

# hometextiles sourcing

July 19-21, 2011 • Javits Convention Center • New York, NY, USA

## **EXHIBIT RULES & REGULATIONS**

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### **Admittance**

Admittance to the exhibit floor during installation will only be permitted to those persons with a temporary work pass, wristband or an exhibitor badge. On show days an exhibitor badge will be required to enter the show including one-half hour prior to opening and one-half hour after closing. Should you require additional time, please see Show Management. No one under the age of 16 will be allowed on the show floor during move-in and move-out. The trade shows floor is available to all qualified attendees wearing an identification badge during show hours.

### **Booth Payments**

All exhibitors will be required to settle their accounts in full prior to booth installation.

### **Booth Responsibility**

It will be the responsibility of the company who contracts the space to maintain personnel in the booth at all times during show hours. **Any Exhibitor who starts to pack or dismantle the booth prior to show closing on Thursday, July 21, 2011 4:00 pm will be charged \$1,000 as stated in your space contract.** Show Management will closely monitor this. Qualified tradeshow attendees must wear an official badge. Please report any unauthorized attendees to the security personnel or show management staff immediately.

### **Catering Services**

Exhibitors wishing to have catering in their own booth space should contact Show Management. Exhibitors are responsible for all cleaning required as a result of food and beverage activity.

### **Exhibits / Show Floor**

Please take time to familiarize yourself with the following Guidelines for Display. These guidelines are provided to ensure that all exhibitors have equal visibility and consideration.

- Demonstrators must confine activities to their exhibit space.
- **Exhibitors Display and any other promotional items (signage, flags etc.) need to be placed in the booth and need to remain in the booth at all time. No display will be allowed in the aisle and can be removed by Show Management. No visible boxes or bags will be allowed in the booth and can be removed by show management at any time. Empty boxes and suitcases can be stored with Metropolitan Exposition (free of charge).**
- The distribution of promotional items, and or other gadgets such as smoke machines' bubble machine, megaphones, or any other noisy displays are strictly prohibited. Please note, glitter, confetti, balloons, adhesive-backed decals and adhesive backed flooring are prohibited within The Javits Convention Center.

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- No display may be configured where the exhibit is extended into the aisle. No merchandise, chairs, tables, lights, signs, etc. may extend into the aisle.
- Under no circumstances should an exhibitor enter any other exhibitor's display that is unattended or when uninvited.
- No storage of any kind is allowed behind booths or near electrical service.
- Electrical cords and connectors must be accessible.

### **Fire Prevention**

The Exhibitor shall not use any flammable decorations or coverings for display purpose. All fabrics or other material used for decoration purposes must be flameproof. The Exhibitor shall comply with all applicable fire regulations.

### **Hand Carried Items**

If needed, Labor workers will assist exhibitors with hand-carrying materials from the entrance of The Javits Center to the designated booth space. While this service is complimentary, there will be several exhibitors needing assistance at the same time during move-in so patience will be appreciated. Rolling bags and hand trucks are not allowed to be used from the entrance of The Javits Center to the designated booth space. Labor will be provided at the entrance to assist you.

**Rolling bags & suitcases will not be allowed on the showfloor during show days. Management reserves the right to remove boxes, suitcases or any other storage items from the booth during show days.**

### **Hardwall Panels**

Any exhibitor who wants to adhere posters, fabrics, paper, etc. to the hardwall panels of the booth for decorative/display purposes, **MUST** use the tape that show management will provide to all exhibitors onsite during move-in. If you chose to use your own tape or materials to adhere fabrics, posters, etc. to the walls which may result in damage, then your company will be charged \$300 per damaged panel. The panels are reusable and expensive - please assist in using them properly.

### **Height Restrictions**

Exhibitors may not place any fixtures, signs, or merchandise above the 8' height of the back and sidewalls.

### **Insurance**

Show Management shall not be liable for injury to persons (or for damage to or loss of property) within the Exhibitor's booth and its surrounding area, or in such other areas as the Exhibitor may use to store its property or that of third parties. It is the responsibility of the Exhibitor to provide sufficient insurance. Such insurance shall include (but shall not be limited to) coverage of the Exhibitor's liability for injury to persons (and for damage to or loss of property) within the

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Exhibitor's booth and its surrounding area, and in such other areas the Exhibitor may use to store its property or that of the third parties.

### **Media and Press Relations**

Any activities conducted by the media, whether arranged by the exhibitor or separately, shall be conducted through the Show Management.

### **Photography, Video Shooting and Sound Recording**

No photography, videotaping or other means of recording is permitted without prior written approval from Show Management. Exhibitors shall not photograph or videotape the exhibit or products of any other Exhibitor or cause such exhibit or products to be photographed or videotaped. Show Management reserves the right to eject any Exhibitor and any of its employees or representatives from the licensed premises and The Javits Convention Center for failure to comply with this rule or impose any other sanction permitted by these rules deemed appropriate by Show Management. Any Exhibitor not in compliance with this rule also agrees to immediately provide Show Management with all film, pictures, videotape, or other video or audio recordings (and all copies thereof) for disposal.

### **Sales Activities**

Exhibitors may accept orders from trade buyers for delivery outside of the show.

### **Security**

Show Management will provide general security for the exhibit hall and public areas. However, you may contract for individual security for within your booth at your discretion. No weapons will be allowed on the show floor.

### **Set-up Deadline**

Show Management and its organizers reserve the right to use any exhibit space still unoccupied on Tuesday, July 19, 2011 at 9:00 am for whatever purpose it chooses. Exhibitors will remain liable for the space rental fee of such space.

### **Sound Systems**

The use of sound systems is permissible provided they are not audible more than three feet into the aisle or into neighboring booths, and that the sound is directed exclusively into the exhibitor's booth. Show Management and its organizers shall have absolute control over its regulation, the intent of which is to ensure that the sound systems shall not be audibly objectionable to neighboring exhibitors. Sound amplification may be used by the exhibitor only for the dissemination of information to the Home Textiles Fabric Sourcing Expo audience directly relating to products and/or services of the particular company displaying such products and/or services at the show.

***We appreciate your cooperation in making the show a successful and enjoyable experience for everyone.***