



NEW YORK
Society of Cosmetic
CHEMISTS

SUPPLIERS' DAY

SUPPLIERS' DAY 2022

MAY 3-4, 2022 | JACOB K. JAVITS CONVENTION CENTER | NYC



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 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 15, 2022

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 18, 2022**. 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. [A/V Computer & Data Display Supplier Form](#).

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 completing "[Exhibitor Registration](#)." Badges will not be mailed and should be picked up on-site at Exhibitor Registration located in lobby area.

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 Freeman 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 14 feet in Hall 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 14 feet in Hall 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, 15.5 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 JKICC 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. 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 Friday, April 29th 2:00 – 6:00pm (booths 400 sqft and larger), Saturday, April 30th 8:00am – 4:00pm and Monday, May 2nd from 8:00 am to 6:00 pm. **THERE WILL BE NO EXHIBITOR MOVE-IN ON SUNDAY, May 1st** . 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 Tuesday.
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 FREEMAN ONLINE ORDERING. **If carpet or other suitable floor covering is not in an exhibitor's booth by 6:00 pm on Monday, May 2nd, 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 Freeman 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 "[FREEMAN 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. 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 gases, 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

Freeman has several booth displays available for rent. Please see [FREEMAN 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 in the Crystal Palace on level 3 (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 Freeman by April 1, 2022. If carpet or other suitable floor covering is not in an exhibitor's booth by 6:00 pm on Monday, May 2nd, 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 Freeman for an estimate. *NOTE: If an exhibitor requires electrical service, schedule your electrical order to be installed on Friday, May 11th (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 14' ISLAND 15.5'

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 14' ISLAND 15.5'

CLEANING - GENERAL & FOR BOOTHS

Nightly vacuuming is included if you ordered the FUNRITURE 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 the [JAVITS ONLINE ORDERING](#).

DECORATOR SERVICES & GENERAL CONTRACTOR

Freeman 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 Freeman or appoint their own Exhibitor Appointed Contractor (EAC) for booth installation.

DISMANTLING PROCEDURES

DISMANTLING IS PROHIBITED PRIOR TO 4:00 PM ON WEDNESDAY, MAY 4th. Immediately after the exposition ends, Freeman 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 Wednesday night, May 4th from 4:00 pm to 10:00 pm and May 5th from 8:00am to 12:00pm. Everything must be removed by 12:00pm on Thursday, May 5th

Every item belonging to exhibitors must be removed entirely from the convention center by 12:00 pm on Thursday, May 5th. 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 Wednesday, May 4th are subject to a \$500.00 fine.

DRAYAGE & MATERIAL HANDLING

See [FREEMAN 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](#) and return it to Show Management before April 1, 2022. 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 Gases/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 the Freeman 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 from Freeman.

For standard furniture, see [FREEMAN ONLINE ORDERING](#). Orders must be received by April 1, 2022 to qualify for advance order discount prices. No phone orders accepted.

For specialty furniture, see [FREEMAN ONLINE ORDERING](#). Orders must be received by April 1, 2022 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), Freeman Services, Inc. and Jacob K. Javits Convention Center as co-insured and be received by Show Management no later than April 1, 2022. 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 Freeman 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 Freeman 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 Freeman 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.

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 guarantee 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 Freeman 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 Freeman advance warehouse and should arrive no earlier than March 30, 2022 and no later than 4:00 pm on April 21, 2022. The shipping address is as follows:**

NYSCC SUPPLIERS' DAY

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

c/o Freeman

140 Central Ave, Ste 130

KEARNY, NJ 07032

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 18, 2022 to receive the discounted rate.**

LABOR

Skilled labor to install and dismantle exhibits is available from Freeman. 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 1, 2022. If a representative of the exhibitor is not able to supervise labor during installation or break-down, Freeman 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 Freeman should refer to "[Exhibitor Appointed Contractors](#)" form.

LEAD RETRIEVAL SYSTEMS

Lead Retrieval is available to order for NY Society of Cosmetic Chemists Suppliers Day 2022. 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 deadline to order Lead Retrieval is Thursday March 31st**

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 1, 2022. All rigging and lifting equipment must be provided by Freeman.

MATERIAL HANDLING & DRAYAGE

Freeman 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. Freeman will forward all shipments to the exhibitor's booth. All Exhibitors shipping freight to SUPPLIERS' DAY must submit the "[Material Handling Order Form](#)" to Freeman by April 1, 2022. Charges for services are based on the following:

- Rates are based on round trip service and on in-bound weights billed at \$2.25 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.

Freeman 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 Freeman 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 5th at 12:00pm.**

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.

REGISTRATION & BADGES

See [Exhibitor Badges](#).

RENTAL EXHIBITS & BOOTH DISPLAYS

See [Rental Exhibits & Booth Displays](#).

RIGGING & HANGING SIGNS

See [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 "[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. Freeman Transportation is the preferred shipper for SUPPLIERS' DAY and can be contacted by calling Complete the "[Transportation Order Form](#)" and return to Freeman 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 Freeman 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 Freeman.
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 receiver's estimated weights will prevail. A COPY OF BILL OF LADING MUST BE SENT DIRECTLY TO FREEMAN.
9. **Advance Shipments to the Warehouse:** Freight may be shipped to the advanced warehouse beginning on March 30, 2022 and no later than 4:00 pm on April 21, 2022. 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 Freeman, Inc.
140 Central Ave, Ste. 130
KEARNY, NJ 07032

* 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 Friday, April 29th. 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)" Freeman AND the Jacob K. Javits Convention Center; you may not receive your freight

DIRECT SHIPPING EXHIBIT ADDRESS:

NYSCC SUPPLIERS' DAY

Exhibiting Company Name & Booth Number

c/o Freeman

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. [Freeman 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 Freeman 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 Freeman.** Once the MHOF is filed, Freeman knows the freight is ready for pick up.
3. A representative should remain to watch their property until it has been retrieved by Freeman staff.

NOTE: Exhibitor material not picked up by 12:00 pm, Thursday, May 5th will be forced to another carrier at the exhibitor's cost.

B. Not Scheduled for Pick-up

Freeman 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 12:00 pm, Thursday, May 5th 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** - chrisingent@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

	9:00 am to 5:00 pm
Tuesday, May 3 rd	Exhibitors will have access to the show floor starting at 7:00 am.
	9:00 am to 4:00 pm
Wednesday, May 4 th	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. Freeman will, if required, arrange for the removal and return of such items. Freeman 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 Freeman 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. Freeman 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 Freeman 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 18, 2022. 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 Freeman 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.