show Days Cleaning - Vacuuming Only Based on the number of nights.</p>	_____ x	\$ 0.36	or \$ 0.50	_____ =	\$ _____
		Price per unit/day			
<p>Shampoo Booth Carpet Carpeting is shampooed as ordered by exhibitors prior to event opening or during overnight hours of event days (shampooing services are not available immediately prior to, or during, event hours). Exhibitors can request spot shampooing (billing is based on square footage of area cleaned) prior to event opening or during overnight hours of event days (shampooing services are not available immediately prior to, or during, event hours).</p>	_____ x	\$ 0.69	or \$ 0.97	_____ =	\$ _____
		Price per unit/day			
<p>Exhibitor Porter Service 100 - 999 Porter comes to the booth every 2 hours and removes trash, sweeps the carpet with a carpet sweeper, or broom and dust pan.</p>	_____ x	\$ 66.80	or \$ 94.00	_____ =	\$ _____
		Price per Day			
<p>Exhibitor Porter Service 1000 - Up Porter comes to the booth every 2 hours and removes trash, sweeps the carpet with a carpet sweeper, or broom and dust pan.</p>	_____ x	\$ 100.21	or \$ 140.00	_____ =	\$ _____
		Price per Day			
<p>Porter Service Porter is assigned to the exhibit space for a minimum of 2 hours per day. Exhibitor provides the scheduled times. Example: 12pm to 2pm. Billing is at the prevailing hourly rate for porters. Additional hours can be scheduled as required and all billing is at the prevailing hourly rate for porters. Work performed by porters is as follows: general trash removal, light policing of carpet or other flooring with broom and dustpan or carpet sweeper.</p>	_____ x	\$ 55.11	or \$ 77.00	_____ =	\$ _____
		Price per hour. 2 Hour minimum per day.			

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Estimated Total Services \$ _____

T3 Advanced Discount Deadline:
Order and payment due by Friday, April 5, 2024

All artwork due by Friday, March 29, 2024

Signage Order Form

Important Information

Double square footage for double sided graphics.

Round square foot to next whole increment.

File conversion, retouching or color correction may incur additional charges.

T3 Expo can design layouts of graphics for an additional fee of \$125 per hour (Two hour minimum).

Please refer to the Print Production Artwork Requirements page for information on file set-up, and a link to upload your graphic files or download templates.

Signage

Standard Size Signs

	Quantity	Advanced Price	Standard Price	Extended Price
8.5"w x 11"h.....	_____ x _____	\$46.00	or \$64.00	= \$ _____
11"w x 14"h.....	_____ x _____	\$69.00	or \$97.00	= \$ _____
22"w x 28"h.....	_____ x _____	\$115.00	or \$161.00	= \$ _____
28"w x 44"h.....	_____ x _____	\$202.00	or \$283.00	= \$ _____

Subtotal = \$ _____

Custom Size Banner (in square feet)

Single Sided

	Advanced Price	Standard Price	Extended Price
_____ x _____ = _____ width height area	x \$21.00	or \$29.00	= \$ _____ (per square foot)

Double Sided (x2)

_____ x _____ = _____ width height area	x \$41.00	or \$57.00	= \$ _____ (per square foot)
--	-----------	------------	---------------------------------

Subtotal = \$ _____

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Sales Tax 8.88% \$ _____
Estimated Total Signage \$ _____



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CORT TRADESHOW
FURNISHINGS CATALOG](#)

CORT®

EVENTS

TRADESHOW
FURNISHINGS | 2022

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
POWERED FURNITURE						
	BKCT5P	5' Table	Black Top, Silver	\$1,666	\$2,082	
	BKCT8P	8' Table	Black Top, Silver	\$3,200	\$4,001	
	BKCT10P	10' Table	Black Top, Silver	\$3,200	\$4,001	
	NPLCHP	Naples Chair	Black Vinyl	\$1,494	\$1,867	
	NPLLOP	Naples Loveseat	Black Vinyl	\$2,001	\$2,502	
	NPLSOP	Naples Sofa	Black Vinyl	\$2,304	\$2,880	
	C1YP	Sydney Cocktail Table	Black Top, Brushed Steel	\$627	\$784	
	C1WP	Sydney Cocktail Table	White Top, Brushed Steel	\$624	\$781	
	VNTBLK	Ventura Communal Bar Table	Black Top, Silver	\$1,946	\$2,432	
	VNTWHT	Ventura Communal Bar Table	White Top, Silver	\$1,946	\$2,432	
	VNTCBK	Ventura Communal Café Table	Black Top, Silver	\$1,569	\$1,961	
	VNTCWH	Ventura Communal Café Table	White Top, Silver	\$1,569	\$1,961	
	CUBPOW	Wireless Charging Table	White, AC Plug In	\$829	\$1,036	
	VILHUB	Village Charging Hub	Cream	\$527	\$659	
<i>Additional Powered Products under Office & Product Display on Page 2</i>						
SOFT SEATING COLLECTIONS						
	CHR002	Allegro Chair	Blue Fabric, Brushed Metal	\$856	\$1,070	
	SFA002	Allegro Sofa	Blue Fabric, Brushed Metal	\$1,214	\$1,518	
	BCHWHT	Baja Chair	White Vinyl	\$873	\$1,092	
	BLVWHT	Baja Loveseat	White Vinyl	\$1,386	\$1,733	
	BSFWHT	Baja Sofa	White Vinyl	\$1,617	\$2,022	
	FAIRCW	Fairfax Chair	White Vinyl, Brushed Metal	\$602	\$752	
	FAIRSW	Fairfax Sofa	White Vinyl, Brushed Metal	\$829	\$1,036	
	KEYCHR	Key Largo Chair	Black Fabric, Wood	\$545	\$681	
	KEYLOV	Key Largo Loveseat	Black Fabric, Wood	\$631	\$789	
	KEYSOF	Key Largo Sofa	Black Fabric, Wood	\$799	\$999	
	NPLCHR	Naples Chair	Black Vinyl	\$1,016	\$1,270	
	NPLLOV	Naples Loveseat	Black Vinyl	\$1,225	\$1,531	
	NPLSOF	Naples Sofa	Black Vinyl	\$1,453	\$1,817	
	PALSOF	Palm Beach Sofa	White Vinyl	\$1,270	\$1,587	
	STECHA	Sterling Chair	Gray Fabric	\$1,501	\$1,876	
	STESOF	Sterling Sofa	Gray Fabric	\$2,185	\$2,731	
	VALCHA	Valencia Chair	Spice Orange Velvet	\$670	\$837	
	VALSOF	Valencia Sofa	Coffee Brown Velvet	\$852	\$1,065	
	COCHTP	Cordoba Chair	Taupe Fabric, Black	\$957	\$1,196	
	COLVTP	Cordoba Loveseat	Taupe Fabric, Black	\$1,367	\$1,709	
ACCENT CHAIRS						
	ATHCHA	Atherton Chair	Brown Leather, Black Metal	\$1,128	\$1,410	
	BOWCHA	Bowery Chair	Ochre Fabric	\$1,058	\$1,323	
	CNTCHR	Century Chair	Gray Velvet	\$1,075	\$1,344	
	LABREA	La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	\$717	\$896	
	LENCHA	Lena Chair	Moss Green Leather, Bronze	\$949	\$1,186	
	BCW	Madrid Chair	White Vinyl, Chrome	\$1,118	\$1,397	
	OCMWHT	Meeting Chair	White Vinyl, Wenge	\$475	\$593	
	MONCHA	Montreal Chair	Blue, Black Metal	\$1,162	\$1,452	
	MNCHCH	Munich Armless Chair	Gray Fabric, Black	\$856	\$1,070	
	SWAN	Swanson Swivel Chair	White Vinyl, Chrome	\$624	\$781	
	TCHP	Tech Chair, No Tablet	Gray Vinyl, Chrome Base	\$829	\$1,036	
	TCHGRY	Tech Tablet Chair	Gray Vinyl, White Metal Tablet	\$806	\$1,008	
	WENCHA	Wentworth Swivel Chair	Brown Vinyl	\$624	\$781	
	BNMCOW	Brooklyn Meeting Chair	White Vinyl, Oak-look	\$638	\$798	
	BNMCSW	Brooklyn Meeting Chair, Swivel	White Vinyl, Black Metal	\$638	\$798	
GROUP SEATING						
	BLDCRD	Blade Chair	Red	\$139	\$174	
	BLDCSB	Blade Chair	Sky Blue	\$139	\$174	
	SC3	Brewer Chair	Onyx, Chrome	\$306	\$382	
	XCHR	Christopher Chair	White Vinyl, Chrome	\$183	\$230	
	DUET	Duet Stack Chair	Black, Chrome	\$116	\$145	
	LMCHR	Laguna Chair	Maple, Chrome	\$262	\$328	
	LUCHCL	Lucent Chair	Frosted Acrylic, Chrome	\$344	\$431	
	MALGRY	Malba Chair	Gray, Chrome	\$199	\$248	
	MALGRN	Malba Chair	Green, Chrome	\$199	\$248	
	MARCBK	Marina Chair	Black Vinyl, Brushed Metal	\$276	\$345	
	MARCBR	Marina Chair	Brown Fabric, Brushed Metal	\$276	\$345	
	MARCBE	Marina Chair	Ocean Blue Fabric, Brushed Metal	\$276	\$345	
	MARCRD	Marina Chair	Red Fabric, Brushed Metal	\$276	\$345	
	MARCRH	Marina Chair	White Vinyl, Brushed Metal	\$276	\$345	
	PASCHR	Pasadena Chair	White Molded Plastic w/Chrome Tower Base	\$654	\$818	
	SC10	Razor Armless Chair	White	\$127	\$159	
	RSTDIN	Rustique Chair w/ Arms	Gunmetal	\$186	\$233	
	CS4	Syntax Chair	Black, Chrome	\$374	\$468	
	ZENCHR	Zenith Chair	White, Chrome	\$246	\$308	
OTTOMANS						
	BVLYBK	Beverly Bench Ottoman	Black Vinyl	\$702	\$879	
	BVLYBN	Beverly Bench Ottoman	Brown Fabric	\$702	\$879	
	BVLYGR	Beverly Bench Ottoman	Gray Fabric	\$702	\$879	
	BVLYLN	Beverly Bench Ottoman	Linen Fabric	\$702	\$879	
	BVLYOB	Beverly Bench Ottoman	Ocean Blue Fabric	\$702	\$879	
	BVLYRD	Beverly Bench Ottoman	Red Fabric	\$702	\$879	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
OTTOMANS (CONTINUED)						
	BVLYWH	Beverly Bench Ottoman	White Vinyl	\$702	\$879	
	BVSMBK	Beverly Small Bench Ottoman	Black Vinyl	\$583	\$729	
	BVSMBL	Beverly Small Bench Ottoman	Ocean Blue Fabric	\$583	\$729	
	BVSMBN	Beverly Small Bench Ottoman	Brown Fabric	\$583	\$729	
	BVSMGN	Beverly Small Bench Ottoman	Olive Green Fabric	\$583	\$729	
	BVSMGY	Beverly Small Bench Ottoman	Gray Fabric	\$583	\$729	
	BVSMNL	Beverly Small Bench Ottoman	Linen Fabric	\$583	\$729	
	BVSMVL	Beverly Small Bench Ottoman	Lavender Fabric	\$583	\$729	
	BVSMOR	Beverly Small Bench Ottoman	Orange Fabric	\$583	\$729	
	BVSMRD	Beverly Small Bench Ottoman	Red Fabric	\$583	\$729	
	BVSMWH	Beverly Small Bench Ottoman	White Vinyl	\$583	\$729	
	BVSMYL	Beverly Small Bench Ottoman	Yellow Fabric	\$583	\$729	
	END01B	Endless Curved Ottoman	Black Vinyl, Chrome	\$916	\$1,144	
	END01W	Endless Curved Ottoman	White Vinyl, Chrome	\$916	\$1,144	
	END02B	Endless Square Ottoman	Black Vinyl, Chrome	\$624	\$781	
	END02W	Endless Square Ottoman	White Vinyl, Chrome	\$624	\$781	
	MAR001	Marche Swivel Ottoman	White Vinyl	\$321	\$402	
	MAR002	Marche Swivel Ottoman	Gray Fabric	\$321	\$402	
	MAR003	Marche Swivel Ottoman	Linen Fabric	\$321	\$402	
	MAR004	Marche Swivel Ottoman	Raspberry Fabric	\$321	\$402	
	MAR005	Marche Swivel Ottoman	Red Fabric	\$321	\$402	
	MAR006	Marche Swivel Ottoman	Rose Quartz Fabric	\$321	\$402	
	MAR007	Marche Swivel Ottoman	Plum Fabric	\$321	\$402	
	MAR008	Marche Swivel Ottoman	Meadow Green	\$321	\$402	
	MAR009	Marche Swivel Ottoman	Pear Yellow Fabric	\$321	\$402	
	MAR010	Marche Swivel Ottoman	Blue Fabric	\$321	\$402	
	MAR011	Marche Swivel Ottoman	Orange Fabric	\$321	\$402	
	MAR012	Marche Swivel Ottoman	Forest Green Vinyl	\$321	\$402	
	MAR013	Marche Swivel Ottoman	Teal Velvet	\$321	\$402	
	MAR014	Marche Swivel Ottoman	Distressed Brown Vinyl	\$321	\$402	
	MAR015	Marche Swivel Ottoman	Black Vinyl	\$321	\$402	
	MAR016	Marche Swivel Ottoman	Ivory Faux Sheep Fur	\$321	\$402	
	VIB01	Vibe Cube Ottoman	Green Vinyl	\$221	\$277	
	VIB02	Vibe Cube Ottoman	Blue Vinyl	\$221	\$277	
	VIB04	Vibe Cube Ottoman	Red Vinyl	\$221	\$277	
	VIB05	Vibe Cube Ottoman	Bright Yellow Vinyl	\$221	\$277	
	VIB08	Vibe Cube Ottoman	Orange Vinyl	\$221	\$277	
	VIB09	Vibe Cube Ottoman	White Vinyl	\$221	\$277	
	VIB10	Vibe Cube Ottoman	Black Vinyl	\$221	\$277	
	VIB11	Vibe Cube Ottoman	Steel Blue Vinyl	\$221	\$277	
	VIB12	Vibe Cube Ottoman	Silver Vinyl	\$221	\$277	
	VIB13	Vibe Cube Ottoman	Purple Vinyl	\$221	\$277	
	VIB14	Vibe Cube Ottoman	Citrus Green Vinyl	\$221	\$277	
	VIB15	Vibe Cube Ottoman	Taupe Vinyl	\$221	\$277	
	VIB16	Vibe Cube Ottoman	Spice Orange Vinyl	\$221	\$277	
	VIB17	Vibe Cube Ottoman	Desert Rose Vinyl	\$221	\$277	
CAFÉ TABLES WITH STANDARD BLACK BASE						
	30BKSC	30" Round Café Table	Black Top	\$358	\$448	
	30BEC	30" Round Café Table	Blue Top	\$358	\$448	
	30AGBC	30" Round Café Table	Brushed Gunmetal Top	\$358	\$448	
	30YSBC	30" Round Café Table	Brushed Yellow Top	\$358	\$448	
	ZTI	30" Round Café Table	Graphite Nebula Top	\$358	\$448	
	ZTA	30" Round Café Table	Gray Acajou Top	\$358	\$448	
	30GSBC	30" Round Café Table	Green Top	\$358	\$448	
	ZTK	30" Round Café Table	Maple Top	\$358	\$448	
	30OSBC	30" Round Café Table	Orange Top	\$358	\$448	
	ZTB	30" Round Café Table	Red Top	\$358	\$448	
	30WH29	30" Round Café Table	White Top	\$358	\$448	
	30WDBC	30" Round Café Table	Barnwood Top	\$358	\$448	
	36BKSC	36" Round Café Table	Black Top	\$425	\$531	
	ZTN	36" Round Café Table	Graphite Nebula Top	\$425	\$531	
	ZTP	36" Round Café Table	Maple Top	\$425	\$531	
	ZTQ	36" Round Café Table	White Top	\$425	\$531	
CAFÉ TABLES WITH HYDRAULIC CHROME BASE						
	30MAHC	30" Round Café Table	Gray Acajou Top	\$523	\$654	
	30BRHC	30" Round Café Table	Red Top	\$523	\$654	
	30WHHC	30" Round Café Table	White Top	\$523	\$654	
	30WDHC	30" Round Café Table	Barnwood Top	\$523	\$654	
	30BKHC	30" Round Café Table	Black Top	\$523	\$654	
	30BEHC	30" Round Café Table	Blue Top	\$523	\$654	
	30AGHC	30" Round Café Table	Brushed Gunmetal Top	\$523	\$654	
	30YSHC	30" Round Café Table	Brushed Yellow Top	\$523	\$654	
	30GRHC	30" Round Café Table	Graphite Nebula Top	\$523	\$654	
	30GSHC	30" Round Café Table	Green Top	\$523	\$654	
	30MTHC	30" Round Café Table	Maple Top	\$523	\$654	
	30OSHC	30" Round Café Table	Orange Top	\$523	\$654	
	36BKHC	36" Round Café Table	Black Top	\$568	\$710	
	36GRHC	36" Round Café Table	Graphite Nebula Top	\$568	\$710	
	36MTHC	36" Round Café Table	Maple Top	\$568	\$710	
	36WTHC	36" Round Café Table	White Top	\$568	\$710	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
CAFÉ TABLES POWERED WITH BLACK BASE						
	P30CWH	30" Round Cafe Table, Powered	White Top, Black	\$1,233	\$1,541	
ACCENT TABLES						
	ALCI00	Alondra Cocktail Table	Glass Top, Chrome	\$583	\$729	
	ALC200	Alondra Cocktail Table	Brandy Maple Top, Chrome	\$583	\$729	
	ALEI00	Alondra End Table	Glass Top, Chrome	\$422	\$528	
	ALE200	Alondra End Table	Brandy Maple Top, Chrome	\$422	\$528	
	AURA	Aura Round Table	White Metal	\$254	\$318	
	CIC	Geo Cocktail Table	Glass Top, Chrome	\$441	\$551	
	CFWB	Geo Cocktail Table	Brandy Maple Top, Black	\$508	\$634	
	EIC	Geo End Table	Glass Top, Chrome	\$358	\$448	
	EIFWB	Geo End Table	Brandy Maple Top, Black	\$445	\$556	
	MESCTB	Mesa Cocktail Table	Black Top, Bronze	\$374	\$468	
	MESCTG	Mesa Cocktail Table	Glass Top, Bronze	\$374	\$468	
	MESCTW	Mesa Cocktail Table	Barnwood Top, Bronze	\$374	\$468	
	MESETB	Mesa End Table	Black Top, Bronze	\$246	\$308	
	MESETG	Mesa End Table	Glass Top, Bronze	\$246	\$308	
	MESETW	Mesa End Table	Barnwood Top, Bronze	\$246	\$308	
	REGBEN	Regis Bench/Table	Brushed Metal	\$587	\$734	
	REGOTT	Regis End Table	Brushed Metal	\$475	\$593	
	SEDBBK	Sedona Side Table	Black Top, Bronze	\$246	\$308	
	SEDBWH	Sedona Side Table	White Top, Bronze	\$246	\$308	
	SEDBWD	Sedona Side Table	Wood Top, Bronze	\$246	\$308	
	CIE	Silverado Cocktail Table	Glass, Chrome	\$485	\$607	
	EIE	Silverado End Table	Black Top, Brushed Steel	\$381	\$477	
	CIY	Sydney Cocktail Table	Black Top, Brushed Steel	\$490	\$613	
	SYDBEC	Sydney Cocktail Table	Blue Top, Brushed Steel	\$557	\$696	
	CIW	Sydney Cocktail Table	White Top, Brushed Steel	\$490	\$613	
	SYDOWC	Sydney Cocktail Table	Barnwood Top, Brushed Steel	\$557	\$696	
	EIY	Sydney End Table	Black Top, Brushed Steel	\$445	\$556	
	SYDBEE	Sydney End Table	Blue Top, Brushed Steel	\$485	\$607	
	EIY	Sydney End Table	White Top, Brushed Steel	\$445	\$556	
	SYDOWE	Sydney End Table	Barnwood Top, Brushed Steel	\$485	\$607	
	TAOBBK	Taos Side Table	Black Top, Bronze	\$246	\$308	
	TAOBWH	Taos Side Table	White Top, Bronze	\$246	\$308	
	TAOBWD	Taos Side Table	Wood Top, Bronze	\$246	\$308	
	TMBTBL	Timber Table	Wood	\$266	\$333	
BAR TABLES WITH STANDARD BLACK BASE						
	30BKS	30" Round Bar Table	Black Top	\$358	\$448	
	30EBB	30" Round Bar Table	Blue Top	\$358	\$448	
	30AGBB	30" Round Bar Table	Brushed Gunmetal Top	\$358	\$448	
	30YBB	30" Round Bar Table	Brushed Yellow Top	\$358	\$448	
	VTI	30" Round Bar Table	Graphite Nebula Top	\$358	\$448	
	VTA	30" Round Bar Table	Gray Acajou Top	\$358	\$448	
	30GSBB	30" Round Bar Table	Green Top	\$358	\$448	
	VTK	30" Round Bar Table	Maple Top	\$358	\$448	
	30OSBB	30" Round Bar Table	Orange Top	\$358	\$448	
	VTB	30" Round Bar Table	Red Top	\$358	\$448	
	30WH42	30" Round Bar Table	White Top	\$358	\$448	
	30WDBB	30" Round Bar Table	Barnwood Top	\$358	\$448	
	36BKS	36" Round Bar Table	Black Top	\$425	\$531	
	VTN	36" Round Bar Table	Graphite Nebula Top	\$425	\$531	
	VTP	36" Round Bar Table	Maple Top	\$425	\$531	
	VTW	36" Round Bar Table	White Top	\$425	\$531	
BAR TABLES WITH HYDRAULIC CHROME BASE						
	30BKHB	30" Round Bar Table	Black Top	\$523	\$654	
	30BEHB	30" Round Bar Table	Blue Top	\$523	\$654	
	30AGHB	30" Round Bar Table	Brushed Gunmetal Top	\$523	\$654	
	30YSHB	30" Round Bar Table	Brushed Yellow Top	\$523	\$654	
	30GRHB	30" Round Bar Table	Graphite Nebula Top	\$523	\$654	
	30GSHB	30" Round Bar Table	Green Top	\$523	\$654	
	30MTHB	30" Round Bar Table	Maple Top	\$523	\$654	
	30OSHB	30" Round Bar Table	Orange Top	\$523	\$654	
	30BRHB	30" Round Bar Table	Red Top	\$523	\$654	
	30WHHB	30" Round Bar Table	White Top	\$523	\$654	
	30WDHB	30" Round Bar Table	Barnwood Top	\$523	\$654	
	30MAHB	30" Round Bar Table	Gray Acajou Top	\$523	\$654	
	36BKHB	36" Round Bar Table	Black Top	\$568	\$710	
	36GRHB	36" Round Bar Table	Graphite Nebula Top	\$568	\$710	
	36MTHB	36" Round Bar Table	Maple Top	\$568	\$710	
	36WTHB	36" Round Bar Table	White Top	\$568	\$710	
BAR TABLES						
	RSTSQT	Rustique Square Metal Bar	Gunmetal	\$475	\$593	
	P30BWH	30" Bar Table, Powered	White Top, Black	\$1,233	\$1,541	
BARSTOOLS						
	BSS	Banana Barstool	Black, Chrome	\$434	\$542	
	BST	Banana Barstool	White, Chrome	\$434	\$542	
	BLDBRD	Blade Barstool	Red	\$254	\$318	
	BLDBSB	Blade Barstool	Sky Blue	\$254	\$318	
	XBAR	Christopher Barstool	White Vinyl, Chrome	\$314	\$392	
	LMBAR	Laguna Barstool	Maple, Chrome	\$321	\$402	
	ROLLBL	Lift Barstool	Black Vinyl, Chrome	\$366	\$457	
	ROLLGY	Lift Barstool	Gray Vinyl, Chrome	\$366	\$457	
	ROLLRD	Lift Barstool	Red Vinyl, Chrome	\$366	\$457	
	ROLLWH	Lift Barstool	White Vinyl, Chrome	\$366	\$457	
	LUBSCL	Lucent Barstool	Frosted Acrylic, Chrome	\$485	\$607	
	MARBBE	Marina Barstool	Ocean Blue Fabric, Brushed Metal	\$583	\$729	
	MARBBK	Marina Barstool	Black Vinyl, Brushed Metal	\$583	\$729	
	MARBBR	Marina Barstool	Brown Fabric, Brushed Metal	\$583	\$729	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
BARSTOOLS (CONTINUED)						
	MARBRD	Marina Barstool	Red Fabric, Brushed Metal	\$583	\$729	
	MARBWH	Marina Barstool	White Vinyl, Brushed Metal	\$583	\$729	
	RSTSTL	Rustique Barstool	Gunmetal	\$202	\$252	
	BS001	Shark Barstool	White, Chrome	\$557	\$696	
	BSR	Syntax Barstool	Black, Chrome	\$321	\$402	
	ZENBAR	Zenith Barstool	White, Chrome	\$269	\$336	
	BS002	Zoey Barstool	White, Chrome	\$381	\$477	
COMMUNAL TABLES WITH SOLID TOPS & SILVER FRAME						
	VNTBNP	Ventura Communal Bar Table	Black Top, Silver	\$1,158	\$1,447	
	VNTMNP	Ventura Communal Bar Table	Maple Top, Silver	\$1,158	\$1,447	
	VNTWNP	Ventura Communal Bar Table	White Top, Silver	\$1,158	\$1,447	
	VNTCBN	Ventura Communal Cafe Table	Black Top, Silver	\$968	\$1,210	
	VNTCMN	Ventura Communal Cafe Table	Maple Top, Silver	\$968	\$1,210	
	VNTCWN	Ventura Communal Cafe Table	White Top, Silver	\$968	\$1,210	
COMMUNAL TABLES WITH GROMMET HOLES & SILVER FRAME						
	VNTBMW	Ventura Communal Bar Table	Maple Top, Silver	\$1,158	\$1,447	
	VNTBWW	Ventura Communal Bar Table	White Top, Silver	\$1,158	\$1,447	
	VNTCMW	Ventura Communal Cafe Table	Maple Top, Silver	\$968	\$1,210	
	VNTCWW	Ventura Communal Cafe Table	White Top, Silver	\$968	\$1,210	
CONFERENCE TABLES						
	36ATO	Atomic 36" Round Table	Glass Top, Chrome	\$557	\$696	
	42ATO	Atomic 42" Round Table	Glass Top, Chrome	\$557	\$696	
	WD3	Work Table	White Top, White	\$580	\$725	
	CB8	42" Round Madison Table	Gray Acajou, Black	\$670	\$837	
	CONF42	42" Round Table	White Top	\$670	\$837	
	42BKCT	42" Round Table	Black Top, Black	\$670	\$837	
	BKCT5N	5' Table	Black Top, Silver	\$979	\$1,224	
	BKCT8N	8' Table	Black Top, Silver	\$1,666	\$2,082	
	BKCT10N	10' Table	Black Top, Silver	\$1,886	\$2,358	
	CF2	Geo Table, Rectangle	Glass Top, Black	\$784	\$980	
	CE2	Geo Table, Rectangle	Glass Top, Chrome	\$784	\$980	
	CF1	Geo Table, Rounded Square	Glass Top, Black	\$557	\$696	
	CE1	Geo Table, Rounded Square	Glass Top, Chrome	\$557	\$696	
	MADC05	Madison 5' Table	Gray Acajou, Chrome	\$833	\$1,041	
	MADC08	Madison 8' Table	Gray Acajou, Chrome	\$1,666	\$2,082	
	MADC10	Madison 10' Table	Gray Acajou, Chrome	\$1,666	\$2,082	
EXECUTIVE CHAIRS						
	TASKST	Task Stool	Black Fabric, Black	\$276	\$345	
	CUPCHA	Cupertino Mid Back Chair	Black Vinyl	\$530	\$663	
	GENCHA	Genesis Chair	Black	\$464	\$580	
	PROGB	Pro Executive Guest Chair	Black Vinyl, Chrome	\$560	\$700	
	PROEXB	Pro Executive High Back Chair	Black Vinyl, Chrome	\$647	\$809	
	PROEXE	Pro Executive High Back Chair	White Vinyl, Chrome	\$564	\$706	
	PROMDB	Pro Executive Mid Back Chair	Black Vinyl, Chrome	\$523	\$654	
	PROMID	Pro Executive Mid Back Chair	White Vinyl, Chrome	\$512	\$640	
OFFICE & PRODUCT DISPLAY						
	TECH3	3 Drawer File Cabinet on Castors	Black Top, Black Metal	\$243	\$304	
	JD8	Madison Executive Desk	Gray Acajou, Chrome	\$1,053	\$1,316	
	TECH	Tech Desk, Powered	Black Metal, Black Laminate	\$784	\$980	
	TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate	\$968	\$1,210	
	BC8	Madison Bookcase	Gray Acajou, Chrome	\$762	\$953	
	PSHCCS	Posh Shelving	Chrome, Acrylic	\$896	\$1,121	
	PDL36B	Powered Locking Pedestal, 36"	Black	\$829	\$1,036	
	PDL36W	Powered Locking Pedestal, 36"	White	\$829	\$1,036	
	PDL42B	Powered Locking Pedestal, 42"	Black	\$990	\$1,237	
	PDL42W	Powered Locking Pedestal, 42"	White	\$990	\$1,237	
LAMPS						
	LA15	Mason Floor Lamp	Brushed Silver	\$381	\$477	
	LA14	Mason Table Lamp	Brushed Silver	\$251	\$314	
BARS & COUNTERS						
	MTBLPI	Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$2,815	\$3,518	
	MTBUUL	Midtown Bar, Unlighted	Taupe Glass Top, Pewter	\$2,629	\$3,286	
	MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$2,980	\$3,724	
	MTCPUL	Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	\$2,651	\$3,315	
GREENERY						
	HDG4FT	Boxwood Hedge, 4'	Green, Black	\$829	\$1,036	
	HDG7FT	Boxwood Hedge, 7'	Green, Black	\$1,364	\$1,705	
DIVIDERS						
	DIVBRE	Clear Divider, Bar/Counter	Clear, Black	\$351	\$439	
	DIVFRE	Clear Divider, Freestanding	Silver, Clear	\$702	\$879	
	DIVFCR	Clear Divider, Freestanding Corner	Silver, Clear	\$1,408	\$1,760	
	DIVFWL	Clear Divider, Freestanding Wall	Silver, Clear	\$702	\$879	
	DIVFSF	Clear Divider, Sofa/Table	Silver, Clear	\$631	\$789	
	DIVFWB	Divider, Freestanding Whiteboard	Silver, White	\$879	\$1,098	
	MIRWHT	Miramar Divider, White	Molded Plastic	\$900	\$1,126	
	STNSGN	Stanchion Sign Holder	Chrome	\$259	\$287	
	STNCHI	Stanchion w/ Retractable Belt	Black, Chrome	\$274	\$305	

TOTAL

Email this completed form to: orders@t3expo.com

Sales Tax 8.88% \$ _____

Estimated Furniture Rental Total \$ _____

ADDITIONAL
INFORMATION
& FORMS

Payment Information

Important Information

*If paying by check or wire, T3 also requires a Credit Card as a contingency should either check or wire not clear in time to place your orders.

*Please make payable to T3 Expo, and mail to:

T3 Expo
8 Lakeville Business Park
Lakeville, MA 02347

Credit Card will be charged for items ordered if intended method of payment is not received at least two weeks prior to the first move in day of the event.

**Wire details will be sent to the contact email address upon receipt of this form.

Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in.

Accepted Credit Cards:

- Visa
- Mastercard
- American Express

T3 will use this authorization to charge your credit card for any additional subsequent orders placed by you or your representative for services rendered to your company for this event.

PLEASE NOTE: There is a 25% cancellation fee for any items that are cancelled more than 21 days prior to the first day of move-in. There is a 50% cancellation fee for all items that are cancelled 7-21 days prior to the first day of move-in and 100% cancellation fee for any items that are cancelled less than 7 days prior to the first day of move-in on 4/28/24.

Services Ordered

Material Handling	= \$ _____
Presta™ Rental Exhibit Packages	= \$ _____
Turnkey Booth Packages	= \$ _____
Floor Covering	= \$ _____
Furniture & Accessories	= \$ _____
Display Tables & Counters	= \$ _____
Display Labor & Forklift	= \$ _____
Hanging Sign.....	= \$ _____
Accessible Storage	= \$ _____
Cleaning	= \$ _____
Signage	= \$ _____
Custom Furniture	= \$ _____
Total:	\$ _____

Exhibitor Profile

Company Name:		Booth #:
Street Address:		City:
State:	Zip:	Country:
Contact Name:		Email Address:
Cell Phone: ()	Fax: ()	

Method of Payment

Company Check*
(Checks must be in U.S. Funds, payable to T3 Expo)

Wire Transfer**
Credit Card

Credit Card Information

Exhibiting Company:		Booth #:
Cardholder Name:		Email Address:
Account Number:	Card Type:	Expiration Date:
Signature:		CCID#:
Cardholder Billing Address:		
City/State/Zip:		

**Please Return EAC Form By:
Friday, March 29, 2024**

Notification Of Intent To Use EAC

Important Information

Inform your Exhibitor Appointed Contractor (EAC) that they **MUST** send a copy of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move in or they will not be permitted to service your exhibit.

You **MUST** include the Exhibitor Name and Booth # under the Description of Operations section on the Certificate of Insurance.

It is the responsibility of the exhibitor to see that each representative of an EAC abides by the official rules and regulations of this event.

If your company plans to use a firm which is not the official service contractor as designated by Show Management, please complete this form and mail or email to the address listed below.

Please return to: **T3 Expo**
8 Lakeville Business Park
Lakeville, MA 02347
RE: Suppliers' Day

Phone: +1.888.698.3397
Email: orders@t3expo.com

Exhibiting Company Information

Company Name:	Booth Number:
Contact Name:	
Signature:	Date:

Exhibitor Appointed Contractor Information

EAC Company Name:	
EAC Contact Name:	
EAC Address:	
City/State/Zip:	
Contact Email Address:	
Phone: ()	Fax: ()
Type of Service to be Performed:	

Third Party Authorization

Important Information

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from T3 Expo, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company.

All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in. Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

Third Party covering the following charges for exhibitor:

- Material Handling
- Presta™ Rental Package
- Turnkey Booth Package
- Floor Covering
- Furniture & Accessories
- Display Tables & Counters
- Display & Labor Forklift
- Hanging Sign
- Accessible Storage
- Signage
- Custom Furniture
- All Services

Exhibiting Company Authorization of Third Party Billing

Exhibitor Name:	Date:
Exhibitor Signature:	

Exhibiting Company Information

Exhibiting Company Name:	Booth Number:
Exhibiting Company Address:	
City/State/Zip:	
Contact Name:	Email Address:
Phone: ()	Fax: ()

Third Party Company Information

Third Party Company Name:	
Third Party Billing Address:	
City/State/Zip:	
Contact Name:	Email Address:
Phone: ()	Fax: ()
Third Party Responsible For (list services):	

Third Party Credit Card Authorization

Cardholder Name:	CCID #:	Expiration Date:
Account Number:	Card Type:	
Authorized Signature:		
Card Holder Billing Address:	Email Address:	
City/State/Zip:		

United States Fire Department Regulations

For Exhibits, Exhibitions, Displays and Trade Shows – Public & Private

Booth Construction

Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of a 3-wire UL approved type.

Fire Department

A permit shall be required for the following:

- 1) Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- 2) Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
- 3) Use or storage of inflammable liquids and dangerous chemicals.
- 4) Display any internal combustion engine (special requirements available upon request).
- 5) Use of compressed gases. (Permit available for 32CF bottles that are half full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain one gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booths is strictly prohibited.

New York City, NY Labor Guidelines

For Exhibits, Exhibitions, Displays and Trade Shows, Public & Private

To simplify show preparation, we are certain you will appreciate knowing in advance that labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following:

Union jurisdictions at the Javits Convention Center in New York involve three major Unions:

Freight Handling

The Teamsters Union: The Teamsters Union handles; the freight at the exhibit hall, unloading trucks or vehicles, delivering materials to and from the booths (drayage), providing rigging of machinery, moving services and spot machinery in your booth. They also handle rigging; the normal rigging crew consists of two men and a forklift.

Booth Labor

The Carpenters Union: The Carpenters Union handles; the erection and dismantling of all exhibits and displays, uncrating and re-crating of machinery or equipment, installing all pipe and drape, skirting, all flooring such as carpeting, and assembly of all non-lighted signs. Carpenters may be hired from the General Contractor or from an independent contractor.

Electrical

The Electrical Union: The Electrical Union handles; all electrical work including supplying power lines to your booth, connecting equipment to outlets, and installing signs or headers that are lighted unless they are permanently attached to the exhibit back wall. You may not lay your own internet wires or plug anything into an outlet.

What can exhibitors do without Union personnel?

If your booth is 250 sq. ft. or less, you may install and dismantle your own exhibit provided you meet these requirements:

1. The set-up can be accomplished in ½ hour or less.
2. No tools are required.
3. Individuals performing the work must be full-time employees of the exhibiting company and carry identification to verify this fact.

Exhibitors are allowed to unpack and repack their own product (if it is cartons, not crates). They are also allowed to do technical work on their machines, such as balancing, programming, cleaning of machines, etc. Exhibitors may “hand-carry” or use nothing larger than a two wheel baggage cart (rubber or plastic wheels only) to move their items. 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.

Safety

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. T3 Expo cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, labor can be ordered through T3 Expo by returning the Display Labor order form in this Exhibitor Service Kit in advance, or returning it on show site to T3 Expo's Service Desk.

Tipping

T3 Expo requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary; this applies to all employees. Any request for tipping should be brought to the attention of a T3 Expo representative at the Service Desk.

ANCILLARY
INFORMATION
& FORMS



Dear **Exhibitor**,

We look forward to the welcoming **Suppliers Day** to the Javits Center.

The **Advance Rate** will only be valid for orders placed by **April 16, 2024**. Orders are to be placed via our Online ordering portal **Jake**.

Jake is an innovative Online ordering system that allow you to place **electrical, technology and plumbing** needs - **there are no forms**.

Please see USEFUL TOOLS below for Work Rules and Jake Tutorial.

For any questions regarding Jake contact the Exhibitor Solutions Team via mail at services@javitscenter.com or call us Monday – Friday 9am-5pm, Eastern Time at 877.452.8487.

Thank you,
The Javits Center

Jake

is an online portal which allows you to place your utility orders for an event at the Javits Center. To get started click here: **Jake** or **Tutorial**

MARKET EXPRESS
Catering + Delivery

is the place to go to for all your catering requirements and with timely delivery. To get started click here: **MARKET EXPRESS**.

For menus with pricing and other helpful documents to aid your planning, please visit their website by **clicking here** password: **CultivatedNY**

SERVICES

Need assistance choosing the best service options?

We're here to help - Click below.



ELECTRICAL



TECHNOLOGY



PLUMBING



CATERING

USEFUL TOOLS

- ✓ Need assistance navigating Jake? [click here](#)
- ✓ Work Rules - Exhibit Building. [click here](#)
- ✓ Javits Service Catalog [click here](#)
- ✓ Booth Diagram template [click here](#)

MOBILITY VEHICLE RENTAL

We are pleased to announce the Mobility Vehicle program. Interested in knowing more? [Click here](#)

PARTNERS

Also available for your service requirements:



CULTIVATED



Jacob K. Javits Convention Center 2024 Exhibitor Price List

effective for events held 1/1/2024 through 12/31/2024

ELECTRIC



E025 Up To 500 Watts - Javits provided power. Labor included to install at back of in line booths. Jake Service: Electrical--> Tab: Power--> Section: Electric Service Connection (Price per Event)

EACH Adv Rate: \$140.50 Std Rate:\$205.75
Price per unit



E025X UP TO 500 WATTS - 24 hours - Javits provided power. Labor included to install at back of in line booths.

EACH Adv Rate: \$175.50 Std Rate:\$257.25
Price per unit



E026 501 - 1000 Watts - Javits provided power. Labor included to install at back of in line booths. Jake Service: Electrical--> Tab: Power--> Section: Electric Service Connection (Price per Event)

EACH Adv Rate: \$232.00 Std Rate:\$334.00
Price per unit



E026X 501 - 1000 WATTS - 24 hours - Javits provided power.

EACH Adv Rate: \$289.75 Std Rate:\$417.50
Price per unit



E027 1001 - 1500 Watts - Javits provided power. Labor included to install at back of in line booths. Jake Service: Electrical--> Tab: Power--> Section: Electric Service Connection (Price per Event)

EACH Adv Rate: \$280.75 Std Rate:\$407.25
Price per unit



E027X 1001 - 1500 WATTS - 24 hours - Javits provided power.

EACH Adv Rate: \$350.75 Std Rate:\$509.00
Price per unit



E028 Multi Box (4 Outlet) - Javits provided power. Please ensure the order includes: 1500w or less of power. Jake Service: Electrical--> Tab: Power--> Section: Electric Service Connection (Price per Event)

EACH Adv Rate: \$52.00 Std Rate:\$78.15
Price per unit



E029 Plug In Strip (6 Outlets) - Javits provided power. Please ensure the order includes: 1500w or less of power. Jake Service: Electrical--> Tab: Power--> Section: Electric Service Connection (Price per Event)

EACH Adv Rate: \$52.00 Std Rate:\$78.15
Price per unit



E030 1501 - 2000 Watts - Javits provided power. Single plug point (outlet) only Labor included to install at back of in line booths. Jake Service: Electrical--> Tab: Power--> Section: Electric Equipment Connection (Price per Event)

EACH Adv Rate: \$299.00 Std Rate:\$426.00
Price per unit



E030X 1501 - 2000 WATTS - 24 hours - 24 hour option if power is needed overnight. Labor included to install at back of in line booths.

EACH Adv Rate: \$373.50 Std Rate:\$532.50
Price per unit



E031 2001 - 2500 Watts - Javits provided power. Single plug point (outlet) only Labor included to install at back of in line booths. Jake Service: Electrical--> Tab: Power--> Section: Power (Price per Event)

EACH Adv Rate: \$401.25 Std Rate:\$580.50
Price per unit



E031X 2001 - 2500 WATTS - 24 hours - Javits provided power. Labor included to install at back of in line booths.

EACH Adv Rate: \$501.50 Std Rate:\$725.50
Price per unit



Jacob K. Javits Convention Center 2024 Exhibitor Price List

effective for events held 1/1/2024 through 12/31/2024



E247 1 Phase 208V To 30 Amps - Javits provided power. EACH Adv Rate: \$561.50 Std Rate:\$814.25
Labor included to install at back of in line booths. Jake Price per unit
Service: Electrical--> Tab: Power--> Section: Power (Price per Event)



E247X 1 PHASE 208V TO 30 AMPS - 24 hours - Javits provided power. Labor included to install at back of in line booths. EACH Adv Rate: \$702.00 Std Rate:\$1,017.75
Price per unit



E248 1 Phase 208V 31-60 Amps - Javits provided power. EACH Adv Rate: \$814.25 Std Rate:\$1,184.75
Labor included to install at back of in line booths. Jake Price per unit
Service: Electrical--> Tab: Power--> Section: Power (Price per Event)



E248X 1 PHASE 208V 31-60 AMPS - 24 hours - Javits provided power. Labor included to install at back of in line booths. EACH Adv Rate: \$1,018.00 Std Rate:\$1,482.00
Price per unit



E249 1 Phase 208V 61-100 Amps - Javits provided power. EACH Adv Rate: \$1,222.00 Std Rate:\$1,777.00
Labor included to install at back of in line booths. Jake Price per unit
Service: Electrical--> Tab: Power--> Section: Power (Price per Event)



E249X 1 PHASE 208V 61-100 AMPS - 24 hours - Javits provided power. Labor included to install at back of in line booths. EACH Adv Rate: \$1,528.00 Std Rate:\$2,221.00
Price per unit



E254 3 Phase 208V To 30 Amps - Javits provided power. EACH Adv Rate: \$648.00 Std Rate:\$944.00
Labor included to install at back of in line booths. Jake Price per unit
Service: Electrical--> Tab: Power--> Section: Power (Price per Event)



E254X 3 PHASE 208V TO 30 AMPS - 24 hours - Javits provided power. Labor included to install at back of in line booths. EACH Adv Rate: \$810.00 Std Rate:\$1,180.00
Price per unit



E255 3 Phase 208V 31-60 Amps - Javits provided power. EACH Adv Rate: \$894.75 Std Rate:\$1,295.00
Labor included to install at back of in line booths. Jake Price per unit
Service: Electrical--> Tab: Power--> Section: Power (Price per Event)



E255X 3 PHASE 208V 31-60 AMPS - 24 hours - Javits provided power. Labor included to install at back of in line booths. EACH Adv Rate: \$1,120.00 Std Rate:\$1,620.00
Price per unit



E256 3 Phase 208V 61-100 Amps - Javits provided power. EACH Adv Rate: \$1,284.00 Std Rate:\$1,852.00
Labor included to install at back of in line booths. Jake Price per unit
Service: Electrical--> Tab: Power--> Section: Power (Price per Event)



E256X 3 PHASE 208V 61-100 AMPS - 24 hours - Javits provided power. Labor included to install at back of in line booths. EACH Adv Rate: \$1,606.00 Std Rate:\$2,315.00
Price per unit




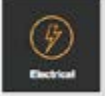











E232X 3 PHASE 208V 101-200 AMP -24 Hr - Javits provided power. Labor included to install at back of in line booths. EACH Adv Rate: \$3,529.00 Std Rate:\$5,112.00
Price per unit



Jacob K. Javits Convention Center 2024 Exhibitor Price List

effective for events held 1/1/2024 through 12/31/2024

	E233X 3 PHASE 208V 201-400 AMP -24 Hr - Javits provided power. Labor included to install at back of in line booths.	EACH	Adv Rate: \$5,721.00	Std Rate:\$8,294.00	Price per unit
	E268X 1 PHASE 460V TO 30 AMPS -24 Hr	EACH	Adv Rate: \$1,528.00	Std Rate:\$2,221.00	Price per unit
	E269X 1 PHASE 460V 31-60 AMPS -24 Hr	EACH	Adv Rate: \$1,881.00	Std Rate:\$2,559.00	Price per unit
	E261X 3 PHASE 460V TO 30 AMPS -24 Hr	EACH	Adv Rate: \$1,680.00	Std Rate:\$2,104.00	Price per unit
	E262X 3 PHASE 460V 31-60 AMPS -24 Hr	EACH	Adv Rate: \$2,006.00	Std Rate:\$2,507.00	Price per unit
	E263X 3 PHASE 460V 61-100 AMPS -24 Hr	EACH	Adv Rate: \$2,052.00	Std Rate:\$2,623.00	Price per unit
	E032 1 120 W Flood Lamp Clamp On Assembly - Floodlight with a clamp to clip on. Power included Jake Service: Electrical--> Tab: Lights --> Section: Lighting (Price Per Event)	EACH	Adv Rate: \$210.00	Std Rate:\$302.50	Price per unit
	E033 2 120 W Flood Lamp Goose Neck - Floodlight with 2 bulbs. Please note: Attachment to booth may differ from the product image. Power included Jake Service: Electrical--> Tab: Lights --> Section: Lighting (Price Per Event)	EACH	Adv Rate: \$253.00	Std Rate:\$364.25	Price per unit
	E082 150 Watt Skanda Light Assembly - Standard Skanda light. Power included Jake Service: Electrical--> Tab: Light--> Section: Lighting (Price Per Event)	EACH	Adv Rate: \$222.75	Std Rate:\$318.75	Price per unit
	E080 1 300W Post Light Quartz, Assembly - Standard Post light. Power included Jake Service: Electrical--> Tab: Light--> Section: Lighting (Price Per Event)	EACH	Adv Rate: \$228.75	Std Rate:\$332.75	Price per unit
	E055 Led Par-Can Assembly - Standard Par-Can lights. Power included Jake Service: Electrical--> Tab: Light--> Section: Lighting (Price Per Event)	EACH	Adv Rate: \$469.25	Std Rate:\$586.50	Price per unit
	E097 Electrician S/T - Labor. Straight time hours include: 7:30 1/2HR a.m. to 3:00 p.m., Monday through Friday. Jake Service: Electrical--> Tab: Labor		Adv Rate: \$81.60	Std Rate:\$81.60	Price per 1/2 hour. Billed in 1/2 Hour increments.
	E098 Electrician O/T - Labor. Overtime hours include: 3:00 p.m. to 7:30 a.m., Monday through Sunday and Holidays. Jake Service: Electrical--> Tab: Labor	1/2HR	Adv Rate: \$107.00	Std Rate:\$107.00	Price per 1/2 hour. Billed in 1/2 Hour increments.



Jacob K. Javits Convention Center 2024 Exhibitor Price List

effective for events held 1/1/2024 through 12/31/2024

AUDIO/VISUAL



AV035 Name Brand 32 Lcd Hd/Std Wall Mount - LG SMART TV. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day)

EACH Adv Rate: \$181.50 Std Rate:\$423.50
Price per unit/day



AV025 Name Brand 32In Lcd Hd/Std Table Top - LG SMART TV. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling

EACH Adv Rate: \$272.25 Std Rate:\$514.25
Price per unit/day



AV191 Name Brand 32In Lcd Hd With Chrome Tv Stand - LG SMART TV with Dual Post Stand. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day)

EACH Adv Rate: \$272.25 Std Rate:\$514.25
Price per unit/day



AV032 Name Brand 42In Full Hd Wall Mount - LG SMART TV. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day)

EACH Adv Rate: \$472.00 Std Rate:\$714.00
Price per unit/day



AV022 Name Brand 42In Full Hd Table Top - LG SMART TV. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day)

EACH Adv Rate: \$562.75 Std Rate:\$804.75
Price per unit/day



AV188 Name Brand 42In Full Hd With Chrome Tv Stand - LG SMART TV with Dual Post Stand. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day)

EACH Adv Rate: \$562.75 Std Rate:\$804.75
Price per unit/day



AV033 Name Brand 50In Full Hd Wall Mount - LG SMART TV. Only in mp4 format. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day)

EACH Adv Rate: \$562.75 Std Rate:\$804.75
Price per unit/day



AV023 Name Brand 50In Hd/D Table Top - LG SMART TV. Only in mp4 format. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day)

EACH Adv Rate: \$653.50 Std Rate:\$895.50
Price per unit/day



AV189 Name Brand 50In Hd/D With Chrome Tv Stand - LG SMART TV with Dual Post Stand. Only in mp4 format. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day)

EACH Adv Rate: \$653.50 Std Rate:\$895.50
Price per unit/day



Jacob K. Javits Convention Center 2024 Exhibitor Price List

effective for events held 1/1/2024 through 12/31/2024

	AV034 Name Brand 65In Full Hd Wall Mount - LG SMART TV. EACH Only in mp4 format. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day)	Adv Rate: \$756.50	Std Rate:\$998.00	Price per unit/day
	AV024 Name Brand 65In Hd/D Table Top - LG SMART TV. EACH Only in mp4 format. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day)	Adv Rate: \$846.75	Std Rate:\$1,088.75	Price per unit/day
	AV190 Name Brand 65In Hd/D With Chrome Tv Stand - LG SMART TV with Dual Post Stand. Only in mp4 format. VGA or HDMI connection. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Television (Price Per Day)	Adv Rate: \$846.75	Std Rate:\$1,088.75	Price per unit/day
	AV100 Hdmi Splitter - Kopul 1 X 4 model # KOHDSP2014 and Kopul 1x2 model #KOHDSP2012. Used when one source needs to go to more than one monitor. Please note the order includes: HDMI Cable - 10 Feet long and electrical labor for installation and dismantling Includes Javits provided power (up to 500 Watts). Jake Service: Electrical--> Tab: Video--> Section: Video Equipment (Price per Day)	Adv Rate: \$56.45	Std Rate:\$56.45	Price per unit
	AV026 Name Brand Blue Ray Hd - LG Blu Ray Disc Player EACH Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Video Equipment (Price per Day)	Adv Rate: \$78.65	Std Rate:\$140.40	Price per unit/day
	AV027 Name Brand Dvd Player - LG DVD player. Used for product demonstration, ads, etc. Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Video Equipment (Price per Day)	Adv Rate: \$42.40	Std Rate:\$75.60	Price per unit/day
	AV019 Name Brand 2Ghz Intel Core Duo Laptop - Lenovo ThinkPad Please ensure the order includes: electrical power and electrical labor for installation and dismantling Jake Service: Electrical--> Tab: Video--> Section: Video Equipment (Price per Day)	Adv Rate: \$314.75	Std Rate:\$556.50	Price per unit/day
	AV070 Laser Presentation Remote - wireless presenter device up to 50-foot range. EACH	Adv Rate: \$22.04	Std Rate:\$27.57	Price per unit
	AV071 Lexmark Color Printer - Color laser, integrated duplex and 2-sided printing, printing speed 42ppm and recommended monthly page volume: 2000-12000. Limited availability please call Electrical solutions to order at (212)216-2645. EACH	Adv Rate: \$154.25	Std Rate:\$154.25	Price per unit



Jacob K. Javits Convention Center 2024 Exhibitor Price List

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	AV056 Cable Tv Package - Cable TV for the booth with 100's of channels available. Please note the order includes: electrical labor for installation and dismantling and Ethernet Cable which is charged per foot. Jake Service: Electrical--> Tab: Video--> Section: Video Equipment (Price per Day)	EACH	Adv Rate: \$1,210.00	Std Rate:\$1,210.00 Price per unit
	E035 Fiber Optic Connectors LC Rattlers - Convert multi-mode fiber to single mode fiber.	EACH	Adv Rate: \$564.50	Std Rate:\$564.50
	AV179 Wired Lavalier Microphone - Shure Brand. Jake Service: Electrical--> Tab: Audio--> Section: Wired Microphone (Price Per Day)	EACH	Adv Rate: \$30.95	Std Rate:\$38.75 Price per unit/day
	AV178 Wired Table Top/Hand Held Microphone - SM58 Shure brand microphones with table stands. Jake Service: Electrical--> Tab: Audio--> Section: Wired Microphone (Price Per Day)	EACH	Adv Rate: \$30.95	Std Rate:\$38.75 Price per unit/day
	AV180 Wireless Hand Held Microphone - Shure Brand. Jake Service: Electrical--> Tab: Audio--> Section: Wireless Microphone (Price Per Day)	EACH	Adv Rate: \$164.00	Std Rate:\$205.25 Price per unit/day
	AV017 Wireless Countryman Microphone - Lightweight microphone for presentations. Jake Service: Electrical--> Tab: Audio--> Section: Wireless Microphone (Price Per Day)	EACH	Adv Rate: \$247.00	Std Rate:\$308.50 Price per unit/day
	AV181 Wireless Lavalier Microphone - Shure Brand. Jake Service: Electrical--> Tab: Audio--> Section: Wireless Microphone (Price Per Day)	EACH	Adv Rate: \$164.00	Std Rate:\$205.25 Price per unit/day
	AV182 Wireless Headset Microphone - Shure Brand.	EACH	Adv Rate: \$164.00	Std Rate:\$205.25 Price per unit/day
	AV060 2-10" JBL Eons With Stand And 1 Wired Microphone - Portable Self-Powered. Installation and dismantling labor included with Javits provided power and SM58 Shure brand microphone Jake Service: Electrical--> Tab: Audio--> Section: Portable Sound System (Price Per Day)	EACH	Adv Rate: \$321.25	Std Rate:\$385.25 Price per unit/day
	AV059 1 10" JBL EON With Stand - Portable Self-Powered. Installation and dismantling labor included with Javits provided power and SM58 Shure brand microphone Jake Service: Electrical--> Tab: Audio--> Section: Portable Sound System (Price Per Day)	EACH	Adv Rate: \$180.75	Std Rate:\$214.75 Price per unit/day
	AV061 4-10" JBL Eons With Stand And 1 Wired Microphone - Portable Self-Powered. Jake Service: Electrical--> Tab: Audio--> Section: Portable Sound System (Price Per Day)	EACH	Adv Rate: \$453.00	Std Rate:\$543.25 Price per unit/day



Jacob K. Javits Convention Center 2024 Exhibitor Price List

effective for events held 1/1/2024 through 12/31/2024



AV006 Clearcom / Headset - Single ear standard headset.
Jake Service: Electrical--> Tab: Audio--> Section: Misc Audio

EACH Adv Rate: \$30.90 Std Rate:\$30.90
Price per unit/day



AV016 Clearcom Add'L Headset/Beltpak - Additional
ClearCom headset with a beltpack. Jake Service: Electrical-->
Tab: Audio--> Section: Misc Audio

EACH Adv Rate: \$30.90 Std Rate:\$30.90
Price per unit/day



AV137 Cd Player 5 Disk Cd Changer - Standard CD player.
Jake Service: Electrical--> Tab: Audio Visual Equipment-->
Section: Misc Audio

EACH Adv Rate: \$74.40 Std Rate:\$92.65
Price per unit



AV174 Press Note Box - Used for Press to connect to audio.
Must call to order. Jake Service: Electrical--> Tab: Audio
Visual Equipment--> Section: Misc Audio

EACH Adv Rate: \$123.50 Std Rate:\$123.50
Price per unit/day



AV142 Genter Box (Single Line) - Mainly used in meeting
room situations. Jake Service: Electrical--> Tab: Audio Visual
Equipment--> Section: Misc Audio

EACH Adv Rate: \$121.00 Std Rate:\$121.00
Price per unit/day



Jacob K. Javits Convention Center 2024 Exhibitor Price List

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TELECOM

	T501 101Mbps to 500Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 101 Mbps to 500 Mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet	EACH	Adv Rate: \$78,311.00 Std Rate:\$104,153.00 Price includes up to 5 days of service, pricing varies for different days of service.
	T502 Above 500Mbps Service - An ethernet cable hand off with a dedicated internet speed of above 500 Mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet	EACH	Adv Rate: \$105,418.0 Std Rate:\$140,205.00 Price includes up to 5 days of service, pricing varies for different days of service.
	T505 Exhibitor Business Grade - Basic Grade - Basic - Single Internet drop in booth, service is good for SD video streaming, product demonstrations, social networking and up to 2 devices. Jake Service: Technology--> Tab: Connectivity--> Section: Internet	EACH	Adv Rate: \$1,538.00 Std Rate:\$1,999.00 Price includes up to 5 days of service, pricing varies for different days of service.
	T506 Exhibitor Business Grade - Essentials Business Grade - Essentials - Single Internet drop in booth, service is good for HD video streaming, product demonstrations, streaming music, social networking and up to 5 devices. Jake Service: Technology--> Tab: Connectivity--> Section: Internet	EACH	Adv Rate: \$2,563.00 Std Rate:\$3,332.00 Price includes up to 5 days of service, pricing varies for different days of service.
	T507 Exhibitor Business Grade - Premier Business Grade - Premier - Single Internet drop in booth, service is good for HD 4K video streaming, product demonstrations, streaming of music & games, social networking and up to 10 devices, Wi-Fi for up to 5 devices. Jake Service: Technology--> Tab: Connectivity--> Section: Internet	EACH	Adv Rate: \$3,588.00 Std Rate:\$4,664.00 Price includes up to 5 days of service, pricing varies for different days of service.
	T508 Wi-Fi - Single Device (Campus Wide) Device (Campus Wide) - includes unrestricted bandwidth. Optional, for a fee, custom Wi-Fi Name (SSID) & Password. Jake Service: Technology--> Tab: Connectivity--> Section: Wi-Fi	EACH	Adv Rate: \$256.25 Std Rate:\$333.25 Price includes up to 5 days of service, pricing varies for different days of service.
	T509 Wi-Fi - >5 Devices (per device) (Campus Wide) Fi - >5 Devices (Campus Wide) - includes unrestricted bandwidth. Optional, for a fee, custom Wi-Fi Name (SSID) & Password. Jake Service: Technology--> Tab: Connectivity--> Section: Wi-Fi	EACH	Adv Rate: \$205.00 Std Rate:\$266.50 Price includes up to 5 days of service, pricing varies for different days of service.
	T007 Analog Phone Line For Modem, Fax And Credit Card (Pots) - RJ11 Telephone land line typically used for fax machines and credit card machines that use a phone connection. Customer provides any other device that needs to be connected. Jake Service: Technology--> Tab: Connectivity--> Section: Telephone	EACH	Adv Rate: \$343.50 Std Rate:\$445.50 Price per unit



Jacob K. Javits Convention Center 2024 Exhibitor Price List

effective for events held 1/1/2024 through 12/31/2024



T051 Speaker Phone W/ Single Line (Voip) - For a Voice over IP (VoIP) Phone and phone number with speaker phone capability. Usage will be billed separately after the event. Jake Service: Technology--> Tab: Connectivity--> Section: Telephone

EACH Adv Rate: \$385.00 Std Rate:\$481.25
Price per unit



T002 Multi Line Phone (Voip) - A multiple phone line capable Voice over IP (VoIP) Phone and phone number. Usage will be billed separately after the event. Jake Service: Technology--> Tab: Connectivity--> Section: Telephone

EACH Adv Rate: \$481.75 Std Rate:\$602.25
Price per unit



T079 Tel/Conf Spkr Phone 1 Line - For a Voice over IP (VoIP) Conference Phone unit and phone number with speaker phone capability. Usage will be billed separately after the event. Jake Service: Technology--> Tab: Connectivity--> Section: Telephone

EACH Adv Rate: \$680.75 Std Rate:\$849.75
Price per unit



T013 Credit Card Processing Ethernet Drop 256K - Ethernet 256Kbps data drop for an internet capable Credit Card Terminal. Jake Service: Technology--> Tab: Connectivity--> Section: Internet

EACH Adv Rate: \$329.25 Std Rate:\$440.75
Price includes up to 5 days of service, pricing varies for different days of service.



T044 T1 Service (1.5 Mbps Managed Service) - An ethernet cable hand off with a dedicated internet speed of 1.5 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet

EACH Adv Rate: \$2,976.00 Std Rate:\$3,975.00
Price includes up to 5 days of service, pricing varies for different days of service.



T102 3 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 3 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet

EACH Adv Rate: \$4,341.00 Std Rate:\$5,797.00
Price includes up to 5 days of service, pricing varies for different days of service.



T073 5 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 5 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet

EACH Adv Rate: \$6,874.00 Std Rate:\$9,165.00
Price includes up to 5 days of service, pricing varies for different days of service.



T074 10 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 10 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet

EACH Adv Rate: \$12,922.00 Std Rate:\$17,186.00
Price includes up to 5 days of service, pricing varies for different days of service.



T075 15 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 15 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet

EACH Adv Rate: \$15,850.00 Std Rate:\$21,082.00
Price includes up to 5 days of service, pricing varies for different days of service.



T076 20 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 20 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet

EACH Adv Rate: \$19,444.00 Std Rate:\$25,860.00
Price includes up to 5 days of service, pricing varies for different days of service.



T004 30 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 30 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet

EACH Adv Rate: \$26,832.00 Std Rate:\$35,686.00
Price includes up to 5 days of service, pricing varies for different days of service.



Jacob K. Javits Convention Center 2024 Exhibitor Price List

effective for events held 1/1/2024 through 12/31/2024

	T005 50 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 50 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet	EACH	Adv Rate: \$38,906.00 Std Rate:\$51,746.00 Price includes up to 5 days of service, pricing varies for different days of service.
	T103 60 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 60 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet	EACH	Adv Rate: \$39,218.00 Std Rate:\$52,160.00 Price includes up to 5 days of service, pricing varies for different days of service.
	T104 75 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 75 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet	EACH	Adv Rate: \$47,062.00 Std Rate:\$62,592.00 Price includes up to 5 days of service, pricing varies for different days of service.
	T022 100 Mbps Managed Service - An ethernet cable hand off with a dedicated internet speed of 100 mbps for both uploads and downloads. Jake Service: Technology--> Tab: Connectivity--> Section: Internet	EACH	Adv Rate: \$60,239.00 Std Rate:\$80,117.00 Price includes up to 5 days of service, pricing varies for different days of service.
	T045 Static Private/Public IP Address - To be ordered if a Public or Private Static IP Address is required. The IP Address will be sent by email and it is the customer's responsibility to configure their equipment accordingly. Please ensure the order includes: a Managed Internet Service Jake Service: Technology--> Tab: Connectivity--> Section: Supporting Services	EACH	Adv Rate: \$115.75 Std Rate:\$154.25 Price includes up to 5 days of service, pricing varies for different days of service.
	T089 Vlan - Private Network Requires a second VLAN drop (p2p) or a managed service Jake Service: Technology--> Tab: Connectivity--> Section: Supporting Services	EACH	Adv Rate: \$426.50 Std Rate:\$568.00 Price includes up to 5 days of service, pricing varies for different days of service.
	T098 Technical Support Labor - Customer specific technical support services (ex. to configure and maintain customer equipment or for dedicated technical support beyond the Javits handoff domain). Jake Service: Technology--> Tab: Technology Labor	1/2HR	Adv Rate: \$80.50 Std Rate:\$80.50 Price per hour. Billed in 1/2 Hour increments.
	T060 8 Port Switch Rental - 8 Port Gigabit Ethernet Switch. Additional labor and material will be charged depending on the proximity (to extend lines beyond the switch) to connect the devices. Please ensure the order includes: electrical power Jake Service: Technology--> Tab: Equipment	EACH	Adv Rate: \$174.25 Std Rate:\$231.25 Price includes up to 5 days of service, pricing varies for different days of service.
	T061 16 Port Switch Rental - 16 Port Gigabit Ethernet Switch. Additional labor and material will be charged depending on the proximity (to extend lines beyond the switch) to connect the devices. Please ensure the order includes: electrical power Jake Service: Technology--> Tab: Equipment	EACH	Adv Rate: \$271.75 Std Rate:\$363.00 Price includes up to 5 days of service, pricing varies for different days of service.
	T100 2Mp Camera With Wi-Fi And 7 Day Data Storage	EACH	Adv Rate: \$375.75 Std Rate:\$479.25 Price includes up to 5 days of service, pricing varies for different days of service.



Jacob K. Javits Convention Center 2024 Exhibitor Price List

effective for events held 1/1/2024 through 12/31/2024



T105 Wireless Router Rental - Wireless router device to be configured by Javits Technology Solutions Additional labor and material will be charged depending on the proximity (to extend lines beyond the switch) to connect the devices. Please ensure the order includes: electrical power
Service: Technology--> Tab: Equipment

EACH

Adv Rate: \$286.50

Std Rate:\$382.50

Price includes up to 5 days of service, pricing varies for different days of service.



Jacob K. Javits Convention Center 2024 Exhibitor Price List

effective for events held 1/1/2024 through 12/31/2024

PLUMBING



P011 Air Single Outlet 1/4" - Single Outlet Air Line EACH Adv Rate: \$1,271.00 Std Rate:\$1,498.00
Price per unit



P012 Air Single Outlet 3/8" - Single Outlet Air Line EACH Adv Rate: \$1,271.00 Std Rate:\$1,498.00
Price per unit



P013 Air Single Outlet 1/2" - Single Outlet Air Line EACH Adv Rate: \$1,271.00 Std Rate:\$1,498.00
Price per unit



P014 Air Single Outlet 3/4" - Single Outlet Air Line EACH Adv Rate: \$1,271.00 Std Rate:\$1,498.00
Price per unit



P043 Air Addl Branch Outlet 1/4" EACH Adv Rate: \$258.25 Std Rate:\$320.00
Price per unit



P040 Air Addl Branch Outlet 3/8" EACH Adv Rate: \$258.25 Std Rate:\$320.00
Price per unit



P041 Air Addl Branch Outlet 1/2" EACH Adv Rate: \$258.25 Std Rate:\$320.00
Price per unit



P042 Air Addl Branch Outlet 3/4" EACH Adv Rate: \$258.25 Std Rate:\$320.00
Price per unit



P017 Water Single Outlet 1/2" - Single Outlet Water Line EACH Adv Rate: \$1,239.00 Std Rate:\$1,461.00
Price per unit



P018 Water Single Outlet 3/4" - Single Outlet Water Line EACH Adv Rate: \$1,239.00 Std Rate:\$1,461.00
Price per unit



P243 Water Addl Branch Outlet 1/4" EACH Adv Rate: \$258.25 Std Rate:\$320.00
Price per unit



P240 Water Addl Branch Outlet 3/8" EACH Adv Rate: \$258.25 Std Rate:\$320.00
Price per unit



P241 Water Addl Branch Outlet 1/2" EACH Adv Rate: \$258.25 Std Rate:\$320.00
Price per unit












P242 Water Addl Branch Outlet 3/4" EACH Adv Rate: \$258.25 Std Rate:\$320.00
Price per unit



Jacob K. Javits Convention Center 2024 Exhibitor Price List

effective for events held 1/1/2024 through 12/31/2024

	P045 Water - Fill/Drain To 500 Gals	EACH	Adv Rate: \$676.50	Std Rate:\$751.50	Price per unit
	P020 Drain Single Outlet 3/4" - Single Outlet Drain	EACH	Adv Rate: \$1,263.00	Std Rate:\$1,498.00	Price per unit
	P021 Drain Single Outlet 1" - Single Outlet Drain	EACH	Adv Rate: \$1,263.00	Std Rate:\$1,498.00	Price per unit
	P049 Drain - Add'L Connections	EACH	Adv Rate: \$444.00	Std Rate:\$524.00	Price per unit
	P050 Sink - Cold Water Only - Javits Center Supplied Sink (includes drain)	EACH	Adv Rate: \$1,441.00	Std Rate:\$1,750.00	Price per unit
	P051 Sink - With 6 Gal Elec Heater - Javits Center Supplied Sink (cold & hot water, includes power for heater)	EACH	Adv Rate: \$1,533.00	Std Rate:\$1,811.00	Price per unit
	P095 6 Gal Hot Water Heater (Electrical Service Included) - Water Line Not Included. Please ensure the order includes: water supply/source.	EACH	Adv Rate: \$772.00	Std Rate:\$846.25	Price per unit
	P053 80 Gallon Hot Water Heater Hot Water Heater - 80 Gallons - requires one 30 amp 3 phase 208 service, which is included. Please insure the order includes: water supply/source.	EACH	Adv Rate: \$1,152.00	Std Rate:\$1,387.00	Price per unit
	P081 Manifold For Air/Water	EACH	Adv Rate: \$219.25	Std Rate:\$256.25	Price per unit
	P097 Plumber - St(1/2Hr) - One hour minimum labor charge. Additional time charged at 1/2 hour increments. Straight time hours include: 7:30 a.m. to 3:00 p.m., Monday through Friday.	1/2HR	Adv Rate: \$72.00	Std Rate:\$72.00	Price per 1/2 hour. Billed in 1/2 Hour increments.
	P098 Plumber - Ot(1/2Hr) - One hour minimum labor charge. Additional time charged at 1/2 hour increments. Overtime hours include: 3:00 p.m. to 7:30 a.m., Monday through Sunday and Holidays.	1/2HR	Adv Rate: \$141.75	Std Rate:\$141.75	Price per 1/2 hour. Billed in 1/2 Hour increments.



Jacob K. Javits Convention Center 2024 Exhibitor Price List

effective for events held 1/1/2024 through 12/31/2024

MEDICAL



M030 Mobility Vehicle Rental, Small Up To 200 Lbs. - Pick up and drop off scooter at the concierge desk. ID required and payment in advance.	EACH	Adv Rate: \$125.25	Std Rate:\$125.25
		Price per day shown, discounted pricing based on number of days of service.	



M031 Mobility Vehicle Rental, Medium 201 To 300 Lbs. - Pick up and drop off scooter at the concierge desk. ID required and payment in advance.	EACH	Adv Rate: \$125.25	Std Rate:\$125.25
		Price per day shown, discounted pricing based on number of days of service.	



M032 Mobility Vehicle Rental, Large Over 300 Lbs. - Pick up and drop off scooter at the concierge desk. ID required and payment in advance.	EACH	Adv Rate: \$125.25	Std Rate:\$125.25
		Price per day shown, discounted pricing based on number of days of service.	



M033 Manual Wheelchair - NO CHARGE	EACH	Adv Rate: \$0.00	Std Rate:\$0.00
			No Charge



M034 Manual Wheelchair - Large - NO CHARGE	EACH	Adv Rate: \$0.00	Std Rate:\$0.00
			No Charge



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52 Forest Ave., Suite 6, 2nd Fl
Paramus, NJ 07652
P 201-340-2290; Fax 201-340-2108
E-Mail: info@metromultimedia.com

PAYMENT AUTHORIZATION FORM



DISCOUNT DEADLINE: 4/12/2024

Company:	Booth:
Address:	
City, State, Zip:	Phone:
Ordered by (Print):	
Email Address:	Fax:
ESTIMATED TOTALS	
Subtotal Page 2	
Subtotal Page 3	
<i>Total Sub Total</i>	\$
<i>Sales Tax Due on Sub Total Amount</i>	\$
Delivery & Pick Up	\$ 175.00
<i>Total Due MetroMultimedia</i>	\$
PAYMENT AUTHORIZATION	

YOUR SIGNATURE OF THIS PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND ON YOUR ORDER FORMS

Company Check – Make payable to MetroMultimedia, and reference **NYSCC Supplier’s Day 2024**. Mail to: 52 Forest Ave, Suite 6, 2nd Floor, Paramus, NJ 07652
****Please Note** – Returned checks are subject to a \$35.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACK UP.**

Wire Transfers – If paying by wire transfer please contact MetroMultimedia for wire transfer information and include a \$40.00 wire transfer fee.
ALL WIRE TRANSFERS REQUIRE A CREDIT CARD BACK UP.

Credit Card – For your convenience, MetroMultimedia Services will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by you or your representative. These charges may include all MetroMultimedia charges, and any charges that MetroMultimedia may be obliged to pay on your behalf, including without limitations, any material handling and/or labor charges. Please Complete the information below.

AMEX VISA MASTERCARD DISCOVER

Exp. Date

Account Number																				
Security Code																				

Visa/MasterCard/Discover (3 Digits), Amex (4 Digits)

Cardholder Name (Please Print): _____

Cardholder Billing Address: _____

City/State/Zip: _____ Phone: _____

***The cardholder names above hereby authorize MetroMultimedia to charge my credit card for the actual costs of the services estimated above and any additional services and amounts including, but not limited to, labor to install or remove equipment and/or material handling charges. If there is any intent to commit fraud, I will be held to the full extent of the law.

Cardholder Signature: _____ Date: _____

PAYMENT POLICY: MetroMultimedia requires payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made prior to completion of event. **NO CREDITS WILL BE MADE AFTER THE CLOSE OF THE EVENT.** Checks **must** be in US Dollars and drawn on a US Bank.

TAX EXEMPT STATUS: If you are exempt from paying sales tax, you must provide a certificate of exemption for the state in which services are to be provided, with your order.

EQUIPMENT: You are responsible for payment on any MetroMultimedia rental equipment.

CANCELLATIONS – EQUIPMENT CANCELLATIONS NOT RECEIVED 48 HRS BEFORE DELIVERY DATE WILL BE CHARGED 100% - ** NO EXCEPTIONS **
ALL CANCELLATIONS ARE SUBJECT TO A 5% PROCESSING FEE.
CANCELLATIONS RECEIVED AFTER DISCOUNT DEADLINE DATE ARE SUBJECT TO A 25% RESTOCKING FEE



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MetroMultimedia Order Form



52 Forest Ave., Suite 6, 2nd Fl
Paramus, NJ 07652
P 201-340-2290; Fax 201-340-2108
E-Mail: info@metromultimedia.com

DISCOUNT DEADLINE: 4/12/2024

May 1-2, 2024 | New York City

Company Name: _____ Booth #: _____ Booth Size: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Contact Name: _____ Phone: _____ E-Mail: _____
 Delivery Date/Time: _____ Pick Up Date/Time: _____
 On Site Contact Name: _____ On Site Contact Phone: _____

Audio Equipment	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total
1 Speaker Sound System (Speaker, Stand, Mixer, PCDI)		\$174.75	\$218.50		
2 Speaker Sound System (Speakers, Stands, Mixer, PCDI)		\$291.00	\$371.25		
Wireless Microphone (____ Lavalier, ____ Handheld ____ Headset)		\$142.00	\$177.50		
10 Channel Audio Mixer (required with use of wireless mic)		\$82.00	\$102.50		
Large Venue Sound Systems are available upon request		Please Call	Please Call		
Projection	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total
5K Laser Projector		\$600.00	\$750.00		
Tripod Projection Screen ____ 5' ____ 6' ____ 7' or ____ 8'		\$78.00	\$97.50		
Projector Stand		\$25.00	\$31.25		
Custom Projection options are available upon request		Please Call	Please Call		
Computers & Accessories	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total
Lenovo Thinkpad		\$174.75	\$218.50		
MacBook Pro 15"		\$273.00	\$341.25		
Apple iPad		\$71.00	\$88.25		
iPad Floor Stand (available upon request)		Please Call	Please Call		
Video and Data Display	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total
Please select Source for Monitor: ____ PC Laptop ____ MAC Laptop ____ DVD Player ____ Media Player ____ Other: _____					
42" Flat Panel Display ____ Table Top ____ Wall Mounted		\$311.25	\$374.00		
55" Flat Panel Display ____ Table Top ____ Wall Mounted		\$491.50	\$614.50		
60" Flat Panel Display ____ Table Top ____ Wall Mounted		\$573.50	\$717.00		
70" Flat Panel Display ____ Wall Mounted		\$644.50	\$805.75		
85" Flat Panel Display ____ Wall Mounted		\$1,310.00	\$1,637.50		
81" LED Poster – Black		Please Call	Please Call		
*Dual Post Floor Stand for Flat Panel Monitors (for 40" through 70" sizes only)		\$78.00	\$97.50		
*Dual Post Floor Stand Shelf for Laptop		\$16.50	\$20.75		
Media Player (required for USB playback)		\$54.75	\$68.50		
Additional monitors, touchscreens and video walls are available upon request		Please Call	Please Call		
Total Audio, Projection & Video and Data Display					\$
A labor charge of \$87.50 per hour may be added depending on the type and quantity of equipment ordered.				Labor Total	\$
					Total Page 2

Please Note: To receive a confirmation of your order prior to event, please e-mail: info@metromultimedia.com.

Drayage Costs (if applicable) are not included in delivery costs. Regular rate applies if order is received after deadline date.

In venues where union rules are in effect, delivery and pick up times may vary depending on availability of laborers.

*Dual Post Floor Stands and Shelves are only available with order of Flat Panel Display Monitors.



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MetroMultimedia Order Form



52 Forest Ave., Suite 6, 2nd Fl
Paramus, NJ 07652
P 201-340-2290; Fax 201-340-2108
E-Mail: info@metromultimedia.com

DISCOUNT DEADLINE: 4/12/2024

Company Name: _____ Booth #: _____ Booth Size: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Contact Name: _____ Phone: _____ E-Mail: _____
 Delivery Date/Time: _____ Pick Up Date/Time: _____
 On Site Contact Name: _____ On Site Contact Phone: _____

Note: Software for the below Kiosks is available upon request. If you require software, please indicate below. Circle "Y" for Yes or "N" for No. Software Fees are based on specific need, please call or email for an estimate *

Touch-Table Kiosk	Qty.	Discounted Show Rate	Regular Show Rate	Software (optional)	Total
32" Table Kiosk 4K White		\$1,320.00	\$1,645.00	Y/N	
43" Table Kiosk 4K White		\$ 1,550.00	\$1,945.00	Y/N	
49" Table Kiosk 4K White		\$1,780.00	\$2,245.00	Y/N	
55" Table Kiosk 4K White		\$1,875.00	\$2,345.00	Y/N	
Touch-Standing Kiosk	Qty.	Discounted Show Rate	Regular Show Rate	Software (optional)	Total
55" Standing Kiosk 4K White		\$1,900.00	\$2,370.00	Y/N	
65" Standing Kiosk 4K White		\$2,150.00	\$2,670.00	Y/N	
75" Standing Kiosk 4K White		\$2,570.00	\$3,070.00	Y/N	
65" Double Standing Kiosk 4K White		\$ 4,250.00	\$4,870.00	Y/N	
Interactive Touchscreen Monitors	Qty.	Discounted Show Rate	Regular Show Rate	Software (optional)	Total
32" Wall Mount Interactive Touchscreen 4K White (includes Mini PC)		\$1,050.00	\$1,330.50	Y/N	
43" Wall Mount Interactive Touchscreen 4K White (includes Mini PC)		\$1,350.00	\$1,670.50	Y/N	
49" Wall Mount Interactive Touchscreen 4K White (includes Mini PC)		\$1,650.00	\$2,070.50	Y/N	
55" Wall Mount Interactive Touchscreen 4K White (includes Mini PC)		\$1,950.00	\$2,450.50	Y/N	
Total Kiosks and Touchscreens					\$
A labor charge of \$87.50 per hour may be added depending on the type and quantity of equipment ordered.				Labor Total	\$
Total Page 3					\$

Please Note: To receive a confirmation of your order prior to event, please e-mail: info@metromultimedia.com.

Drayage Costs (if applicable) are not included in delivery costs. Regular rate applies if order is received after deadline date. In venues where union rules are in effect, delivery and pick up times may vary depending on availability of laborers.

DIGITAL KIOSKS

Examples of our Touch-Table and Touch-Standing Kiosks



TOTAL PAGE 2 + PAGE 3 = _____ + TAX @ 8.875 % = _____ + \$175.00 Deliver & Pick-Up = TOTAL _____
Payment Authorization Form must accompany order.
 All Cancellations are subject to a 5% processing fee. Cancellations received after discount deadline date are subject to a 25% restocking fee.
 Equipment Cancellations not received 72 Hrs. before delivery date will be charged 100% - **NO EXCEPTIONS**

Spring Valley Floral

DECORATING COMPANY INC.
241 South Little Tor Road
New City, NY 10956

TEL: 845 268-7555 FAX: 845 268-6570

Web Site: www.springvalleyfloral.com

Email: maryann@springvalleyfloral.com

FLORAL DECORATIONS



CUSTOM FLORAL SERVICES

	Cost Each	Quan.	Total
Fresh Floral Arrangement 12 - 14" High	75.00		
Fresh Floral Arrangement 15 - 18" High	85.00		
Exotic Floral Arrangement 14" High	90.00		
Exotic Floral Arrangement 24" High	99.00		

ALL PRICES INCLUDE INSTALLATION, SERVICING, AND REMOVAL AT END OF SHOW

NO CANCELATIONS WITHIN 16 DAYS OF THE SHOW

RENTAL GREEN & FLOWERING PLANTS

Flowering Plant	35.00		
Green Table Plant	30.00		
Large Fern	40.00		
3-foot Green Plant	49.00		
4-foot Green Plant	59.00		
5-foot Green Plant	69.00		
6-foot Green Plant	79.00		
8-foot Green Plant	99.00		

SPECIAL SERVICES AVAILABLE UPON REQUEST

ON SITE ORDERS SUBJECT TO AVAILABILITY

DELIVERY CHARGE: 25.00

SUBTOTAL: _____

ADD SALES TAX 8.875%: _____

TOTAL: _____

ALL PLANTS INCLUDE DECORATIVE CONTAINERS
PLEASE CHECK ONE
 WHITE BLACK

PAYMENT POLICY: ALL ORDERS MUST BE PAID IN ADVANCE

Enclose your check or credit card information as indicated below. Make checks payable to: Spring Valley Floral.

Credit Card Number

Expiration Date MM/YY

American Express (15 Digits) Check

MasterCard (16 Digits) Visa (13 or 16 Digits)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----

		-		
--	--	---	--	--

Authorized Signature

Name on Card

Security Code

RETURN THIS ORDER WITH PAYMENT TO SPRING VALLEY FLORAL

Company _____

Phone _____

Address _____

FAX _____

City, Zip, State _____

E-mail _____

Party in Charge _____

Show Site Phone# _____

Authorized Signature _____

BOOTH # _____

The Photo Group is pleased to be your Official Show Photographer. As an official vendor at this show we have been vetted by Show Management and trusted by them to provide you with the highest quality services and products



Our services include:

- **True** architectural photography of your booth done by photographers experienced with this specific expertise and producing portfolio-quality images
- Editorial coverage of your events and activations at your booth, in the convention center or off-site.
- "Special" post-production options that include isolating your booth by completely removing the background or by softening it.
- Comprehensive video production and post-production
- Special pricing packages for multiple booth orders



We deliver your images to you electronically by uploading them to our own secure server to an area that is password protected just for you. Please feel free to try our unique online delivery system:

<http://www.thephotogroup.com/demo.html>

Feel free to contact us at 800-752-6913 or email nicole@thephotogroup.com with any questions you have. We look forward to working with you!

Name:	Company:
Address:	
City/State/Zip:	Email:
Booth Name:	Booth #:
On-site Contact:	

ARCHITECTURAL EXHIBIT PHOTOGRAPHY:

Done in true architectural style by specifically experienced photographers. One image per view, images are delivered electronically through our own secure server. All images are perfected in post-production to produce portfolio quality images. Standard post-production included. Images are hosted on our server for three months. Booths are shot empty unless otherwise indicated below.

		ADDITIONS	
Package A (1 view)	\$150.00		
Package B (2 views)	\$275.00	9 or more views:	\$100 per view views
Package C (3 views)	\$400.00	Flash drives,	\$40.00 each drives
Package D (4 views)	\$515.00	8x10 Custom Prints:	\$40.00 each prints
Package E (5 views)	\$630.00	Remove background:	\$100.00/view views
Package F (6 views)	\$745.00	Crowds in Booth	
Package G (7 views)	\$850.00	Staff in Booth	<i>no additional charge</i>
Package H (8 views)	\$955.00	On-site delivery, end of show	50% of total order
		<i>*When available</i>	

Total, Exhibit Photography: \$ **Total, Additions:** \$

EDITORIAL / EVENT PHOTOGRAPHY

For events your company is hosting in your booth, at the convention center or off-site. No additional charges for off-site events. Includes electronic delivery of organized, edited and perfected high resolution jpeg images through our online delivery system and hosted for 3 months. Standard post-production included. **Orders for editorial photography must be placed no later than one month prior to the event.** Orders placed later than one month out are subject to availability.

Date: Please specify your event details and image needs below:

Times:

1-2 hours: \$300/hour

2 or more hours: \$250/hour

Onsite delivery (end of show) \$150.00 **When available*

Total, Editorial Photography \$



COMBINATION PACKAGES:

All packages include electronic delivery of organized, edited and perfected high resolution jpeg images through our online delivery system and hosted for 3 months. Orders for editorial photography must be placed no later than one month prior to the event. Orders placed later than one month out are subject to availability.

Package 1: 4 views & 1 hour editorial	\$775
Package 2: 6 views & 2 hours editorial	\$1125
Package 3: 8 views & 4 hours editorial	\$1775

Total, Combination Packages: \$

VIDEO SERVICES: PLEASE CALL OR EMAIL FOR A QUOTE

Comprehensive services including but not limited to:

- * Tour of exhibit and products
- * Demos and Theater Presentations
- * Roving or "studio" interviews
- * Seminars and Sessions
- * B-Roll
- * Time-Lapse
- * Editing, rough-cut and final pieces

MULTIPLE BOOTH ORDERS

Orders for (5) or more booths are eligible for special pricing packages

Please email us for a quote, include the following:

- The number of booths in your order
- The number of views for each booth, and/or other services requested for each booth.

Send your email to: nicole@thephotogroup.com



- Please allow 2 wks for electronic delivery, 4 wks for delivery for print or flash drive orders
- Pre-payment is required & does not limit changes to your order.
- Cancellations must be made at least 24 hrs. in advance to avoid cancellation fees.
- Overseas orders shipped via Federal Express at customer's expense

Order SubTotal	\$
8.25% Sales Tax (CA only)	\$
Shipping & Handling <i>for orders that include drives or prints</i>	\$ 12.00
GRAND TOTAL	\$

Card #

Exp Date

Signature (required on all orders)

CSC/CVC

PLEASE EMAIL YOUR ORDER TO NICOLE@THEPHOTOGROUP.COM



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	App	Plus
Scan anywhere, any time	✓	✓
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Reporting portal	✓	✓
Instant email follow-up	✓	
Rate leads	✓	✓
VIP alerts	✓	✓
Schedule appointments	✓	
Add images to leads	✓	
Audio notes	✓	✓
Optional Bluetooth printer*	✓	✓
Online and offline modes	✓	✓

**additional fees may apply *compatible with iOS app only

Xpress Leads Direct Ordering Link

[Click here](#) for the direct show link to the Xpress Leads ordering page.

Standard White Line

STANDARD WHITE FEATURES:



- Fluorescent lighting
- LED lighting available for an additional \$85 per showcase
- Aluminum frame
- Matte white formica exterior
- Solid sides
- Sliding doors with lock (no mirrors)
- Rear storage area with lock in half and quarter vision cases
- Available in 4', 5' and 6' lengths and corner cases
- 38" high and 20" deep
- Showcases are available in full, half and quarter vision
- Corner cases are available in half and quarter vision only

SIZE	QUANTITY			ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 04/1/2024	SHOW SITE PRICE	TOTAL
	FULL VISION	HALF VISION	QUARTER VISION				
4 FOOT				\$375.00	\$450.00	\$575.00	
5 FOOT				\$375.00	\$450.00	\$575.00	
6 FOOT				\$375.00	\$450.00	\$575.00	
34" CORNER	X			\$395.00	\$470.00	\$595.00	

Add \$85.00 per showcase for LED lighting \$ _____

SUBTOTAL \$ _____

8.875% SALES TAX \$ _____

AMOUNT ENCLOSED \$ _____

COMPANY NAME _____

BOOTH NUMBER _____

**ONLINE ORDERING
AVAILABLE**
VISIT AMERICANFIXTURE.COM

ORDERS AND BOOTH LAYOUT DUE BY April 1, 2024

American Fixture & Display Corp.

Phone: (718) 463-2176 • Fax: (718) 463-4302

Email: orders@americanfixture.com • Web: americanfixture.com

Please complete company name, credit card information and booth layout located on the final pages. This is required to process your order.

Please note: Telephone orders not accepted.

CASES ARE RENTED FOR DISPLAY PURPOSES ONLY AND WE DO NOT WARRANT THE SAFETY OR SECURITY THEREOF. WE ARE NOT LIABLE FOR CONTENTS, DAMAGE OR BREAKAGE AFTER CASES HAVE BEEN DELIVERED.

Designer Line



DESIGNER LINE FEATURES:

- Fluorescent lighting
- Halogen lighting available for an additional \$50 per showcase
- LED lighting available for an additional \$85 per showcase
- Aluminum frame
- Textured designer gray formica exterior
- Glass sides
- Mirrored sliding doors with lock
- Rear storage area with lock in half and quarter vision only
- Available in 4', 5' and 6' lengths and corner cases
- 39" high and 20" deep
- Showcases are available in full, half and quarter vision
- Corner cases are available in half and quarter vision only

SIZE	QUANTITY			ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 04/1/2024	SHOW SITE PRICE	TOTAL
	FULL VISION	HALF VISION	QUARTER VISION				
4 FOOT				\$400.00	\$475.00	\$600.00	
5 FOOT				\$400.00	\$475.00	\$600.00	
6 FOOT				\$400.00	\$475.00	\$600.00	
34" CORNER	X			\$415.00	\$490.00	\$615.00	
42" CORNER	X	X		\$430.00	\$505.00	\$630.00	

Add \$50.00 per showcase for Halogen lighting \$ _____

Add \$85.00 per showcase for LED lighting \$ _____

SUBTOTAL \$ _____

8.875% SALES TAX \$ _____

AMOUNT ENCLOSED \$ _____

COMPANY NAME _____

BOOTH NUMBER _____

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Deluxe Line

DELUXE LINE FEATURES:



- Fluorescent lighting
- LED lighting available for an additional \$85 per showcase
- Brushed gold frame
- Glossy black formica exterior
- Glass sides
- Mirrored sliding doors with lock
- Rear storage area with lock
- Available in 4', 5' and 6' lengths and corner cases
- 38" high and 20" deep
- Showcases and corner cases available in half vision and quarter vision only

SIZE	QUANTITY		ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 04/1/2024	SHOW SITE PRICE	TOTAL
	HALF VISION	QUARTER VISION				
4 FOOT			\$415.00	\$490.00	\$615.00	
5 FOOT			\$415.00	\$490.00	\$615.00	
6 FOOT			\$415.00	\$490.00	\$615.00	
34" CORNER			\$435.00	\$510.00	\$635.00	

Add \$85.00 per showcase for LED lighting \$ _____

SUBTOTAL \$ _____

8.875% SALES TAX \$ _____

AMOUNT ENCLOSED \$ _____

COMPANY NAME _____

BOOTH NUMBER _____



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Elite Line

ELITE LINE FEATURES:

- Halogen lighting
- LED lighting available for an additional \$60 per showcase
- Brushed gold frame
- Verdigris formica exterior
- Glass sides
- Mirrored sliding doors with lock
- Rear storage area with lock
- Available in 4', 5' and 6' lengths and corner cases
- 39" high and 20" deep
- Showcases and corner cases are available in half vision and quarter vision only



SIZE	QUANTITY		ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 04/1/2024	SHOW SITE PRICE	TOTAL
	HALF VISION	QUARTER VISION				
4 FOOT			\$440.00	\$515.00	\$640.00	
5 FOOT			\$440.00	\$515.00	\$640.00	
6 FOOT			\$440.00	\$515.00	\$640.00	
34" CORNER			\$465.00	\$540.00	\$665.00	

Add \$60.00 per showcase for LED lighting \$ _____

SUBTOTAL \$ _____

8.875% SALES TAX \$ _____

AMOUNT ENCLOSED \$ _____

COMPANY NAME _____

BOOTH NUMBER _____



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Ultra Line

ULTRA LINE FEATURES:



FULL VISION IN BLACK SHOWN HERE

- LED lighting available in:
 - 3000K Yellow
 - 6000K White
- Aluminum frame
- Black or matte white exterior
- Glass sides
- Glass sliding doors with lock
- Rear storage area with lock available on half and quarter vision showcases only
- Available in 4', 5', and 6' lengths and corner cases
- 41½" high and 20" deep
- Showcases and corner cases are available in full vision, half vision, and quarter vision

SIZE	QUANTITY			BLACK or WHITE	3000K or 6000K	ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 04/1/2024	SHOW SITE PRICE	TOTAL
	FULL VISION	HALF VISION	QUARTER VISION						
4 FOOT						\$505.00	\$580.00	\$705.00	
5 FOOT						\$505.00	\$580.00	\$705.00	
6 FOOT						\$505.00	\$580.00	\$705.00	
34" CORNER						\$525.00	\$600.00	\$725.00	
48" CORNER						\$545.00	\$620.00	\$745.00	

**ONLINE ORDERING
AVAILABLE**
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SUBTOTAL \$ _____

8.875% SALES TAX \$ _____

AMOUNT ENCLOSED \$ _____

COMPANY NAME _____

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Accent Cube



WHITE
SHOWN HERE

WHITE or DESIGNER LINES

- Aluminum frame
- 3 fixed 50 watt lights
- LED lighting available for an additional \$45
- Standard white or textured gray formica exterior
- 18" wide x 18" deep x 70" high
- 18" wide x 18" deep x 18" high glass display area
- Hinged frameless glass door with lock
- Storage area with lock

DELUXE or ELITE LINES

- Brushed gold frame
- 4 MR16 lights in pivoting fixtures
- LED lighting available for an additional \$45
- Glossy black or verdigris formica exterior
- 18" wide x 18" deep x 70" high
- 18" wide x 18" deep x 18" high glass display area
- Hinged frameless glass door with lock
- Storage area with lock



DELUXE
SHOWN HERE

STYLE	QUANTITY	ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 04/1/2024	SHOW SITE PRICE	TOTAL
STANDARD WHITE		\$370.00	\$445.00	\$570.00	
DESIGNER		\$370.00	\$445.00	\$570.00	
DELUXE		\$370.00	\$445.00	\$570.00	
ELITE		\$370.00	\$445.00	\$570.00	

Add \$45.00 per accent cube for LED lighting \$ _____

SUBTOTAL \$ _____

8.875% SALES TAX \$ _____

AMOUNT ENCLOSED \$ _____

COMPANY NAME _____

BOOTH NUMBER _____

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Tower

CHOICES:

- **STANDARD WHITE** Aluminum frame with a matte white formica exterior
- **DESIGNER** Aluminum frame with a textured gray formica exterior
- **DELUXE** Brushed gold frame with a glossy black formica exterior
- **ELITE** Brushed gold frame with a verdigris formica exterior

FEATURES:

- Halogen lighting
- LED lighting available for an additional \$45 per tower
- 6" canopy
- 3 adjustable glass shelves
- Clear glass on four sides
- Hinged framed door with lock
- 20" wide x 20" deep x 80" high
- 20" wide x 20" deep x 54" high glass display area



DELUXE
SHOWN HERE



DESIGNER
SHOWN HERE

STYLE	QUANTITY	ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 04/1/2024	SHOW SITE PRICE	TOTAL
STANDARD WHITE		\$380.00	\$455.00	\$580.00	
DESIGNER		\$380.00	\$455.00	\$580.00	
DELUXE		\$380.00	\$455.00	\$580.00	
ELITE		\$380.00	\$455.00	\$580.00	

Add \$45.00 per tower for LED lighting \$ _____

SUBTOTAL \$ _____

8.875% SALES TAX \$ _____

AMOUNT ENCLOSED \$ _____

COMPANY NAME _____

BOOTH NUMBER _____

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Museum Pedestal



CHOICES:

- WHITE: Aluminum frame with matte white formica exterior
- DELUXE: Brushed gold frame with glossy black formica exterior
- BEIGE: Brushed gold frame with beige formica exterior

FEATURES:

- Halogen lighting (six bulbs)
- LED lighting available for an additional \$60 per museum pedestal
- 8" canopy
- Glass doors with lock
- Storage area with lock
- 30" wide x 20" deep x 70" high
- 30" wide x 20" deep x 20" high glass display area

STYLE	QUANTITY	ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 04/1/2024	SHOW SITE PRICE	TOTAL
White		\$425.00	\$500.00	\$625.00	
Deluxe		\$425.00	\$500.00	\$625.00	
Beige		\$425.00	\$500.00	\$625.00	

Add \$60.00 per museum pedestal for LED lighting \$ _____

SUBTOTAL \$ _____

8.875% SALES TAX \$ _____

AMOUNT ENCLOSED \$ _____

COMPANY NAME _____

BOOTH NUMBER _____



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Boutique Case



**BOUTIQUE WITH SOLID
BACK SHOWN HERE**

CHOICES:

- DESIGNER: Aluminum frame with textured gray formica exterior
- DELUXE: Brushed gold frame with glossy black formica exterior

FEATURES:

- Fluorescent lighting
- LED lighting available for an additional \$60 per boutique case
- 5" canopy
- Wall Case (solid back) or See-Thru (glass back)
- 3 rows of adjustable glass shelves
- Glass doors with lock
- Storage area with lock
- 48" wide x 13" deep x 76" high
- 48" wide x 13" deep x 44" high glass display area

STYLE	QUANTITY		ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 04/1/2024	SHOW SITE PRICE	TOTAL
	WALL CASE	SEE THRU				
Designer			\$445.00	\$520.00	\$645.00	
Deluxe			\$445.00	\$520.00	\$645.00	

Add \$60.00 per boutique case for LED lighting \$ _____

SUBTOTAL \$ _____

8.875% SALES TAX \$ _____

AMOUNT ENCLOSED \$ _____

COMPANY NAME _____

BOOTH NUMBER _____

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Wall Case & See-Thru



WALL CASE

- White or black formica exterior
- Fluorescent lights
- LED top lighting available for an additional \$95 per wall case
- 70", 60" or 48" wide x 18" deep x 84" high
- Glass sliding doors

SEE-THRU WALL CASE

- White or black formica exterior
- Fluorescent lights
- LED top lighting available for an additional \$95 per see-thru
- 70" wide x 19" deep x 80" high
- Glass sliding doors



STYLE	QUANTITY			COLOR		ADVANCED PRICE	PRICE FOR ORDERS RECEIVED AFTER 04/1/2024	SHOW SITE PRICE	TOTAL
	4'	5'	6'	WHITE	BLACK (6' Only)				
WALL CASE						\$470.00	\$545.00	\$670.00	
SEE-THRU WALL CASE	X	X				\$495.00	\$570.00	\$695.00	

Add \$95.00 per case for LED lighting \$ _____

SUBTOTAL \$ _____

8.875% SALES TAX \$ _____

AMOUNT ENCLOSED \$ _____

COMPANY NAME _____

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Classic Case Line



V1
SHOWN HERE



V3
SHOWN HERE



V5
SHOWN HERE



V6
SHOWN HERE

TYPE	QUANTITY	PRICE*	LED LIGHTING				MR16 SIDE LIGHTS (\$50 PER CASE)		EXTRA SHELVES (\$10 PER CASE)	TOTAL
			TOP ONLY \$45 PER CASE	TOP & SIDE LIGHTS \$130 PER CASE		GLASS SIDE	DOOR SIDE			
				GLASS SIDE	DOOR SIDE					
V1		\$485.00								
V3		\$485.00								
V5		\$510.00								
V6		\$485.00								

*Add \$75 per case for all orders placed after 04/1/2024

** SEE NEXT PAGE FOR MORE DETAILS**

SUBTOTAL \$ _____

*LATE FEE (if applicable) \$ _____

8.875% SALES TAX \$ _____

AMOUNT ENCLOSED \$ _____

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Classic Case Shelf Placement

COMPANY NAME: _____ BOOTH #: _____

V1

(interior height 65")

(pre-set to 17")
 Change to _____ " {

(pre-set to 16")
 Change to _____ " {

(pre-set to 16")
 Change to _____ " {

(pre-set to 16")
 Change to _____ " {



V3

(interior height 52")

(pre-set to 16 1/2")
 Change to _____ " {

(pre-set to 17 1/2")
 Change to _____ " {

(pre-set to 18")
 Change to _____ " {



V5

(interior height 67")

(pre-set to 16 3/4")
 Change to _____ " {

(pre-set to 16 3/4")
 Change to _____ " {

(pre-set to 16 3/4")
 Change to _____ " {

(pre-set to 16 3/4")
 Change to _____ " {



V6

(interior height 67")

(pre-set to 17")
 Change to _____ " {

(pre-set to 16 1/2")
 Change to _____ " {

(pre-set to 16 1/2")
 Change to _____ " {

(pre-set to 17")
 Change to _____ " {



- Each of the glass shelves on the Classic Cases is adjustable. The shelf rests are **preset** at our warehouse at the approximate intervals shown above.
- If you would like us to alter the spacing of your shelves, please indicate your requirements above and submit this form along with your order **no later than ten (10) days prior to the start of the show.**
- Please understand that due to time constraints during show set up, we are unable to make changes on-site.

Pedestals



(images not to scale; for reference only)

SIZE	WHITE	BLACK	PRICE	TOTAL
10"x10"x48"			\$125.00	
12"x12"x36"	X		\$125.00	
12"x12"x42"		X	\$125.00	
14"x14"x42"	X		\$125.00	
16"x16"x36"			\$125.00	
16"x16"x42"			\$125.00	
18"x18"x42"		X	\$125.00	
24"x24"x36"		X	\$125.00	
24"x24"x42"		X	\$125.00	
30"x30"x36"		X	\$125.00	
30"x30"x42"		X	\$125.00	



**LATE FEE \$75.00 PER
PEDESTAL AFTER APR. 1, 2024**

SUBTOTAL \$ _____

8.875% SALES TAX \$ _____

AMOUNT ENCLOSED \$ _____

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FULL VISION SHOWCASE



HALF VISION SHOWCASE



QUARTER VISION SHOWCASE



CORNER SHOWCASE

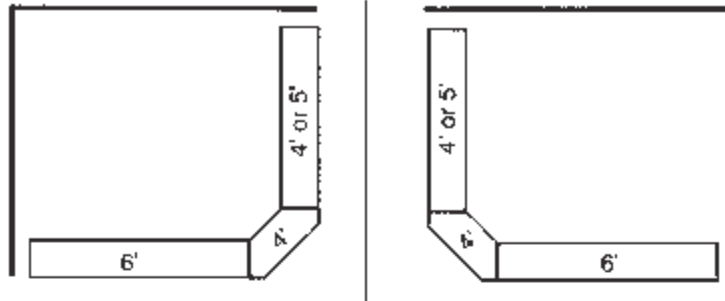
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Sample Layouts

10 FOOT X 10 FOOT CORNER BOOTHS

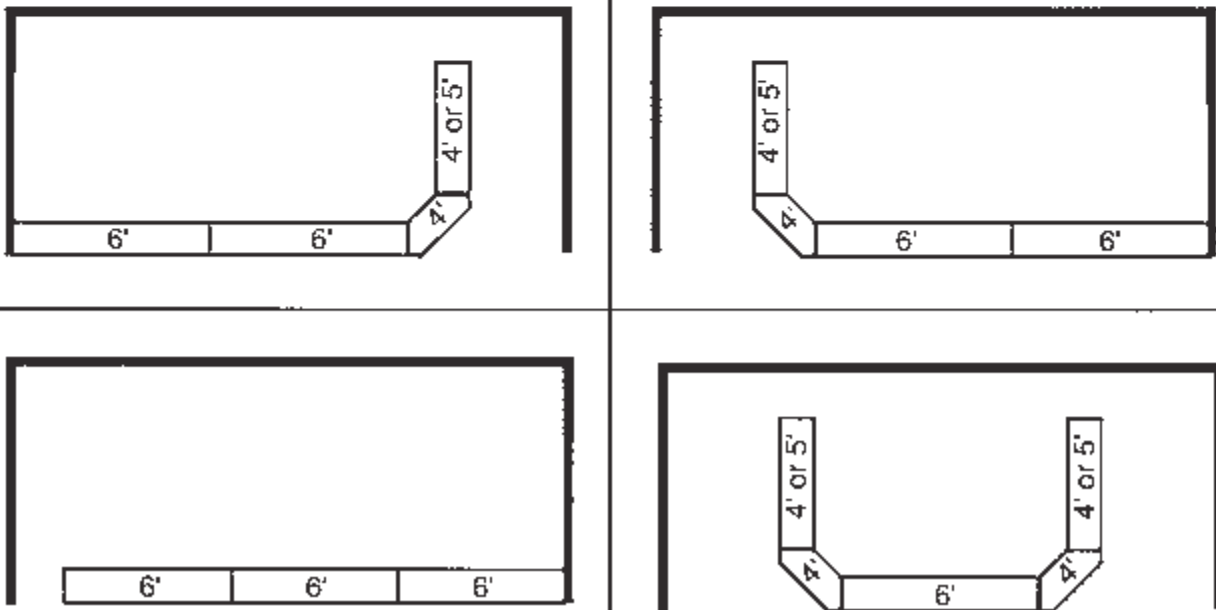


***Please Note:**
If you place your order on our online portal, you can draft your layout using our interactive layout feature.*

10 FOOT X 10 FOOT SINGLE BOOTHS



10 FOOT X 20 FOOT DOUBLE BOOTHS



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ELECTRICAL INFORMATION NON-LED LIGHTING

Standard White Case (Fluorescent)

4'	25 Watts
5'	30 Watts
6'	40 Watts
34" Corner	20 Watts

Designer & Deluxe Case (Fluorescent)

4'	25 Watts
5'	30 Watts
6'	40 Watts
34" Corner	20 Watts
42" Corner	30 Watts

Designer Case (Halogen)

4'	100 Watts
5'	120 Watts
6'	140 Watts
34" Corner	80 Watts
42" Corner	100 Watts

Tower (Halogen)

200 Watts

Museum Pedestal (Halogen)

300 Watts

Accent Cube (Halogen)

White & Designer	150 Watts
Deluxe	140 Watts

Boutique Case (Fluorescent)

84 Watts

Wall Case & See-Thru Wall Case (Fluorescent)

4'	60 Watts
5'	80 Watts
6'	80 Watts
	80 Watts

Classic Case – Silver (Halogen & Spotlight)

V1, V3, V5	200 Watts
V6	150 Watts

ELECTRICAL INFORMATION
LED LIGHTING

Standard White Case

4'	33 Watts
5'	42 Watts
6'	49 Watts
34" Corner	26 Watts

Deluxe & Designer Case

4'	42 Watts
5'	48 Watts
6'	54 Watts
34" Corner	36 Watts
42" Corner	42 Watts

Ultra Case – 6000K

4'	42 Watts
5'	48 Watts
6'	54 Watts
34" Corner	36 Watts
48" Corner	90 Watts

Ultra Case – 3000K

4'	12 Watts
5'	15 Watts
6'	17 Watts
34" Corner	9 Watts
48" Corner	16 Watts

Classic Case

V1, V3, V5	28 Watts
V6	21 Watts

Tower

100 Watts

Museum Pedestal

36 Watts

Accent Cube

24 Watts

Boutique Case

84 Watts

Wall Case

4'	76 Watts
5'	93 Watts
6'	105 Watts

See Thru Wall Case

105 Watts

SHOWCASE ORDER FORM

Please complete the following information and submit it along with your showcase selections and booth layout diagram (previous page).

CONTACT INFORMATION

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

POINT OF CONTACT NAME: _____

EMAIL ADDRESS: _____

PHONE: _____ FAX: _____

BOOTH NO(S): _____

PAYMENT INFORMATION

DISCOVER / AMEX / VISA / MC #: _____ EXP DATE: _____

NAME ON CARD: _____ SEC CODE: _____

SIGNATURE: _____ DATE: _____

TERMS AND CONDITIONS OF RENTAL

American Fixture & Display Corp. and AFD Delaware, Inc. (together, the "Company") shall not be liable for failure to deliver the displays ("Company's Rental Property") or delays occasioned by causes beyond its control, including, but not limited to, strikes, lockouts, fires, flood, hurricane, war, acts of God, acts of terrorism, labor disputes, pandemics, epidemics, viruses, or delays or interruption of carriers and in no event shall be liable for consequential damages.

The Company shall have the right to charge the full rental price of the Company's Rental Property to the customer ("Lessee") on any orders (i) cancelled after the deadline date; or (ii) that have been delivered to the location of the rental, regardless of whether the event takes place.

Glass shelves must be properly installed by Lessee and not overloaded with merchandise. To avoid breaking of shelves, personal injury and damage to merchandise, the Lessee must use reasonable discretion in the amount of weight placed on the glass shelves. Installation and loading of the glass shelves is beyond the Company's control and the Company shall not be responsible for broken glass, damage of merchandise or personal injury related thereto.

In the event of any damage to the Company Rental Property during the rental period, excluding normal wear and tear, the Lessee shall pay to Company, on demand, the full cost of repair or replacement of such damaged display cases. Lessee further agrees to accept full responsibility and liability, and Lessee shall indemnify, defend and hold harmless Company, for any injury to Lessee, for any damage to the property of Lessee, for any injury to any other person(s), for any damage to the property of any other person(s) and any other loss that may result through the use or misuse of the Company's Rental Property. Lessee agrees and acknowledges that Lessee is subject to additional charges if Lessee fails to return the Company's Rental Property to Company or fails to make the Company's Rental Property available to Company for pick-up at the time and date mutually agreed to by both parties.

Lessee agrees to accept full responsibility and liability, and shall indemnify, defend and hold harmless Company and its agents, employees, officers or directors from and against any and all liability, claims, demands (whether or not groundless, false, or fraudulent), costs, damages, losses, judgments, or awards, including legal and attorney fees, brought by a third party or parties and arising out of or in any way connected with any act or omission of Lessee or its employees or other persons.

The Company's Rental Property are rented for display purposes only and Company does not warrant the safety or security thereof. Company shall not be liable for contents, damage or breakage after the Company's Rental Property have been delivered.

CULTIVATED

CULTIVATED IS JAVITS CENTER'S HOSPITALITY BRAND AND IS THE EXCLUSIVE FOOD AND BEVERAGE PARTNER OF THE VENUE. ALL FOOD & BEVERAGE SERVED OR DISTRIBUTED IS REQUIRED TO BE PURCHASED THROUGH CULTIVATED

Exhibitor catering menus and list of services can be found on the Cultivated website:
CultivatedNY.com

FULL MENU ORDERING

To place an order, contact the catering sales team at

212-216-2400

or

Email at:

Services@CultivatedNY.com

To avoid an additional 10% late fee, please place orders from our catering menu by: * *

LIMITED MENU ONLINE ORDERING

Exhibitors can now make their arrival at Javits Center stress-free by utilizing our online ordering platform for a limited selection of food & beverage delivery orders.

Please visit:

CultivatedNY.com/preorder to place your order.

Online ordering window closes on:

*

*

CULTIVATED CATERING MENU



ABOUT US

WE CREATE
REMARKABLE
EXPERIENCES BY
BRINGING TOGETHER
THE BEST OF NEW YORK.
CULTIVATING
SUSTAINABLE PRACTICES.
& PERSONALIZING
EVERY MOMENT TO
DELIVER WORLD-CLASS
HOSPITALITY.

CULTIVATED

BY NEW YORK

The Javits Center has joined with Levy and CxRA to launch the hospitality brand CULTIVATED, a comprehensive and cutting-edge dining program that has reshaped and reimagined the food and beverage experience throughout the iconic venue. Our brand focuses on enhancing the hospitality experience with elements rooted in the Empire State, including more New York ingredients and producers, as well as unique dining presentations, products sourced on-site and signature high-end catering for the largest and most exclusive events in New York City.

To connect with us, contact CULTIVATED sales office at:
212-216-2400 | Services@CultivatedNY.com

To learn more about CULTIVATED, visit:

   [CultivatedNY | CultivatedNY.com](https://www.CultivatedNY.com)

SUSTAINABILITY

TOTAL FOOD UTILIZATION

Total Food Utilization refers to using the whole ingredient and minimizing food waste from food preparation. In the event that there is excess produce or even ugly produce, Cultivated chefs employ these foods in picklings, purees, soups, and more.

GREASE RECYCLING

The grease recycling program filters fryer oil to maximize usage and streamlines the changeover of spent oil with new oil.

FOOD RESCUE

Perishable produce, leftover food, bulk items, and excess prepped food are rescued and donated to local community partners.



WASTE MANAGEMENT

All kitchens sort waste into various streams to optimize waste diversion. Streams include compost, plastic, metal, glass, cardboard/paper, and landfill.

WATER COOLERS

We encourage the use of reusable water bottles by having many water coolers and stations throughout the building.

SKIP THE STRAW

Strawless lids allow guests to sip their drinks without a straw.

THE FARM

Spanning one acre on our rooftop, The Farm provides up to 40,000 pounds of produce a year that is incorporated into the meals we serve our guests.



THE FARM ICON

This icon denotes CULTIVATED food and beverage items that are made with ingredients harvested from our rooftop Farm, Greenhouse, Orchard, or Farmshelf.

JACOB'S HONEY

Jacob's Honey is the honey made from the hundreds of thousands of bees on the Javits Center green roof. It is used in the recipes and dishes served by CULTIVATED.

THE GREENHOUSE

The 3,500 sq ft all-season greenhouse is outfitted with a hydroponic growing system and benches for starting seedlings and growing microgreens.

A controlled environment allows for 365-day production and greater yields by providing consistent and near-ideal growing conditions. A vertical, stacked hydroponic system maximizes fields within a smaller footprint 2022 crops include head lettuce, basil, edible flowers, and culinary herbs.



BREAKFAST



BREAKFAST PACKAGES

MINIMUM OF 24 GUESTS | ALL BREAKFAST PACKAGES INCLUDE COFFEE/DECAF/GOURMET TEA AND FRESH SQUEEZED ORANGE JUICE

CHEF'S TABLE

THE CONTINENTAL EXPERIENCE

Local and Seasonal Sliced Fruit **V² AVG**

Basket of Freshly Baked Croissants and Danishes with Fruit Preserves and Butter **V**

Pre-Packaged Selection of Plain and Fruit Flavored Individual Yogurts **V AVG**

\$26.50 per person

CLASSIC BREAKFAST TABLE

Local and Seasonal Sliced Fruit **V² AVG**

Basket of Freshly Baked Croissants and Danishes with Fruit Preserves and Butter **V**

Eggs **V AVG**

Scrambled, Fried, or Frittata with Mushroom and Sun-Dried Tomatoes

Crispy Applewood Smoked Bacon/Chicken Apple Sausage/Pork Sausage **AVG**

Cultivated Breakfast Potato, Tossed with Herbs, Peppers, and Onions **AVG**

\$37 per person

HEALTHY AND FIT CONTINENTAL

Local and Seasonal Sliced Fruit **V² AVG**

Chia Seed Coconut Pudding with Seasonal Fruit Compote **V² AVG N**

Goji Berry Pistachio Squares **V² N**

Jacob's Honey Lemon Granola Bar **V N**

Old Fashioned Oats **V AVG**

Dried Fruit/Brown Sugar/Walnuts **N**/Pecans **N**/Granola

\$29.50 per person



PRICES DO NOT REFLECT THE TAXES AND SERVICE FEES

AVG=Avoiding Gluten **N**=Contains Nuts **V²**=Vegan **V**=Vegetarian

BREAKFAST À LA CARTE

MINIMUM OF 12 GUESTS

SANDWICHES

BACON, EGG, AND CHEESE

on a New York Bagel or Classic Roll

PASTRAMI EGG AND CHEESE

on a New York Bagel or Classic Roll

BREAKFAST ENGLISH MUFFIN **V**

Egg Whites, Spinach, Roasted Tomatoes, and Cheddar Cheese on an English Muffin

SUNRISE BREAKFAST SANDWICH

Scrambled Eggs, Chicken Sausage Patty, and Cheddar Cheese, on a Croissant

\$133 per dozen

NUCHAS EMPANADAS

Flavors sold by the dozen

SAUSAGE, EGG, AND CHEESE

SPINACH, EGG, AND CHEESE **V**

HAM AND CHEESE

\$133 per dozen

EGG

Tofu Scramble **V² AVG**

Frittata/Egg White Frittata **V AVG**
Spinach and Mushrooms/Bell Pepper and Scallion/
Tomato and Herb

Scrambled Eggs **V AVG**

Hard Boiled Eggs **V AVG**

Fried Eggs **V**

\$7 per person

'MEATS'

2-piece serving

Turkey Bacon **AVG**

Applewood Bacon **AVG**

Chicken Apple Sausage **AVG**

Pork Sausage **AVG**

Turkey Sausage **AVG**

1-piece serving

Veggie Sausage Patties **V²**

\$7 per person

POTATOES

Cauliflower and Sweet Potato Hash **V AVG**

Red Bliss Potatoes and Leek Hash **V AVG**

Root Vegetable Hash **V AVG**

Skillet Yukon Gold Potatoes and Pepper Hash **V AVG**

\$6 per person

OATMEAL STATION **V AVG**

Old Fashion Oats
Dried Fruit/Brown Sugar/Walnuts **N/**
Pecans **N/**Granola
\$61.50 per dozen

OVERNIGHT OATS **V² AVG**

Strawberry Shortcake/Banana Bread/
Cinnamon Bun
\$110 per dozen
One flavor per dozen

HALF-BAGEL

Smoked Salmon and Caviar
\$22.50 per piece

LOX DISPLAY **AVG:**

Smoked Salmon, Lemons, Capers, Red Onions
\$20.50 per person
Bagels must be purchased separately.

SEASONAL FRUIT **V² AVG**

Local and Seasonal Sliced Fruit platter
\$7 per person

Individual Fruit Cups
\$92 per dozen

Whole Fruit
Banana/Apple/Orange
\$49 per dozen

Fruit Skewers
5 pieces of fruit on a skewer
served with yogurt and honey
\$98 per dozen

YOGURT **V AVG**

Plain and Fruit Flavored Yogurt
\$80 per dozen

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BREAKFAST STATIONS

MINIMUM OF 24 GUESTS | POWER REQUIREMENTS*

BREAKFAST QUESADILLA STATION

Mushrooms and Spinach
Chorizo and Cheese
Bacon and Cheddar
Sour Cream, Pico de Gallo, Guacamole,
and Fire Roasted Tomato Salsa
\$19.50 per person

EGGS BENEDICT STATION

Requires a minimum of 2 chef attendants

Served on Toasted English Muffin

Classic

Poached Egg, Grilled Canadian Bacon, and Hollandaise

or

Italiano Rustica Benedict

Poached Egg, Sliced Prosciutto,
Sun-Dried Tomato, and Basil Hollandaise

For 24 to 200 attendees only

\$27.50 per person

OMELET STATION

Requires a minimum of 2 chef attendants

Whole egg and egg whites available

Local Cheddar Cheese, Swiss Cheese, Ham,
Smoked Bacon, Tomatoes, Onions, Mushrooms,
Sweet Peppers, and Fine Herbs

\$20.50 per person

TOAST BAR*

Whole Wheat
White Sourdough
Rye
Mutli Grain
Gluten Free Bread

Spreads

Butter
Cream Cheese
Strawberry Jam
Peanut Butter
Nutella
Avocado Spread +\$7.50 per person

\$25.50 per person

*Includes toaster.

*Power requirements for toaster: Dedicated 110V, 20 amp outlet (Client to place power order directly to Javits electrical team.)

FRENCH TOAST STATION **V**

Classic Brioche with Sweetened Mascarpone
Nutella **N**/Bananas Foster/ Maple Syrup/
Chocolate Chips/ Berries/ Chantilly Cream

\$16.50 per person

WAFFLE STATION **V**

Classic Belgium Waffle
Strawberry/Chantilly Cream/Berry Compote/Nutella **N**/
Maple Syrup

*Choice of action station with chef attendant
or pre-made in chafer

\$16.50 per person

ARTISANAL PANCAKE STATION **V**

Traditional Buttermilk Pancakes
Maple Syrup/Chocolate Chips/ Berries/Chantilly Cream

*Choice of action station with chef attendant
or pre-made in chafer

\$16.50 per person



*Please consult with your catering sales representative about power requirements.

PRICES DO NOT REFLECT THE TAXES AND SERVICE FEES

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BAKERY

ASSORTED SWEETS

SPECIALTY DONUTS **V**

Glazed/Filled/Cake
\$72 per dozen

SLICED BREAKFAST BREADS **V**

Marble/Lemon Poppy/Orange **N**
\$66.50 per dozen

GOURMET MUFFINS **V**

Corn/Bran/Blueberry/Double Chocolate
\$57.50 per dozen

FRESHLY BAKED CROISSANTS **V**

Butter/Chocolate/Almond **N**
\$66.50 per dozen

FRESHLY BAKED BREAKFAST DANISH **V**

Cheese/Apple/Raspberry/Blueberry
\$57.50 per dozen

GOURMET BROWNIES AND BLONDIES **V**

Fudge Brownies/Chocolate Chip Blondies **N**
\$59.50 per dozen

HOMEMADE COOKIES **V**

Snickerdoodle/Oatmeal Raisin/Chocolate Chip
\$61.50 per dozen

SWEETS

CINNAMON ROLLS **V**

Topped with Vanilla Glaze
\$72 per dozen



SAVORY

CLASSIC BUTTERMILK BISCUITS **V**

Jam and Honey
\$57.50 per dozen

CHEDDAR AND CHIVE SCONES

\$57.50 per dozen

ASSORTED BAGELS **V**

Cream Cheese, Butter, and Jam
\$61.50 per dozen

GLUTEN FREE

BLUEBERRY MUFFIN **V² N**

\$70 per dozen

DOUBLE CHOCOLATE MUFFIN **N**

\$70 per dozen

APPLE MUFFIN **V² N**

\$70 per dozen

BANANA BREAD **V² N**

\$79 per dozen

ZUCCHINI BREAD **V² N**

\$84 per dozen

BROWNIE **N**

\$72 per dozen

CHOCOLATE CHUNK COOKIE **N**

\$74 per dozen

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SNACKS & BREAKS

SNACKS & BREAKS

MINIMUM OF 24 ORDERS

CULTIVATED SIGNATURE

GINGER ENERGY BALLS **V² AVG N**

Dates, Sesame Seeds,
and Maple Syrup
\$61.50 per dozen

GOJI BERRY PISTACHIO SQUARES **V² AVG N**

Oats, Flax Seed, and Agave Nectar
\$72 per dozen

JACOB'S HONEY LEMON GRANOLA BAR **V AVG N**

Roasted Almond, Coconut,
Chia Seeds, Oats, and Quinoa
\$72 per dozen

CINNAMON APPLE HAND PIES **V**

Vanilla Glaze
\$72 per dozen

CHIA SEED COCONUT PUDDING **V² AVG N**

with Seasonal Fruit Compote
\$86 per dozen

GREEK YOGURT PARFAIT **V**

Mixed Berries, Honey, and Granola
\$110 per dozen

BLUEBERRY CLUSTERS **V²**

Dark Belgian Chocolate
\$61.50 per 12 person serving

SNACK BOX

MILANO BOX

Piave Cheese Wedge **V AVG**
Dried Mission Fig **V² AVG**
Soppressata Salami **AVG**
Grissini Sticks **V²**
Baci **N**
Marinated Olives **V² AVG**
\$16.50

THE FARMER BOX

Paprika Hash Goat Cheese **AVG**
Marinated Beets **V² AVG**
Baguette Croutons **V**
Grapes **V² AVG**
\$16.50

SOUTH BEACH

Mixed Berries **V² AVG**
Almonds, Cashews, and Walnuts **V² AVG N**
Rooftop Crudité Farm Vegetables with
Tzatziki **V AVG**
Chia Seed Coconut Pudding **V² AVG N**
Crispy Seaweed Chips **V² AVG**
\$15.50

THE DELI GOURMET

Red Beet Hummus **V² AVG**
Baby Carrot Stick **V² AVG**
Salted Pretzel **V**
Pita Chips **V² AVG**
Trail Mix **V N**
\$16.50

THE CITY BOX

Mini Quiche
Choice of
Vegetarian /Ham and Cheese/
Brie and Mushroom **V AVG**
Baby Carrot Sticks **V²**
M&M's **V AVG**
Mixed Berries **V² AVG**
\$16.50

THE BISTRO BOX

Charcuterie **AVG**
Salami and Prosciutto
Cheese **V AVG**
Brie and Manchego
Crackers **V**
Radish **V² AVG**
\$16.50

PRICES DO NOT REFLECT THE TAXES AND SERVICE FEES

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SNACKS & BREAKS

DI FARA PIZZA

16 inches cut into 6 or 12 slices

CHEESE PIZZA **V**

\$49

PEPPERONI PIZZA

\$53

MEATBALL AND RICOTTA PIZZA

\$53

VEGETARIAN PIZZA **V**

Artichokes, Broccolini, and Black Olives

\$49

HOT DOG

Requires a catering server

HOT DOG KIT

1 Case of 70 Hot Dogs Buns

Includes

Ketchup, Relish, Cheese Sauce, Mustard, Sauerkraut, and Onions

Cultivated Paper Wrapping and Napkins

\$430

HOT DOG CART RENTAL

\$250

Note: This package is not available to services that take place in Javits North.

POPCORN

Requires a catering server

POPCORN CART RENTAL

Requires

Standard 110V, 11.20 Amps, 60hz, 1345 Watts, Single Phase

Dimensions

18.25 Inches Long, 16.25 Inches Wide, and 30.75 Inches Tall

\$275

POPCORN KERNEL KIT

(150) 2oz Servings and Popcorn Bags

\$215

Note: This package is not available to services that take place in Javits North.

PRETZEL

NEW YORK PRETZELS **V**

Hand-Rolled In-House. Traditional Salt, Cheddar Cheese, and Cinnamon Sugar.

Served with Stone Ground Mustard

\$100 per dozen

PRETZEL RACK

\$250 per day

PRETZEL WARMER

Requires

Dedicated 110V, 15/20 amp outlet (Electricity to be supplied by client, ordered through building contact)

\$250 per day



PRICES DO NOT REFLECT THE TAXES AND SERVICE FEES

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SNACKS & BREAKS

SMOOTHIE BAR

Requires a catering server

ESSENTIAL PACKAGE

Minimum of 200 cup order

Includes 4 Hour Service, up to 200 Cups, Equipment, and Staff

\$2,950

Additional Cup
\$12

FLAVORS

Custom flavors available upon request

Mixed Berry Smoothie
\$12

Strawberry Orange
Banana Smoothie
\$12

Mango Pineapple Smoothie
\$12

Green Smoothie
\$13

Protein Shot
+\$2 per cup

Power requirements for blender
Dedicated 110V, 15/20 amp outlet
(power order to be placed by client)
Space for set up 6'w x 4'd
***Table is not included**

BUBBLE TEA BAR

Requires a catering server

ESSENTIAL PACKAGE

Minimum of 200 cup order

Includes 4 Hour Service, up to 200 Cups, Equipment, and Staff

\$2,950

Additional Cup
\$12

FLAVORS

Custom flavors available upon request

Taro
\$12

Thai Iced Tea
\$12

Mango Tea
\$12

Requires

Space for set up 6'w x 4'd
***Table is not included**



ICE CREAM CART

Requires a catering server and cart rental

HÄAGEN-DAZS ICE CREAM BAR KIT

Vanilla/Chocolate/Almond **N**
\$358 for 5 cases of 12

GOOD HUMOR ICE CREAM BAR KIT

Ice Cream Sandwich/Strawberry
Shortcake/Chocolate Eclair/
Cookie Sandwich
\$358 for 3 cases of 24

GELATYS HANDCRAFTED GELATO POPS

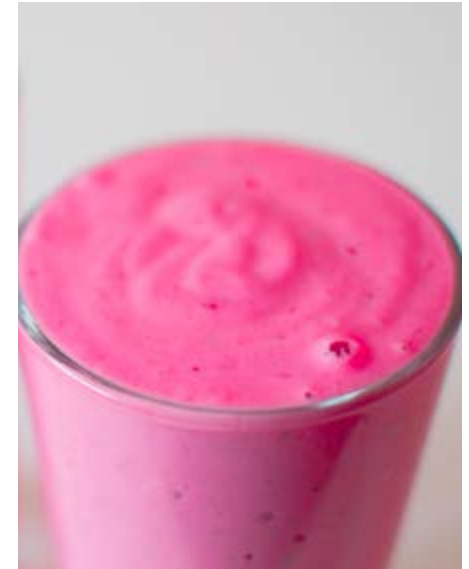
Pistachio/Coconut **N**/Blueberry
Yogurt/Chocolate/Multi-Fruit
\$369 for 5 cases of 10

ICE CREAM CART RENTAL

\$250 per day

Requires

Electrical service for services
more than 4 hours long



PRICES DO NOT REFLECT THE TAXES AND SERVICE FEES

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DESSERT



MOCHI AVG

Minimum of 24 pieces
per flavor

- MATCHA **V²**
- RED BEAN
- BLACK SESAME
- SALTED CARAMEL
- STRAWBERRY
- PASSION FRUIT **V²**
- CHOCOLATE HAZELNUT **V² N**

\$7.50
PER PIECE

TRUFFLES AVG

Minimum of 24 pieces
per flavor

- MILK CHOCOLATE
Plain/Tiramisu/Champagne
- WHITE CHOCOLATE
Vanilla
- DARK CHOCOLATE
Raspberry/Coffee

\$49
PER DOZEN

DESSERT

Minimum of 12 orders per item

CLASSIC NEW YORK CANNOLI **V**

CARAMEL FLAN **V**

NEW YORK MINI BLACK AND WHITE COOKIES **V**

KEY LIME PIE **V** Whipped Cream

JUNIOR'S SIGNATURE NY CHEESECAKE **V** Berry Sauce

CARROT CAKE **V N** Vanilla Bean Icing

TRES LECHES CAKE **V**

DOUBLE CHOCOLATE CAKE **V** Wild Berry Sauce

SWEET EMPANADA **V N** Apple, Cranberry, and Nutella

\$12
PER PIECE

PREMIUM DESSERT

Minimum of 12 orders per item

RASPBERRIES AND CREAM **V N**

Sponge Cake, Raspberries,
Mascarpone, and
Crushed Pistachios

CHOCOLATE MOUSSE **V** Rich Chocolate, Heart of Zabaione, and Chocolate Curls

TIRAMISU **V** Espresso Short Cake, Mascarpone Cream, and Cocoa Powder

BERRY CRÈME BRÛLÉE **V AVG** Raspberry Sauce, Creamy Custard, and Berries Coated in Caramel

\$14
PER PIECE

DESSERT BAR

ASSORTMENT OF
CHEF SELECTED DESSERTS
4-5 depending on dessert size

\$16
PER PERSON

PRICES DO NOT REFLECT THE TAXES AND SERVICE FEES

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LUNCH & DINNER

SIGNATURE CHEF'S TABLES

MINIMUM OF 24 GUESTS

NEW YORK

RED BEET SALAD **V² AVG N**

Roasted Beets, Arugula, Cara Cara Orange, Hazelnuts, and Shallots Vinaigrette

PENNE POMODORO **V**

Tomato, Basil, Parmigiano, and Olive Oil

HALF ROASTED CHICKEN **AVG**

Free Range Chicken, Lemon Chicken Jus, and Rosemary

ROASTED NY STRIP STEAK

Green Peppercorn Sauce

GREEN BEANS **V² AVG**

Sautéed in Garlic

JUNIOR'S CHEESECAKE **V**

Berry Compote

BRANZINO **AVG**

Olive Oil, Lemon, Parsley, and Capers
+\$15

\$66.50

SOUTHERN

CORNBREAD **V**

Whipped Butter

BUTTERMILK FRIED CHICKEN

Crispy Fried Chicken, and Javits Pickles

ST. LOUIS STYLE SPARE RIBS **AVG**

Sweet and Tangy Barbecue Sauce

CREAMY STONE GROUND GRITS **V AVG**

Slow Cooked Grits, and Cheddar Cheese

COLLARD GREENS **V AVG**

Slow Cooked, and Javits Honey

CAROLINA COLESLAW **V**

Classic Vinegar Dressing

BANANA PUDDING **V**

CAJUN GRILLED SHRIMP **AVG**

Scallions, Paprika, Black Pepper, and Lime
+\$15

\$66.50

MEXICAN

WATERMELON SALAD **V² AVG**

Jícama, Avocado, Toasted Sesame, Parsley, Celery Hearts, Arugula, and Tequila Dressing

STREET CORN **V AVG**

Chili, Lime, Mayo, and Cotija

EMPANADAS **V²**

Pinto Beans Epazote, and Chili Poblano

CHICKEN MOLE **AVG N**

Grilled Chicken Breast, Oregano, Epazote, and Red Mole

CARNE ASADA STYLE SKIRT STEAK **AVG**

Árbol Chili Steak Salsa

BLACK BEANS **V AVG**

Epazote, Sweet Onion, and Jalapeño

GREEN RICE **V² AVG**

Poblano Chili, Garlic, and Cilantro

TORTILLAS

Warm Flour Tortillas **V** and Corn Tostadas **V² AVG**

CARAMEL FLAN **V**

\$65.50

PRICES DO NOT REFLECT THE TAXES AND SERVICE FEES

AVG=Avoiding Gluten **N**=Contains Nuts **V²**=Vegan **V**=Vegetarian

SIGNATURE CHEF'S TABLES

MINIMUM OF 24 GUESTS

ITALIAN

TUSCAN KALE SALAD **V² AVG**

Artichokes, Lemon Zest, Mint, and Crispy Chickpeas

ANTIPASTI DI VERDURE **V² AVG**

Grilled Javits Garden Vegetables,
Bell Peppers, Eggplants, Zucchini,
Aged Balsamic, and Olive Oil

TUSCAN BEAN SOUP **V**

Cannellini Bean, Escarole,
Pecorino Cheese, and Virgin Olive Oil

CONCHIGLIE **V**

Baked Shell Pasta, Portobello Mushroom,
Parmigiano, and Gorgonzola Sauce

PORCHETTA **AVG**

Traditional Italian Roasted Pork, Garlic,
Raisin Preserve, and Thyme

POLLO ALLA GRIGLIA **AVG**

Half Roasted Chicken, Lemon, and Herb Sauce

TIRAMISU **V**

SWORDFISH

Grilled with Lemon, Oregano,
Chili, Breadcrumbs, and Olive Oil
+\$15

\$66.50

ASIAN

VIETNAMESE COLESLAW **AVG N**

Peanuts, Chili and Lime Dressing

BEEF SATAY **N**

Peanut Sauce

VEGETABLE SPRING ROLLS **V²**

Hoisin Sauce

FRIED RICE **AVG**

Red Peppers, Carrots, and Green Beans
Add Chicken \$2/Pork \$2.5/ Beef \$3/Shrimp \$3

GENERAL TSO'S CHICKEN

Sesame, Scallion, Soy, and Honey

KUNG PAO CAULIFLOWER **V² N**

Peanuts, Sesame, and Scallions

MOCHI ICE CREAM **AVG**

Matcha **V²**/Red Bean/Black Sesame

SNAPPER

Crispy Fried Snapper Filet in Sweet Chili Sauce
+\$15

\$66.50

GREEK

HORIATIKI SALAD **V AVG**

Traditional Garden Greek Salad

HTIPITI **V**

Spicy Feta Spread and Grilled Pita

SPANAKOPITA **V**

Traditional Spinach Pie Wrapped in Phyllo Dough

CHICKEN SOUVLAKI

Grilled Chicken, Lemon, Oregano, Tomato, Onion,
Lettuce, Tzatziki, Pita

MOUSSAKA

Layered Eggplant with Meat Sauce,
and Béchamel

BAKLAVA **V N**

Crispy Phyllo Pastry, Almonds, and Walnuts

BRANZINO **AVG**

Olive Oil, Lemon, Parsley, and Capers
+\$15

\$66.50

PRICES DO NOT REFLECT THE TAXES AND SERVICE FEES

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LUNCH À LA CARTE

MINIMUM OF 24 GUESTS PER ITEM

PASTA

CONCHIGLIE **V**

Baked Shell Pasta, Portobello Mushroom, Parmigiano, and Gorgonzola Sauce

\$18.50

PENNE POMODORO **V**

Tomato, Basil, Parmigiano, and Olive Oil

\$18.50

FARFALLE

Slow Braised Short Rib Ragù

\$22.50



HOT SANDWICH

CLASSIC NY PASTRAMI

Whole Grain Mustard and Sauerkraut on Multi-Grain Baguette

CUBAN

Ham, Roasted Pork, Cheese, and Pickles on a Pressed Hero Bread

REUBEN

Corned Beef, Swiss Cheese, Sauerkraut, and Thousand Island Dressing on Rye Bread

GYRO

Chicken, Warm Grilled Pita, Pickled Onions, Sliced Tomato, Tzatziki Sauce

\$23.50
EACH



PREMIUM SANDWICH

ROASTED BUTTERNUT SQUASH **V²**

Balsamic Glazed Red Onion Rings and Watercress on Whole Wheat Roll

THE BEST ITALIAN SANDWICH

Genoa Salami, Prosciutto, Fresh Mozzarella, Roasted Peppers, Baby Arugula, and Basil Pesto Mayo on Ciabatta

\$21.50
EACH

SOUP

CORN CHOWDER **AVG**

with Grilled Chicken

BUTTERNUT SQUASH **V² AVG N**

Cashew and Coconut

POTATO

Leek and Bacon

TUSCAN BEAN **V**

Cannellini Bean, Escarole, Pecorino Cheese, and Virgin Olive Oil

\$12
EACH

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LUNCH YOUR WAY

À LA CARTE, BOXED, OR CHEF'S TABLE

BOXED LUNCH

Minimum of 12 per flavor

CHOOSE

1 Sandwich **or** 1 Salad

AND

1 Snack **and** 1 Dessert

*Side salad enhancement available

\$33

CHEF'S TABLE

Minimum of 24 guests

CHOOSE

3 Sandwiches **or** 2 Salads

AND

1 Snack **and** 1 Dessert

*Sandwiches cut in half-portions

\$36

SNACK

Whole Seasonal

Fruit **V² AVG**

Potato Chips **AVG**

Mini Pretzels **V**

Veggie Chips **V² AVG**

Popcorn **V AVG**

DESSERT

Chocolate Fudge

Brownie

Vegan Brownie **V²**

Blondie **N**

Chocolate Chip Cookie

Black and White Cookie

Coffee Crumb Cake

SANDWICHES

Minimum of 12 per flavor

ORTIZ TUNA

Tuna Salad, Tomatoes, Red Pepper, Capers, Boiled Egg, Red Onions, Dijon Vinaigrette, and Bib Lettuce on Baguette

DOUBLE SMOKED TURKEY

Smoked Turkey, Double Brie Cream, Steak Tomatoes, Baby Spinach, and Cranberry Aioli on Multi-Grain Baguette

THE CHICKEN

Chicken Salad with Golden Raisins, Provolone, and Lettuce on Baguette

ROAST BEEF

Shaved Roast Beef, Lettuce, Tomatoes, Onion Jam, and Sharp Cheddar on Multi-Grain Baguette

NEW YORK BLACK FOREST HAM

Smoked Pit Ham, Gruyere, Lettuce, Pickled Chips, and Stone Ground Mustard Aioli on Multi-Grain Baguette

PORTOBELLO **V**

Grilled Marinated Portobello Mushroom Sandwich, Gorgonzola, and Arugula on Multi-Grain Baguette

CULTIVATED VEGETABLES **V²**

Spiced Zucchini, Yellow Squash, Eggplant, Tomato, and Red Pepper Hummus on Baguette

\$18.50

EACH

SALAD

Minimum of 12 per flavor

CHICKPEA SALAD **N**

Chorizo Seco, Cherry Tomato, Radishes, Cucumbers, and Arugula with Pesto Dressing

VIETNAMESE COLESLAW **AVG N**

Carrot, Cabbage, Mint, Cilantro, Thai Basil, Crispy Shallots, Toasted Peanuts, Chili and Lime Dressing

SOBA NOODLE **V² AVG**

Buckwheat Noodles, Snow Peas, Red Chili Peppers, Carrot, Edamame, Scallions, Cilantro, and Sesame Dressing

ORZO PASTA **V**

Kalamata Olives, Roasted Peppers, Sun-Dried Tomatoes, Chopped Parsley, Arugula, Feta Cheese, Red Wine Vinegar, and Olive Oil

CLASSIC CAESAR **V**

Romaine Heart, Baby Kale, House Croutons, Grated Parmesan, and Caesar Dressing

TRICOLOR QUINOA **V² AVG**

Greek Style Lemon Oregano Dressing

RED BEET **V² AVG N**

Roasted Beets, Arugula, Cara Cara Orange, Hazelnuts, and Shallots Vinaigrette

ROASTED CAULIFLOWER **V**

Kabocha Squash, Red Peppers, Farro, and Parsley with Feta Dressing

ROOFTOP FARM SEASONAL **V² AVG**

Roasted, Chopped Vegetable Salad, Oregano, Red Wine Vinaigrette

\$9.25

EACH HALF-PORTION

Chicken +\$3

Tofu +\$2.50

\$18.50

EACH FULL-SIZE

Chicken +\$6

Tofu +\$5

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RECEPTION



CLASSIC HORS D'OEUVRES

MINIMUM OF 24 PIECES | PASSED OR STATIONARY SERVICE

HOT

FRIED COCONUT SHRIMP **N**

Sweet and Sour Aioli, and Charred Scallion

FLAKY BEEF EMPANADAS

Sofrito Mayo

PINTO BEAN EMPANADAS **V²**

Chipotle Aioli

CONEY ISLAND DOG

Puff Pastry Crust, Everything Spice, and Whole Grain Mustard

MINI BRIOCHE **V**

Grilled Cheese and Tomato Bisque Shooter

MACARONI AND CHEESE BITES **V**

Crispy Panko Herb Crusted

CHICKEN SATAY

Peanut Cilantro Lime

POTATO AND SWEET PEA SAMOSAS **V**

Mint and Cilantro Yogurt

\$10.25
PER PIECE

COLD

GOAT CHEESE BRUSCHETTA **V**

with Roasted Beets and Micro Basil

TOMATO CAPRESE SKEWERS **V AVG N**

Mozzarella, Basil Pesto, and Balsamic Glaze

SMOKED SALMON **AVG**

Dill Crème Fraîche on Cucumber Cup

RED PEPPER HUMMUS **V² AVG**

Sun-Dried Tomatoes, Cucumber Cup, and Dill

MINI CRUDITÉS VERRINE **V² AVG**

Eggplant Caponata, and Fresh Herbs

MELON AND PROSCIUTTO **AVG**

Savor Melon, Basil, and Balsamic Glaze

SOBA NOODLE **V²**

Chili, Sesame, Yuzu, Ponzu

\$10.25
PER PIECE

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PREMIUM HORS D'OEUVRES

MINIMUM OF 24 PIECES | PASSED OR STATIONARY SERVICE

HOT

GOAT CHEESE AND HERB ARANCINI **V**

Tomato Chutney

BUTTERMILK BISCUIT CHICKEN SLIDER

Hot Honey Aioli, and Pickle Chips

GRILLED VEGETABLE SKEWERS **V**

Halloumi and Black Olive Tapenade

ONION SOUP-WICH

Truffle Gruyere Cheese and Caramelized Onion Jam

CROQUETAS DE JAMÓN

Ham and Cheese Croquettes

BRAISED SHORT RIBS **AVG**

Crispy Polenta and Carrot Chips

MINI BURGERS

Lettuce, Tomato, American Cheese, and Jake's Sauce

\$12.25

PER PIECE

COLD

KALUGA CAVIAR*

Red Onion, Boiled Egg, Crème Fraîche, and Potato Cake

+\$2

TACO DE ATÚN** **AVG**

Fresh Yellow Fin Tuna, Avocado, Cilantro, and Sesame

THAI SHRIMP SALAD **AVG N**

Pomelo, Coconut, and Holy Basil

SEARED STRIP STEAK

Shichimi, Potato Cake, and Japanese Pickled Aioli

SCALLOP CEVICHE* **AVG**

Cucumber, Red Chili, Lime, Yuzu, and Shiso

MINI LOBSTER ROLLS

Bao Bun, and Yuzu Mayo

PROSCIUTTO

Burratta, Fig Jam, and Balsamic Pearl Crostini

\$12.25

PER PIECE

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RECEPTION STATIONS

MINIMUM OF 24 GUESTS

CULTIVATED VEGETABLE CRUDITÉS **V²**

Javits Rooftop Garden Fresh Raw Vegetable Display
Green Goddess, Almond Skordalia **N**, and Clasic Hummus
\$18.50 per person

ARTISANAL CHEESE BOARD **V**

Artisanal Local and Imported Cheeses,
Local Honey, Fig Preserve, Grapes, and Crostini
\$25.50 per person

MEDITERRANEAN MEZZE TABLE **V**

Roasted Garlic Hummus, Tzatziki, Baba Ganoush, Feta Dip,
Dolmathes, Citrus Marinated Olive Medley, Cured Tomatoes, and
Charred Grilled Bell Peppers, Zucchini and Eggplant, and Crispy Pita
\$22.50 per person

JAVITS WING STATION

Requires a minimum of 1 chef attendants

Classic Buffalo, BBQ, Honey Mustard, Vegetable Crudites from The Farm,
Green Goddess, Gorgonzola Dressing
\$22.50 per person

JAVITS MAGICAL ROOFTOP VEGETABLE FARM STAND **V²AVG**

Requires a minimum of 2 chef attendants

Seasonal Vegetables from our Rooftop Farm
Grilled/Roasted/Sautéed
Red Miso Sauce, Lemon Tahini, Huacatay Black Mint Pesto, and Htipiti
\$22.50 per person

Requires:

Double Heat Lamp

NUCHAS EMPANADAS STATION

Portobello Spinach and Mozzarella **V**
Adobo Chicken
Pinto Bean **V²**

Classic Argentine Ground Beef
Salsa: Aji Amarillo, Aji Panca, and Aji Rocoto **V**
\$23.50 per person

MAC AND CHEESE BAR

Classic Four Cheese Blend with Parmesan Herb Crust **V**
Gruyere Cream Sauce with Crispy Bacon
White Cheddar Sauce with Mushrooms and Spinach **V**
\$24.50 per person

MEATBALL BAR

Selection of Hand Crafted Meatballs

Traditional Beef Meatballs and Grandma's Gravy
Swedish Chicken Meatballs and Wild Mushroom Cream Sauce
Pork Meatballs, Basil, Fennel Seed, and All'Amatriciana
Accompanied by Warm Ciabatta Crostini and Olive Oil
\$24.50 per person



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RECEPTION STATIONS

MINIMUM OF 24 GUESTS

TACO BAR

Requires a minimum of 2 chef attendants

Carne Asada

Grilled Marinated Skirt Steak, and Sautéed Onion

Tinga de Pollo

Shredded Chicken Braised in Chipotle Tomato Sauce

Mexico's Famous Al Pastor

Marinated Grilled Pork, Pineapple, Cilantro, and Onions

Limes, Radishes, and Shredded Lettuce **AVG**

Salsa Picante, Salsa Verde, and Salsa Roja **AVG**

Pickled Red Onion **AVG**

Flour Tortilla and Corn Tortilla **V² AVG**

\$25.50 per person

ASIAN BITES

Selection of Pork, Shrimp, and Vegetables Dumplings

Crispy Vegetable Spring Rolls, Char Shu Pork Bao Buns, and Edamame

Ginger Soy, Sweet Chili, Plum, and Hoisin Sauce

\$25.50 per person

AL DENTE STATION

Requires a minimum of 2 chef attendants

Campanelle Cacio E Pepe **V**

Pasta Cooked in a Giant Cheese Wheel

Cavatelli Pasta Cultivated Basil Pesto **V N**

Tortellini with Sausage and Rustic Tuscan Salsa Di Pomodoro

\$26.50 per person

POKE BOWL CART

Requires a minimum of 2 chef attendants

All Poke is Served with Sushi Rice and Plantain Chips

Tuna, Sesame, Jalapeño, Watermelon,
Radish, Avocado, and Kabayaki Sauce

Shrimp, Pineapple, Jícama, Scallion, Edamame,
Chili, and Yuzu Ginger Ponzu

\$29 per person

CHARCUTERIE BOARD **N**

Genoa Salami, Soppresata, Prosciutto, Chorizo,
Marcona Almonds, Marinated Olives, Cornichon, and Baguettes

\$31 per person



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RECEPTION STATIONS

MINIMUM OF 24 GUESTS

QUESADILLAS

Selection of Chimichurri Marinated Skirt Steak
Al Pastor Chicken
Roasted Mushroom and Spinach **V**
Accompanied by Pico de Gallo, Salsa Verde,
Guacamole, Lime Wedges, and Hot Sauce
\$31 per person

OCEANA – RAW BAR STATION * **AVG**

Requires a minimum of 2 chef attendants

Maine Lobster
Oysters – Selection of the Northeast
Little Neck Clams
Jumbo Shrimp
Alaskan King Crab
Cocktail Sauce, Classic Mignonette, and Lemon
***Ice carvings available on request*
\$59.50 per person



CULTIVATED CARVERY

***Each station requires a minimum of 1 chef attendant*

TURKEY BREAST **

Cranberry Relish, Classic Gravy, and Roasted Heirloom Carrots
\$26.50 per person

PORK LOIN ** **AVG**

Garlic Jus and Roasted Broccoli
\$29 per person

LEG OF LAMB ** **AVG**

Greek Yogurt and Mint Sauce and Lemon Oregano Potatoes
\$38 per person

NEW YORK STRIP ** **AVG**

Béarnaise Sauce and Sautéed Exotic Mushrooms
\$39 per person

BEEF TENDERLOIN ** **AVG**

Port Wine Reduction and Grilled Asparagus
\$41 per person

PRIME RIB ** **AVG**

Bordelaise Jus and Robuchon Potato
\$43 per person

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PLATED MEALS

PLATED MEALS

MINIMUM OF 24 GUESTS | INCLUDES 1 SALAD, 1 ENTRÉE, AND 1 DESSERT
Entrées include freshly baked rolls, lavash, and butter, freshly brewed coffee, decaf coffee, and assorted hot teas

SALAD

CURED SMOKED SALMON

Radishes, Petite Romaine, Boursin Cheese, Marbled Rye Croutons, and Tarragon-Champagne Vinaigrette

PROSCIUTTO **AVG**

Baby Arugula, Cherry Grape Tomatoes, Watermelon, Micro Basil, Balsamic Pearls, and Olive Oil

BABY BRONZE AND GREEN ROMAINE **V**

Marinated Olives, Herbed Ciabatta Croutons, Parmesan Cheese, and Classic Caesar Dressing

UPLAND CRESS AND FRISÉE **V² AVG N**

Caramelized Walnuts, Poached Pear, NY Chatham Blue Cheese, and White Balsamic Vinaigrette

ASPARAGUS AND ARTICHOKE **V**

Upland Cress, Baby Tomatoes, Asiago Cheese, and Tarragon-Champagne Vinaigrette

HEIRLOOM TOMATO **V**

Aged Manchego Cheese Croutons, Watercress, Baby Bib Lettuce, Red Endive, and White Wine Vinaigrette

BABY ICEBERG WEDGES

Blue Cheese, Bacon, Baby Tomatoes, Red Onions, Garlic, Cheddar Cheese Croutons, and Pink Peppercorn Ranch

BABY GEM LETTUCE

Cotija Cheese, Smoked Bacon, Baby Tomatoes, Shaved Pickled Red Onions, and Ranch Dressing

SOUP

MINISTRONE **V² AVG**

Seven Herb Oil

NEW ENGLAND CLAM CHOWDER

Crispy Bacon

WILD MUSHROOM BISQUE **V² AVG**

Fresh Thyme and Truffle Oil

SLOW-COOKED CHICKEN ENCHILADA **AVG**

Cilantro and Crispy Julienne Tortillas

SMOKED CHICKEN AND BARLEY

White Truffle Oil

SWEET POTATO AND VEGETABLE CHOWDER **V²**

Wild Rice

LENTIL SOUP **V**

Bacon and Micro Arugula

LOBSTER BISQUE **AVG**

Sherry Crème Fraîche and Roasted Tomato with Pecorino Cheese Crouton

*Enhancement \$10 per person

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PLATED MEALS

MINIMUM OF 24 GUESTS | INCLUDES 1 SALAD, 1 ENTRÉE, AND 1 DESSERT
Entrées include freshly baked rolls, lavash, and butter, freshly brewed coffee, decaf coffee, and assorted hot teas

ENTREE

GRILLED CHICKEN **N**

Creamy Pesto Orzo Pasta, Artichokes, Oven-Dried Tomatoes, Kalamata Olives, Pine Nuts, and Natural Chicken Jus

\$48 per person

LEMON PEPPER CHICKEN **AVG**

Lemon Preserve and Rosemary Jus, Butter Poached Asparagus, Roasted and Smashed Creamed Potatoes, Sea Salt, and EVOO

\$48 per person

RED SNAPPER A LA PROVENCAL **AVG**

Pancetta, Tomato Beurre Blanc, Scalloped Zucchini, Tomatoes Tian, and Green Basil Risotto

\$51 per person



ENTREE

ROASTED EGGPLANT **V²**

Red Miso, Shiitake Mushrooms, Sesame, Cilantro, Scallions, and Kabayak sauce

\$48 per person

HERB-CRUSTED SALMON

Sun-Dried Tomatoes, Orange Sauce, Caramelized Sage, White Polenta Cake, and Seasonal Baby Vegetables

\$53 per person

GRILLED RIB-EYE **AVG**

Chili-Garlic Demi-Glace and Beurre Maître D'hôtel, Gorgonzola Cheese Scalloped Potatoes, Sautéed Haricot Vert, and Garlic Chips

\$64.50 per person

NEW YORK STRIP

Peppercorn Sauce, Sautéed Haricot Verts and Garlic Confit, Truffled Macaroni and Cheese, and Steeped Cherry Tomatoes

\$65.50 per person

SLOW-BRAISED BLACK LAGER BEEF SHORT RIB **AVG**

Guinness® Demi-Glace, Soft Stone Ground Polenta, and Caramelized Root Vegetables, and Crispy Kale

\$69.50 per person

FILET OF BEEF **AVG**

Perigourdine Sauce and Yukon Gold Pomme Purée

\$72 per person

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PLATED MEALS

MINIMUM OF 24 GUESTS | INCLUDES 1 SALAD, 1 ENTRÉE, AND 1 DESSERT
Entrées include freshly baked rolls, lavash, and butter, freshly brewed coffee, decaf coffee, and assorted hot teas

DUO ENTREE

CHICKEN AND SHRIMP **AVG**

Creole Chicken and Rosemary-Garlic Shrimp with Tomato Leek Risotto Cake, Spicy Red Bell Pepper Coulis, and Fried Leek

\$63.50 per person

STEAK AND CHICKEN **AVG**

Lemon and Black Pepper-Marinated Airline Chicken Breast and Petite Filet, Aged White Cheddar Cheese Scalloped Potatoes, Roasted Brussels Sprouts, and Bell Peppers

\$65.50 per person

STEAK AND SHRIMP **AVG**

Grilled New York Strip Steak and Achioté-Brushed Gulf Shrimp, Curried Cauliflower, Sautéed Petite Vegetables, and Roasted Garlic Cream Sauce

\$70.50 per person

FILET AND BLACK COD **AVG**

Seared Petite Filet and Ginger, Marinated Black Cod, Butternut Squash Purée, Lemon-Butter Snow Peas, and Vadouvan Agridulce

\$78 per person

SURF AND TURF

Grilled Filet of Beef with Sauce Au Poivre, Butter Poached Lobster Tail, Gratin Dauphinois, Glazed Baby Carrots, Sautéed French Beans with Garlic, and Gremolata Crumbs

\$86 per person

DESSERT

CLASSIC NEW YORK CANNOLI **V**

CARAMEL FLAN **V**

NEW YORK MINI BLACK AND WHITE COOKIES **V**

KEY LIME PIE **V**

Whipped Cream

JUNIOR'S SIGNATURE NY CHEESECAKE **V**

Berry Sauce

CARROT CAKE **V N**

Vanilla Bean Icing

TRES LECHES CAKE **V**

DOUBLE CHOCOLATE CAKE **V**

Wild Berry Sauce

SWEET EMPANADA **V N**

Apple, Cranberry, and Nutella

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BEVERAGES

ALCOHOLIC BEVERAGE MENU
AVAILABLE UPON REQUEST



BEVERAGES

HOT

COFFEE AND TEA

El Dorado Coffee
Regular and decaf

Assorted Teas

Includes

Creamers
2% Milk/Skim Milk/
Half and Half/Soy Milk

Sweeteners
Sugar/Sugar in Raw/Splenda

Cups and Stirrers

\$67.50 per gallon

REALLY GOOD HOT CHOCOLATE

Mini Marshmallows, Chocolate
Shavings, and Whipped Cream

*3-gallon minimum *On flameless urn
\$68.50 per gallon

"MILK" CREAMER ENHANCEMENT

Almond/Cashew/Coconut/Oat
\$20.50 per 32oz carton



COLD

JUICE

Cranberry/Apple
\$123 per 3 gallons

FRESH SQUEEZED ORANGE JUICE

\$184.50 per 3 gallons

ICED TEA

Country Sweet/Unsweetened
Served with Fresh-Cut Lemons

*Sweetened with Jacob's Honey

\$47 per gallon

LEMONADE

Lemon-Basil/ Strawberry/
Watermelon

*Sweetened with Jacob's Honey
*3-gallon minimum

\$50 per gallon



BOTTLES/CANS

ASSORTED SOFT DRINKS

Coke/Diet Coke/Sprite
\$4.50 per 12oz can

INDIVIDUAL BOTTLED JUICE

\$6.50 per 15.2oz bottle

SNAPPLE

Lemon Tea/Diet Lemon Tea
\$5 per 32oz bottle

VITAMIN WATER

XXX
Açai-blueberry-pomegranate
Power C
Dragonfruit

\$5 per 20oz bottle

RED BULL

Regular/Sugar-free
\$9 per 12 oz can

BOTTLED*

**Advance order only*

SARANAC

Root Beer/Orange Cream/
Shirley Temple

\$5 per 12 oz bottle

BOYLAN'S

Blueberry Pomegranate Mash
\$8 per 16oz bottle

*MONTAUK

Raspberry Iced Tea/
Lemon Iced Tea
\$8 per 16oz bottle

GRADY'S COLD BREW

\$12 per 8oz bottle



SPECIALTY HANDCRAFTED COFFEE

NESPRESSO

NESPRESSO MACHINE

Includes

Cups, Stirrers, Napkins,
Assorted Sweeteners,
1 Gallon of Water, Creamers,
and 1 Sleeve of Nespresso Pods

\$250 per day

1 GALLON WATER JUG

Additional Jugs for Nespresso
Coffee Machine

\$15 per jug

COFFEE

7.77oz/230ml per pod
Intenso/Stormio/Odacio/
Melozio/Melozio Decaffeinato/
Hazelino Muffin

ESPRESSO

1.35oz/40ml per pod
Il Caffé

DOUBLE ESPRESSO

2.75oz/80ml per pod
Chiara

\$50 per 10 pod sleeve

ESPRESSO BAR

ESSENTIAL PACKAGE

Up to 4 Hours | 300 cups
\$2,300

Up to 8 Hours | 500 cups
\$2,800

Includes

Espresso Machine, Grinder, 100%
Arabica and Decaf Espresso Beans,
and 1 Trained/Professional Barista

*Option for Iced Latte, Iced Mocha,
and Iced Caramel Macchiato
\$300

Add-Ons

Additional Cup
\$5

Requires

Dedicated 110V, 15/20 amp outlet
(provided by client)

Machine size 15”h x 17”w x 21”d

Space for set up 6’w x 4’d

Table for set-up*: 6’w, 24” d, 42”h

*Table not provided

Additional service hours
are priced accordingly

ESPRESSO BAR

DELUXE PACKAGE

Up to 4 Hours | Unlimited
\$3,050

Up to 8 Hours | Unlimited
\$3,650

Includes

Espresso Machine, Grinder, 100%
Arabica and Decaf Espresso Beans,
and 1 Trained/Professional Barista

DaVinci Syrups to Flavor Any
Espresso Drink, Hot Teas,
and Hot Chocolate

Custom Logo/Branded
Coffee Sleeves

Add-Ons

Option for Iced Latte,
Iced Mocha, Iced Caramel
Macchiato, and Iced Chai Latte
\$510

Requires

Dedicated 110V, 20amp outlet
(provided and arranged by client via
Javits)

Machine size 15”h x 17”w x 21”d

Space for set up 6’w x 4’d

Table for set-up*: 6’w, 24” d, 42”h

*Table not provided

Additional service hours
are priced accordingly

ESPRESSO BAR

ADDITIONAL SERVICES

Cold Brew*
500 cups

\$495 a day with espresso bar
\$1,100 a day stand alone

Nitro Bar*
250 cups
\$1,840 per day

Flavored Syrup
Vanilla/Sugar-Free/Caramel/
Hazelnut/White Chocolate/
Marshmallow/Macadamia Nut/
English Toffee/Coconut/Peach
\$41 per 750ml bottle

Tricycle
\$250 per day

Branded Sleeve Cups
\$250 per day

Branded Napkins
\$250 per 1,000

Branded Bar
\$500 per day

Branded Cookies
Individually wrapped
\$6.50 each

Ripple Maker
Custom Foam Branding
\$225 for a half day
\$395 for a full day

*Includes Barista Attendant
for 4 Hours

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WATER

STILL

DASANI BOTTLED WATER

\$3.50 for 16.09oz bottle | \$84 per case of 24

FIJI WATER

* 24 bottles minimum
\$6.50 per 16.9oz bottle

SARATOGA SPRINGS

\$5.25 for 12oz | \$10 for 28oz

COOLERS & JUGS

WATER COOLERS

Electric Hot and Cold Water Dispenser
Touchless Electric Cold Water Dispenser

1 day \$100 | 3 days \$200

Additional day \$80

5 GALLON WATER JUG

\$38

Requires

2 dedicated lines:
1000 Watts and 1500 Watts
(provided by client)

Size including the jug: 4.6"h x 9.5"w x 10.5"d

SPARKLING

PERRIER

\$5.25 per 16.9oz bottle

SARATOGA SPRINGS

\$5.25 for 12oz | \$10 for 28oz

SAN PELLEGRINO

Plain/Aranciata/Limonata
\$5.25 per 12oz bottle

HALS SELTZER

**Advance order only*

Original/Black Cherry

\$5.50 per 20oz bottle

NATURALLY INFUSED

3-gallon minimum required per flavor

CALM

Strawberry, Lemon, and Mint
\$67.50 per gallon

CLEANSE

Watermelon, Cucumber, and Lime
\$67.50 per gallon

ENERGIZED

Apple, Lime, and Carrot
\$67.50 per gallon



BAR À LA CARTE

LIQUOR/ MIXED DRINKS

PLATINUM LIQUOR
\$16.50

DELUXE LIQUOR
\$15.50

PREMIUM LIQUOR
\$14.50

PREMIUM WINE PER GLASS
\$12.25

CRAFT BEER
\$12.25

IMPORTED BEER
\$11.25

DOMESTIC BEER
\$10.25

MIXERS

COKE
DIET COKE
SPRITE
GINGER ALE
TONIC
CLUB SODA
ORANGE JUICE
CRANBERRY JUICE

GARNISHES

LEMONS
LIMES
ORANGES
CHERRIES
OLIVES





GENERAL INFORMATION

GENERAL INFORMATION

ALLERGY INFORMATION

Food may contain or come into contact with common allergens, such as dairy, eggs, wheat, soybeans, tree nuts, peanuts, fish, shellfish, or wheat.

Our facilities are not food-allerge, gluten-free, or nut free.

Please talk to the catering sales team if you have a severe allergy and/or require accommodations.

Items under the gluten-free bakery section are produced in gluten-free facilities to avoid cross-contamination.

Kosher and Halal meals are available upon request.

STAFFING RATES

A delivery fee of \$50 is charged every time order is delivered to one location.

Set-Up fee of \$150 is charged every time an order is set up.

Set-up only and does not include a dedicated staff for service & maintenance.

Staffing fees will automatically be added to your order.

Please note that a five (5) hour minimum, per staff member applies.

Servers \$256 per five (5) hours.

Five (5) hour minimum. \$88 for each additional hour after the first 5.

Chef Attendant \$270 per five (5) hours. Five (5) hour minimum.

\$95 for each additional hour after the first 5.

Bartender \$270 per five (5) hours. Five (5) hour minimum.

\$95 for each additional hour after the first 5.

Captain \$290 per five (5) hours. Five (5) hour minimum.

\$105 for each additional hour after the first 5.

LINEN, RENTALS, AND SPECIAL EVENT PLANNING

Please contact our Cultivated Catering Sales Team in regard to linen and rentals for your food and beverage service. Floral, décor, and entertainment services can be arranged on your behalf.

EXCLUSIVITY

Cultivated maintains the exclusive rights to provide all food and beverage in the Javits Convention Center. All food and beverages, including water, must be purchased from Cultivated.

MENU SELECTION

The Cultivated Catering Sales team is available as a valuable resource to you with expertise in event planning, menu selection, and to answer any questions or concerns you might have. While our menus are designed to include a wide variety of dietary needs, the Cultivated Sales Team and our Executive Chef are available if you'd like to design a special menu to serve at your event.

GUARANTEES

The Customer shall notify Cultivated, not less than fourteen (14) business days (excluding holidays and weekends) prior to the event, of the minimum number of guests the Customer guarantees will attend the event (the "Guaranteed Attendance"). There may be applicable charges for events with minimal attendance. If Customer fails to notify Cultivated of the Guaranteed Attendance within the time required, (a) Cultivated shall prepare for and provide services to guests attending the event on the basis of the estimate attendance specified on the BEOs and (b) such estimated attendance shall be deemed to be the guaranteed attendance.

Cultivated will be prepared to serve five percent (5%) above the guaranteed attendance, with a maximum of thirty (30) meals (the overage).

GENERAL INFORMATION

PAYMENT POLICY

A deposit of seventy-five percent (75%) of the total contract value will be required sixty (60) days in advance of the first function. A signed catering agreement must be returned to Cultivated 60 days prior to the start. The final twenty-five percent (25%) shall be paid in full a minimum of seven (7) business days prior to the start of the first event. A completed credit card authorization form must be provided by the customer as a guarantee of payment for any additional on-site services rendered. Any remaining balance due must be paid within ten (10) business days upon receipt of the final invoice. Outstanding Event Price balances shall be paid within thirty (30) full calendar days of the Event provided billing privileges have been previously approved in writing through the General Manager's office.

ALCOHOL BEVERAGE GUIDELINES

Cultivated is the sole holder of the New York State-issued liquor licenses for the Javits Convention Center. We retain the exclusive right and responsibility to provide and dispense any alcohol served at the facility. We reserve the right to request photo identification from any guest in attendance and refuse services to attendees who do not have proper identification or appear intoxicated. Under New York State law, alcoholic beverages are not permitted to be removed from the facility.

FOOD AND BEVERAGE PRICING

Prices quoted are in US Dollars and are subject to 22.5% administration charge and applicable sales tax. Prices are subject to change without notice; however, guaranteed prices will be confirmed once the client provides a guaranteed guest count and signs the event order no more than sixty (60) days prior to the event.

ADMINISTRATION CHARGE AND TAX

All food and beverage items are subject to a 22.5% administration charge plus applicable sales tax. The administrative charge is for administration of the special function, is not purported to be a gratuity, and will not be distributed as gratuities to the employees who provide service to the guests.

TAX EXEMPT

If the customer is an entity claiming exemption from taxation in New York State, the customer is to provide evidence of the exemption thirty (30) days prior to the event in order to be relieved of its obligation to pay state and local sales taxes.

LATE FEES

Orders received within 14 days of the event may be subject to a limited menu offering. Any new orders or changes received within 10 business days of an event will be assessed a 10% late order fee.

CHANGES & ADDITIONAL SERVICES

Orders and changes received 5 days, or less from the date of service are subject to Cultivated's approval and cannot be guaranteed.

Changes to any aspect of the existing event order cannot be accommodated past 48 hours to the service.

HEAT LAMPS

Cultivated recommends using heat lamps to serve and present hot or warm food; This will require the client to request & pay for the electrical need from the Javits Center. Heat lamps come as a single lamp which requires a 500-watt line, and a double lamp which requires a 1000-watt line. Please let your Catering Sales contact know if you would prefer to have the hot or warm item served in chafers instead to avoid heat lamp costs.

ELECTRICAL REQUIREMENTS

Any electrical needs for your events, including those for equipment needed in your food & beverage service, need to be requested directly to the Javits Center via your Event Solution Manager or Exhibitor Solutions Manager. The charges for these power needs will be charged to the client directly.



A close-up photograph of a glass filled with a golden-brown beverage, ice cubes, and several blueberries. A silver toothpick is used to skewer three blueberries on the right side of the glass. The glass is set on a green, textured fabric background. The text "BEVERAGE MENU" is overlaid in white, sans-serif font across the center of the glass.

BEVERAGE
MENU

CULTIVATED

CULTIVATED

BY NEW YORK

The Javits Center has joined with Levy and CxRA to launch the hospitality brand CULTIVATED, a comprehensive and cutting-edge dining program that has reshaped and reimagined the food and beverage experience throughout the iconic venue. Our brand focuses on enhancing the hospitality experience with elements rooted in the Empire State, including more New York ingredients and producers, as well as unique dining presentations, products sourced on-site and signature high-end catering for the largest and most exclusive events in New York City.

NY

Items in this menu marked with the above icon are sourced from New York State vendors. This is part of our commitment to support local and promote quality New York products.

WE CREATE
REMARKABLE
EXPERIENCES BY
BRINGING TOGETHER
THE BEST OF NEW YORK.
CULTIVATING
SUSTAINABLE PRACTICES,
& PERSONALIZING
EVERY MOMENT TO
DELIVER WORLD-CLASS
HOSPITALITY.

To connect with us,
contact CULTIVATED
Sales Office at:

212-216-2400
services@cultivatedny.com

To learn more about
CULTIVATED, visit:



CultivatedNY
CultivatedNY.com



BEER AND WINE PACKAGE

WINE

Da Vinci Pinot Grigio
Salmon Run Chardonnay **NY**
Conundrum by Caymus Red Blend
Josh Craftsman's Collection Cabernet Sauvignon

*Rosé and Sparkling Wine Enhancement

Bridge Lane Rosé **NY**
La Marca Prosecco
Additional \$4 per person

BEER

Choose from our list on page 8

2 Domestic Beers
&
2 Import or Craft Beers

NON-ALCOHOLIC BEVERAGES

Coke
Diet Coke
Sprite
Ginger Ale
Club Soda
Bottled Water

1st Hour - 20.50

2nd Hour - 15.50

3rd+ Hour - 12



PREMIUM BAR PACKAGE

Not eligible for events on the Exhibit Show Floor

LIQUOR

Tito's Handmade Vodka
Bombay Sapphire Gin
Hornitos Tequila
Bacardi Superior Rum
Jim Beam Bourbon Whiskey
Jack Daniels Whiskey

WINE

Da Vinci Pinot Grigio
Salmon Run Chardonnay **NY**
Conundrum by Caymus Red Blend
Josh Craftsman's Collection Cabernet Sauvignon

*Rosé and Sparkling Wine Enhancement

Bridge Lane Rosé **NY**
La Marca Prosecco
Additional \$4 per person

BEER

Choose from our list on page 8

2 Domestic Beers
&
2 Import or Craft Beers

NON-ALCOHOLIC BEVERAGES

Coke
Diet Coke
Sprite
Ginger Ale
Tonic
Club Soda
Orange Juice
Cranberry Juice
Bottled Water

*INCLUDES GARNISHES

1st Hour - 25.50

2nd Hour - 20.50

3rd+ Hour - 15.50

DELUXE BAR PACKAGE

Not eligible for events on the Exhibit Show Floor

LIQUOR

Ketel One Vodka
Brooklyn Gin **NY**
Patron Tequila
Bacardi 8 Year Rum
Makers Mark Bourbon
Monkey Shoulder Blended Malt Scotch Whisky

WINE

Kim Crawford Sauvignon Blanc
Kendall Jackson Chardonnay
La Crema Pinot Noir
Decoy by Duckhorn Merlot

*Rosé and Sparkling Wine Enhancement

Aix Rosé
Chateau Frank **NY**
Additional \$5 per person

BEER

Choose from our list on page 8

2 Domestic Beers
&
2 Import or Craft Beers

NON-ALCOHOLIC BEVERAGES

Coke
Diet Coke
Sprite
Ginger Ale
Tonic
Club Soda
Orange Juice
Cranberry Juice
Bottled Water

***INCLUDES GARNISHES**

1st Hour - 30.75

2nd Hour - 25.50

3rd+ Hour - 18.50



PLATINUM BAR PACKAGE

Not eligible for events on the Exhibit Show Floor

LIQUOR

Grey Goose Vodka
Hendrick's Gin
Casamigos Tequila
Bacardi 8 Year Rum
Woodford Reserve Bourbon
The Balvenie Caribbean Cask Whisky
The Macallan 12 Year Old Scotch Whisky

WINE

Santa Margherita Pinot Grigio
Stag's Leap Chardonnay
JUSTIN Cabernet Sauvignon
The Prisoner Red Blend

*Rosé and Sparkling Wine Enhancement

Minuty Rosé
Chandon Brut
Additional \$6 per person

BEER

Choose from our list on page 8

2 Domestic Beers
&
2 Import or Craft Beers

NON-ALCOHOLIC BEVERAGES

Coke
Diet Coke
Sprite
Ginger Ale
Tonic
Club Soda
Orange Juice
Cranberry Juice
Bottled Water

*INCLUDES GARNISHES

1st Hour - 36
2nd Hour - 25.50
3rd+ Hour - 18.50

A LA CARTE BAR PRICING

LIQUOR/MIXED DRINKS

PLATINUM LIQUOR
\$16.50 per drink

DELUXE LIQUOR
\$15.50 per drink

PREMIUM LIQUOR
\$14.50 per drink

WINE
PREMIUM WINE
\$12.25 per glass

BEER
CRAFT BEER
\$12.25 per bottle or can

IMPORTED BEER
\$11.25 per bottle or can

DOMESTIC BEER
\$10.25 per bottle or can

MIXERS

COKE
DIET COKE
SPRITE
GINGER ALE
TONIC
CLUB SODA
ORANGE JUICE
CRANBERRY JUICE

GARNISHES

LEMONS
LIMES
ORANGES
CHERRIES
OLIVES



BEER

DOMESTIC

Budweiser
Bud Light
Michelob ULTRA
10.25 per can

IMPORT

Heineken
Stella Artois
Corona Extra
Modelo Especial
11.25 per can

CRAFT

Blue Moon
Lagunitas IPA
Brooklyn Lager **NY**
Blue Point Lager **NY**
Blue Point Hoptical Illusion IPA **NY**
12.25 per can

CIDER

Angry Orchard Crisp Apple **NY**
12.25 per bottle

NON-ALCOHOLIC BEER

Budweiser Zero NA
Heineken 0 NA
12.50 per bottle or can

HARD SELTZER

Minimum of 24 per flavor

WHITE CLAW

Mango
Black Cherry
Lime
Ruby Grapefruit
8 per can

HIGH NOON

Black Cherry
Grapefruit
Lime
Mango
Passion Fruit
Peach
Pineapple
Watermelon
12.25 per can

*SUBJECT TO AVAILABILITY

READY TO DRINK

Minimum of 24 per flavor

CUTWATER

Tequila Margarita
Mango Margarita
Vodka Mule
Long Island Iced Tea
Tropical Tiki Rum Mai Tai
12.25 per can

*SUBJECT TO AVAILABILITY

LOCAL & WOMEN-OWNED

Minimum of 24 per flavor

RAMONA ITALIAN SPRITZ

Organic Dry Amarino
Organic Blood Orange
Organic Meyer Lemon
14 per can

TALEA BEER

Sun Up Hazy IPA
Al Dente Italian Style Pilsner
Peachberry Punch Sour Ale
15 per can

*Seasonal flavors available



VODKA

SVEDKA
99 per bottle

TITO'S HANDMADE
162 per bottle

KETEL ONE
192 per bottle

GREY GOOSE
242 per bottle

GIN

BOMBAY SAPPHIRE
192 per bottle

BROOKLYN GIN NY
222 per bottle

HENDRICK'S
260 per bottle

RUM

BACARDÍ SUPERIOR
120 per bottle

BACARDÍ 8
202 per bottle

BOURBON

JIM BEAM (WHITE LABEL)
141 per bottle

MAKER'S MARK
240 per bottle

WOODFORD RESERVE
268 per bottle

TEQUILA

JOSE CUERVO
139 per bottle

HORNITOS
176 per bottle

PATRON
263 per bottle

CASAMIGOS
358 per bottle

WHISKEY

JACK DANIEL'S
225 per bottle

MONKEY SHOULDER
172 per bottle

JAMESON
230 per bottle

THE MACALLAN
435 per bottle

SCOTCH

DEWAR'S WHITE LABEL
196 per bottle

THE BALVENIE CARIBBEAN CASK 14
425 per bottle

COGNAC

D'USSE
251 per bottle



RED

PINDAR MERLOT NY

Soft, bright, and juicy, it has a lightly peppery nose with leather, red berry, and lavender notes. Full, earthy flavors of spice, bacon, vanilla, toast, and oak. A light-bodied red wine that can be served slightly chilled or at room temperature.

70

JOSH CRAFTSMAN'S COLLECTION CABERNET SAUVIGNON

The bouquet bursts with intense dark fruits, cinnamon, clove and subtle oak aromas. The palate is dominated by flavors of black cherries and juicy blackberries, accented by delicate vanilla flavors and toasty oak finishing long with round, soft tannins.

71

DR. KONSTANTIN CABERNET SAUVIGNON NY

A medium-bodied red wine from an excellent vintage with aromas of blackcurrant and sour cherry, supported by undertones of black pepper, sage, and a touch of fennel. Pairs well with steak, prime rib, flourless raspberry chocolate tort, dark chocolate

84

CONUNDRUM BY CAYMUS RED BLEND

Sourced from premier California wine growing regions, Conundrum Red features dark red varietals including Petite Sirah, Zinfandel, and Cabernet Sauvignon. It is rich, complex, and approachable. With lush flavors of cherries and baking chocolate, this wine has fine tannins that create a silky smoothness.

99

LA CREMA PINOT NOIR SONOMA COAST

Aromas of ripe cherry, cocoa, anise and rich baking spices. Plush flavors of cherry, plum and pomegranate meld with hints of delicate tea leaf. Structured, balanced acidity and elegant, firm tannins round out the mouth

110



RED

DECOY BY DUCKHORN MERLOT

From Sonoma County, California- a lovely Merlot that has aromas of plum, cedar, and notes of baking spices. Layers of fresh strawberries and raspberries saturate the palate. The finish is soft and smooth with well-integrated tannins providing a very nice structure.

120

JUSTIN CABERNET SAUVIGNON

Dark purple-ruby core with lighter rim and moderately stained, pronounced tears forming on the glass. Aromatic with ripe black and red cherry, blackcurrant, and berry fruit, baking spice, and sweet tobacco with red and black licorice, oak, cocoa, and subtle camphor notes.

144

BROWN ESTATE NAPA VALLEY CHAOS THEORY RED BLEND

A unique blend of 35% Merlot, 35% Petite Sirah, 15% Cabernet Sauvignon, and 15% Zinfandel for a full, fruity, irresistible wine. So engaging on the nose with up-front aromas of strawberry, red plum, blueberry, black cherry, violets, black pepper, and licorice, followed by a palate that gives the wine an extra firmness from its chewy, tannic grip. This is a crowd-pleaser showcasing a little something for everybody.

160

THE PRISONER RED BLEND

Features enticing aromas of Bing cherry, dark chocolate, clove, and roasted fig. Persistent flavors of ripe raspberry, boysenberry, pomegranate, and vanilla linger harmoniously, for a smooth and luscious finish.

225



WHITES

CHATEAU STE. MICHELLE RIESLING

Inviting and easy to drink with flavors of white peach, apricot, pear and zesty grapefruit. This is a classic Columbia Valley Riesling that is versatile, charming and fun to drink.

51

SALMON RUN CHARDONNAY NY

Fruity, unoaked style of Chardonnay. Dry, crisp, and fresh with notes of ripe apple, apricot, peach, and tropical fruits. Refreshing, yet rich, flavors are rounded out by a pleasing citrus acidity with bold fruit flavors.

51

DA VINCI PINOT GRIGIO

From Northeast Italy, flavors of fresh green apple, juicy citrus and tropical fruit with a hint of minerality. Enjoy the lively acidity and fresh, crisp profile that makes this a wonderfully versatile white wine.

61

SANTA MARGHERITA PINOT GRIGIO

Crafted in the Northern Italian region of Alto Adige, this crisp, elegant wine pairs beautifully with a wide variety of dishes. Its clean, intense aroma and bone-dry taste have an appealing flavor of Golden Delicious apples.

61

BRIDGE LANE SAUVIGNON BLANC NY

Label produced under Lieb Cellars of The North Fork of Long Island. A New York State Wine with flavors of citrus, grapefruit and freshly cut grass.

65

BROWN ESTATE HOUSE OF BROWN CHARDONNAY

Pineapple, starfruit, and guava with secondary notes of flowering star jasmine, orange blossoms, and traces of honeysuckle, lemon verbena, and meringue. Light, crisp, elegant, and juicy on the palate with a bright yet round mouth-feel. Made from sustainably grown wine grapes with small amounts of naturally occurring and added sulfites.

80



WHITES

KIM CRAWFORD SAUVIGNON BLANC

Fresh and juicy with ripe, tropical flavors of passion fruit, melon, and stone fruit. Each sip of wine reveals classic Marlborough sauvignon blanc aromas of lifted citrus, tropical fruit, and crushed herbs, along with vibrant acidity and plenty of weight and length on the palate.

84

KENDALL-JACKSON VINTNER'S RESERVE CHARDONNAY

Beautifully integrated tropical flavors such as pineapple, mango, and papaya, with citrus notes that explode in your mouth. These flavors delicately intertwine with aromas of vanilla and honey to create depth and balance throughout. A hint of toasted oak and butter rounds out the long, lingering finish.

84

STAG'S LEAP NAPA VALLEY CHARDONNAY

The boisterous bouquet invites you in with lively aromas of delicate Meyer lemon, orange blossom, fresh white peach and delicate honeysuckle, supported by more subtle notes of tarte tatin and brioche toast. Fresh, vibrant and mouthwatering, the palate is crisp with layers of ripe Golden Delicious apple, guava and warm Asian pear, backed up by a luscious texture that is rich and balanced. Well-integrated notes of vanilla, allspice and crème brûlée lead to a lengthy finish that is full and bright. Maintaining a core of fresh acidity, this Chardonnay is graceful and elegant, full of depth and complexity.

137



ROSE

BRIDGE LANE ROSÉ NY

Cabernet Franc-based, you'll find notes of guava and peach blossom followed by flavors of strawberry and watermelon. Exceptionally light bodied and dry, it's an invigoratingly crisp summer sip. The finish is brisk but crystalline and mineral.

61

AIX ROSÉ

A fragrant and well-balanced wine, AIX's hypnotizing salmon pink color reveals a fruity freshness. The nose is delightfully fragrant with delicate balance and crisp acidity. Enjoy the notes of soft, ripe summer fruits particularly watermelon and strawberries.

92

MINUTY ROSÉ

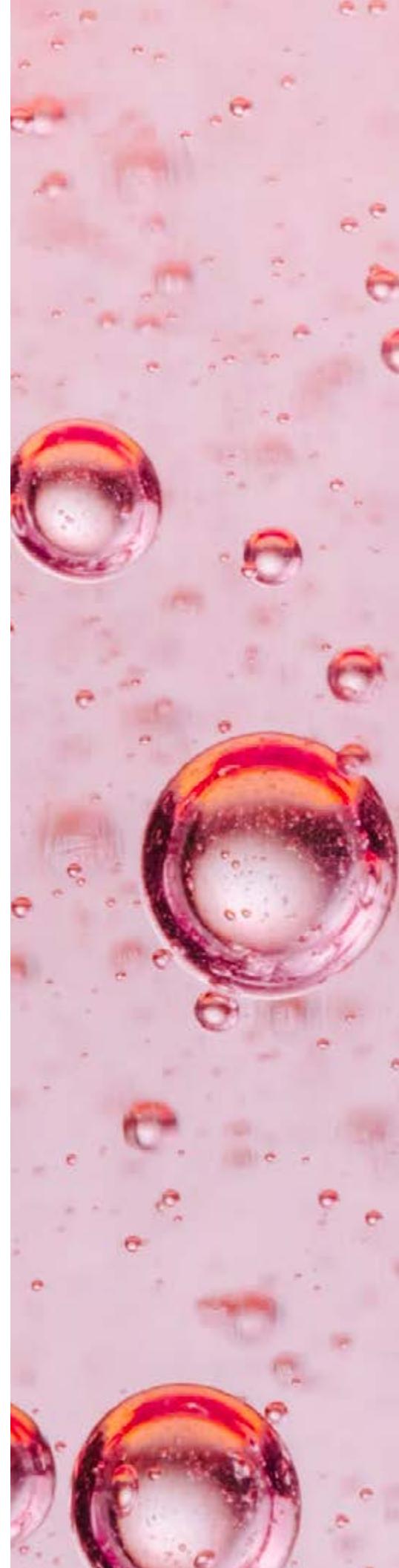
It's vibrant and light on the palate with refreshing zesty and herbaceous notes. The Grenache and Cinsault blend form an aromatic harmony offering notes of peach and candied orange. On the nose, very intense greedy aromas of orange peels and red currant. On the palate, smooth with a nice acidulous freshness.

118

MUMM NAPA BRUT ROSÉ

Brut Rosé is Mumm Napa's signature rosé sparkling wine. It is a relaxed, yet elegant, sparkling wine that has earned many accolades. This sparkling rosé has an eye-catching pink coral color that features rich flavors of black cherry, raspberries, strawberries and citrus paired with a rose petal aroma.

126





SPARKLING

LA MARCA PROSECCO

This sparkling wine is pale, golden straw in color. Bubbles are full textured and persistent. On the nose, the wine brings fresh citrus with hints of honey and white floral notes. The flavor is fresh and clean, with ripe citrus, lemon, green apple, and touches of grapefruit, minerality, and some toast.

84

CHANDON BRUT

Crisp, fresh and effortlessly cool, our Chandon Brut is your go-to choice bubbly for entertaining, sipping and gifting. A classic expression of our California vineyards, signature green apple, pear and citrus notes precede a soft, dry finish.

112

CHATEAU FRANK NY

Whispers of brioche and spice lend warmth to concentrated flavors of pressed apple and pear in this traditional Champagne blend. It's intensely frothy and foamy on the palate but bright lemon-lime acidity tightens up the finish.

102

CHAMPAGNE NICOLAS FEUILLATTE BRUT

Pale gold in color with abundant delicate bubbles. Floral aromas of fruit with a subtle predominance of white fruits: pear, apple, almonds, and hazelnuts. Fresh opening, smooth, pleasant, and balanced.

195

VEUVE CLICQUOT

Yellow Label is the signature of Veuve Clicquot's quality and style. It manages to reconcile two opposing factors - strength and silkiness - and to hold them in perfect balance with aromatic intensity of yellow and white fruits, vanilla and brioche and a lot of freshness. Ideal as an aperitif, and perfect as the Champagne to enjoy with a seafood or pasta meal.

328

SPECIALTY FALL/WINTER

CUCUMBER MOJITO

Rum, Sweet Simple Syrup, Club Soda,
Mint, Cucumber Garnish

MAPLE BOURBON SOUR

Bourbon, Lemon Juice, Maple Syrup,
Ginger Syrup, served over Ice

WINTER MULE

Vodka, Cranberry Juice, Ginger Beer, garnished
with Cranberries and Rosemary Sprig

SEASONAL PALOMA

Tequila Blanco, Cranberry Juice,
Pomegranate Juice, Club Soda, Lime Wedge

SPICED PEAR COLLINS

Gin, Pear Puree, Lemon, Rosemary
Clove Simple Syrup, Rosemary Sprig

BLOOD ORANGE ROSEMARY FIZZ

Prosecco, Aperol, Blood Orange Juice,
Rosemary Syrup, Orange Wheel, Rosemary

16.50

SPECIALTY SUMMER/SPRING

WATERMELON MARGARITA

Blanco Tequila, Watermelon Puree,
Lime, Simple Syrup

SPARKLING ROSEMARY AND GRAPEFRUIT COCKTAIL

Prosecco, St-Germain, Grapefruit
Juice, Rosemary Sprig

STRAWBERRY SHRUB

Gin, Strawberry Shrub, Lime, Club Soda

PALOMA

Tequila Blanco, Grapefruit,
Lime Juice, Simple Syrup

SPARKLING BLACKBERRY VODKA LEMONADE

Vodka, Lemonade, Simple Syrup,
Club Soda, Blackberries

APEROL SPRITZ

Prosecco, Aperol, Club Soda

16.50



COCKTAIL STATION

NEGRONI BAR

Embrace the classic Italian Cocktail, with some flare. We will serve the Classic Negroni with Gin, Sweet Vermouth & Campari. Please choose from two of the following variations: The Contessa with Gin, Sweet Vermouth and Aperol; White Negroni with Gin, Cocchi, White Vermouth, Red Lilet Wash; St. Scotch Negroni with Scotch, Vermouth and St-Germain

20.50 per guest, select up to 3

MARTINI BAR

Icy cold Vodka or Gin, served with a bevy of liquors and garnish. Available to choose from are the Dirty Martini, Cosmopolitan, Lemon Drop Caramel Appletini, Hurricane Martini, Melontini and Blackberry Gin Fizz

20.50 per guest, Select up to 3

BUBBLY BAR

Chilled sparkling wine, served with delightful liqueurs and fresh fruit garnish.

Available to choose from:

Mimosa, Bellini, Apple Orchard, Kir Royale Pineapple Sparkler and White Grape Sparkler

18.50 per guest, Select up to 3

BLOODY MARY BAR

Vodka, bloody mary mix and a smorgasbord of garnishes including lemons and limes, green olives, celery, pickles, cucumbers, jalapeños, pepperoncini, selection of cheeses, sausage, and bacon

18.50 per guest



GENERAL INFORMATION

STAFFING RATES

Staffing fees will automatically be added to your order. Please note that a five (5) hour minimum, per staff member applies.

Bartender \$270 per five (5) hours. Five (5) hour minimum.
\$95 for each additional hour after the first 5.

LINEN, RENTALS, AND SPECIAL EVENT PLANNING

Please contact our Cultivated Catering Sales Team in regards to linen and rentals for your food and beverage service. Floral, décor and entertainment services recommendations can be shared as needed.

FURNITURE RENTALS

Cultivated has a limited amount of bar service furnitures available for rent. Please note that furnitures are not included in our beverage packages and clients to provide or bring in bar furnitures for their space from external vendors. Below is a list of furnitures you can rent from Cultivated.

Cultivated Premium Rolling Bar	\$250 per day
Cultivated Premium Side Module	\$150 per day
Cultivated Premium Storage Shelf/Back Bar	\$350 per day
Refrigerator Rental	\$250 per day

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MENU SELECTION

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GUARANTEES

The Customer shall notify Cultivated, not less than fourteen (14) business days (excluding holidays and weekends) prior to the event, the minimum number of guests the Customer guarantees will attend the event (the "Guaranteed Attendance"). There may be applicable charges for events with minimal attendance. If Customer fails to notify Cultivated of the Guaranteed Attendance within the time required, (a) Cultivated shall prepare for and provide services to guests attending the event on the basis of the estimate attendance specified on the BEOs and (b) such estimated attendance shall be deemed to be the guaranteed attendance.

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Any electrical needs for your events, including those for equipment needed in your food & beverage service, need to be requested directly to the Javits Center via your Event Solution Manager or Exhibitor Solutions Manager. The charges for these power needs will be charged to the client directly.

PAYMENT POLICY

A deposit of seventy-five percent (75%) of the total contract value will be required sixty (60) days in advance of the first function. A signed catering agreement must be returned to Cultivated 60 days prior to the start. The final twenty-five percent (25%) shall be paid in full a minimum of seven (7) business days prior to the start of the first event. Any remaining balance due must be paid within ten (10) business days upon receipt of final invoice. Outstanding Event Price balances shall be paid within thirty (30) full calendar days of the Event provided billing privileges have been previously approved in writing through the General Manager's office.

GENERAL INFORMATION

ALCOHOL BEVERAGE GUIDELINES

Cultivated is the sole holder of the New York State issued liquor licenses for the Javits Convention Center. We retain the exclusive right and responsibility to provide and dispense any alcohol served at the facility. We reserve the right to request photo identification from any guest in attendance and to refuse services to attendees who do not have proper identification or appear to be intoxicated. Under New York State law, alcoholic beverages are not permitted to be removed from the facility.

All serving of alcohol must be handled by Cultivated bartenders trained in responsible alcohol service. Our standard alcohol pour per drink is no more than 1.25 ounces for drinks single alcoholic ingredient and a maximum of 2 ounces for drinks with two or more alcoholic ingredients. Guests can have a maximum of 2 drinks at any given time.

FOOD AND BEVERAGE PRICING

Prices quoted are in US Dollars and are subject to 22.5% administration charge and applicable sales tax. Prices are subject to change without notice; however, guaranteed prices will be confirmed sixty (60) days prior to the event.

ADMINISTRATION CHARGE AND TAX

All food and beverage items are subject to a 22.5% administration charge, plus applicable sales tax. The administration charge is for administration of the special function, is not purported to be a gratuity, and will not be distributed as gratuities to employees who provided the service to the guests.

TAX EXEMPT

If the customer is an entity claiming exemption from taxation in New York State, customer is to provide evidence of the exemption thirty (30) days prior to the event in order to be relieved of its obligation to pay state and local sales taxes.

LATE FEES

Orders received within 14 days of the event will be subject to a limited menu offering. Any orders received within 10 days of an event will be assessed a 10% late order fee.