

# lightfair®

Immersive Lighting Installation - 2023





Dear IALD Immersive Lighting Installation (ILI) Exhibitor:

First and foremost, thank you for your support and participation in LightFair and the launch of the ILI contest. And congratulations on your decision to be a part of this experiential display celebrating the beauty, the benefits and the ever-evolving presentation and functionality of light.

Within this abbreviated Exhibitor Service Manual, you'll find all the information you need to prepare for your installation. If you have any questions, please do not hesitate to contact the LightFair team. You'll find our entire team list on page 5.

Thank you again and we look forward to seeing you in New York!

Warm regards,

A handwritten signature in black ink, appearing to read "Dan Darby". The signature is stylized with a large, looped "D" and a long, sweeping underline.

Dan Darby  
Show Director / Senior Vice President

## LightFair Show Staff

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## Show Schedule

LightFair Show Office will be on Terrace B, located on Level 4 Meeting Rooms near Crystal Palace.

REGISTRATION	Crystal Palace, Level 3	
	Sunday, May 21	8:00AM-5:00PM
	Monday, May 22	8:00AM-5:00PM
	Tuesday, May 23	7:30AM-6:00PM
	Wednesday, May 24	7:30AM-6:00PM
	Thursday, May 25	7:30AM-3:00PM

EXHIBITOR MOVE IN	Exhibit Halls, 3A-3E, Level 3	
	Friday, May 19	8:00AM-5:00PM
	Saturday, May 20	8:00AM-5:00PM
	Sunday, May 21	8:00AM-5:00PM
	*Monday, May 22	8:00AM 5:00PM

**\*NOTE:** On Monday, May 22, Exhibitors **MUST** be "Show Ready" by 5:00PM. Please refer to the Target Floor for specific details regarding the FREIGHT move-in Schedule for exhibitors, which is located on the Exhibitor Checklist. Failure to be show ready by 5:00PM, will result in exhibitor receiving a booth violation.

TRADE SHOW OPEN:	Tuesday, May 23	10:00AM-6:00PM
	Wednesday, May 24	10:00AM-6:00PM
	Thursday, May 25	10:00AM-3:00PM

Exhibitors interested in conducting Early Morning Meetings on the show floor, please contact show management to request early morning in-booth meeting information. Show Management must be notified the day prior for approval of these events.

EXHIBITOR MOVE-OUT:	**Thursday, May 25	3:00PM-11:59PM
	Friday, May 26	8:00AM-6:00PM
	***Saturday, May 27	8:00AM-5:00PM

**\*\*Show floor full access will occur at the completion of aisle carpet removal.**

**\*\*\* Carriers to be checked in at the Marshalling Yard by 1:00PM, Saturday, May**

## Immersive Lighting Installation - Deadline Checklist

Please reference the Exhibitor Resource Center for deadlines additions and updates.

DEADLINE ITEMS	DEADLINE DATE	COMPLETE
Checkpoint 1 (meet with IALD and LF)	January 16- 20, 2023	<input type="checkbox"/>
Registration Opens Register Staff: Pre-Registration rates until March 24	February 1, 2023	<input type="checkbox"/>
Registration Standard Rates Begins Register Staff: Standard Rates until May 20, 2023	March 25, 2023	<input type="checkbox"/>
Checkpoint 2 (docs submitted to IALD and LF) April 21 (includes 500-word description)	April 21, 2023	<input type="checkbox"/>
Final Booth Installation Design Submission	April 21, 2023	<input type="checkbox"/>
Exhibitor Appointed Contractor Form	April 21, 2023	<input type="checkbox"/>
Exhibitor/Designer & EAC Proof of Insurance – All Booths (located in Online Exhibitor Services Manual)	April 21, 2023	<input type="checkbox"/>
Installation Date: <i>Per Target Floor Plan</i>	May 19, 2023	<input type="checkbox"/>
Exhibitor Booth Set Up Deadline: All exhibitor booths must be complete at this time	Monday, May 22, 2023, by 5:00PM	<input type="checkbox"/>



## Show FAQs

Listed below are commonly asked exhibitor related Questions and Answers. For your reference, you will find answers to your questions in the Exhibitor Service Manual (ESM) which is accessible via the Map Your Show Exhibitor Resource Center by using your username and password. The Exhibitor Service Manual is also available at [Freeman Online](#). If there are any questions you cannot find an answer to or if you simply require additional assistance, please contact Shannon Bere at [Shannonb@lightfair.com](mailto:Shannonb@lightfair.com) or 404-220-2251.

### **Q: Can I set-up my own booth?**

A: With limitations. Exhibitors may install or dismantle their exhibit and lay carpet in their exhibit if the booth size is 250 square feet or less and work can be done without tools. Exhibitors may unpack, pack, and arrange their merchandise and products in their exhibit. Those performing work must be employees of the exhibiting company and must carry identification to verify that fact.

- Exhibitors may be able to erect and dismantle “pop-up” displays and booths which do not exceed twenty-five (25) feet in length and can be erected and/or dismantled by employees of the erected and/or dismantled by employees of the exhibiting company, using no tools.
- A pop-up display at the Javits Center is defined as a self-contained unit which can be hand-carried by one employee. The Center may issue more detailed rules on this from time to time. Pop-up displays equal/less than 10ft in length, capable of being carried by hand by one person may be carried in.
- Exhibitors may plug and unplug their phones, modems, faxes or credit card readers.
- An exhibitor with a 100 sq. ft. booth or less and one 500-watt power may install and dismantle their own lights without the use of tools and ladders
- Test and tune their own equipment
- Run their own communications cable between machines in the same booth above the booth carpet.
- Connect modems, printers, computers, and tablets (up to 8 devices) and install their own lightbulbs.
- Exhibitors may clean and wipe down their products and display merchandise and parts of their exhibit not installed by other Javits labor

### **Q: What is my “Target Move-In Date?”**

A: A Target Move-In date is intended for any exhibitor who is having exhibit materials and crates delivered direct to show site, instead of shipping in advance to the warehouse that Freeman offers. If a

company is shipping their freight in advance to the warehouse, the Target Move-In Date and Time will be the date in which you are allowed to start installation on your booth space.

Each Exhibitor is assigned a "Target Move-In Date" based on two items, the size of their booth space coupled with the location of their booth in the exhibit hall. This assigned date and time is designed to coordinate the hundreds of booths that must be moved into the exhibit hall in a relatively short period of time. Missing or ignoring an assigned Target Move-In Date is not an option and will cause the exhibitor to incur a financial penalty.

This target date is for your freight. You do not need to be there on this day if you do not need to oversee the delivery of your freight.

It is possible for a company to request a change in their Target Date from Freeman. Requests can be made by submitting the Freeman Freight Information and Target Change Request Form found on Freeman Online.

**Q: How do I get my empty boxes /crates removed once I complete assembly of my booth?**

A: Please visit the Freeman Service Desk and request "EMPTY" labels. Remove all other labels, fill out the 'empty' labels and attach them to your boxes and crates. Once these are on your boxes, Freeman will take your boxes and crates and store them until the end of the show.

**Q: My freight is missing... What do I do?**

A: Please visit the Freeman service desk on-site for further assistance.



**Q: How do I get electricity in my booth/or the electricity for my booth isn't on yet, what do I do?**

A: To pre-order electrical service, you can go to [freeman.com](http://freeman.com), or you can complete the Javits Center Electrical Services Order Form found in the vendor section of the service manual. While on-site, please visit the Javits Electrical Service Desk to order electrical services.

**Q: Can I order internet service set up for my booth?**

A: To order telecommunications or internet services on-site, please visit the Javits Center Communications Service Desk or refer to the Javits Center Communication Order Forms in the Exhibitor Service Manual to pre-order this service and save time and money.

**Q: How do I get Audio Visual equipment for my booth?**

A: Please refer to the Freeman Audio Visual Order Form located in the Freeman Exhibitor Service Manual to save time and money or visit the on-site service desk.

**Q: Can I serve food or beverages in my booth?**

A: Yes. However, any food or beverages must be ordered via the on-site catering vendor, Cultivated at the Jacob Javits Center. Further details and a catering form will be provided in the Exhibitor Service Manual, or you may contact LightFair Operations Team with immediate questions. Please note that there may be specific social distancing requirements you may need to follow. Be sure to continue review of the Safer Floor. Safer Show Requirements on [Lightfair.com](http://Lightfair.com)

**Q: How can I arrange for security for my booth?**

A: A Security Service Order Form can be found in the Freeman Exhibitor Service Manual.

**Q: Can I request the services of an on-site photographer?**

A: Yes. The LightFair Show Photographer Order Form is in the Vendor Service Forms section of this document. If you are using an outside photographer, you **MUST** obtain a release form from the On-site Show Office, Terrace 4B, Level 4 to gain access to the show floor. Your hired photographer must also be badged through registration.

**NOTE:** Only professional photographers with LightFair badges will be permitted on the Exhibit Hall Floor. Personal photography of any kind is strictly prohibited, and LightFair Show Management reserves the right to confiscate any suspicious, film, video or equipment, as well as eject any guilty party from the trade show floor.

**Q: Can my photographer / Videographer gain access to the floor before or after show hours?**

A: If you require floor access for your Photographer / Videographer prior to the show floor opening, you may request an Early Morning Meeting Access for them to be within your booth space. They must remain within your booth space to assist in helping maintain a secure floor. The Early Morning Meeting Access rules can be provided by show management. Exhibitor Photographer / Videographer will not be allowed to access the show floor past show hours. Once the show floor is closed for the day, the floor becomes secure – no exceptions.

**Q: The booth next to mine is too loud or their lights are too bright. What do I do?**

A: Please contact your LightFair Floor Manager first and they would be happy to manage any issues you may have on the show floor. You may also visit the LightFair Show Office, Terrace 4B, Level 4, to speak with Show Management to inform them of the situation.

**Q: Where do I order carpet, furniture, chairs, etc.?**

A: Please visit Freeman On-line for your complete event service needs and be sure to pre-order and save time and money. You may also visit the Freeman Service Desk on-site or their website at [www.myfreemanon-line.com](http://www.myfreemanon-line.com).

To reach the IALD, call 312-527-3677.

## 2023 Vendor Directory

### Registration Services

Lead Retrieval & Attendee List  
CDS/XPress Leads  
7 Technology Park Drive  
Bourne, MA 02532  
Phone: 800-746-9734  
Email: [xpressleadpro@cdsreg.com](mailto:xpressleadpro@cdsreg.com)  
Lead Retrieval:  
[www.xpressleadpro.com](http://www.xpressleadpro.com)  
(show code: LITE0523)  
Attendee List:  
<https://www.xpressleadpro.com/oal/public> (show code: LITE0523)

### Electrical

Javits Center Exh Srv Department  
Phone: 212.216.2264  
Contact: Electrical Services  
Email: [mgleason@javitscenter.com](mailto:mgleason@javitscenter.com)  
<https://jake.javitscenter.com/register>

### In-Booth Catering

Cultivated  
655 West 34th Street  
New York, NY 10001  
Phone: 212.216.2400  
Email: [kcox@cultivatedny.com](mailto:kcox@cultivatedny.com)

### International Freight

Agility Fairs & Events  
1075 Zonolite Road, Suite 6  
Atlanta, GA 30306  
Phone: +1 941.861.8930  
Fax: 404.724.9135  
Contact: Colin May  
Email: [cmay@agility.com](mailto:cmay@agility.com)  
[www.agilitylogistics.com](http://www.agilitylogistics.com)

### Security Services

Javits Security & Safety Solutions  
429 11th Avenue  
New York, NY 10001  
Phone: 212.216.2379  
Fax: 702.386.9720  
Email: [kdixon@javitscetner.com](mailto:kdixon@javitscetner.com)  
<https://jake.javitscenter.com/register>

### Show Decorator / Audio Visual & Computer Rental

Freeman Event Technology  
3801 Adler Drive, Suite 150  
Dallas, Texas 75211  
Phone: (800) 868-6886  
Fax: (469) 621-5618  
Email: [EventTechServices@freeman.com](mailto:EventTechServices@freeman.com)  
[www.freeman.com](http://www.freeman.com)

### Telephone / Internet Service Javits IT

429 11th Avenue  
New York, NY 10001  
Contact: Firas Freajah  
Phone: 212.216.2549  
Email: [ffreajah@javitscenter.com](mailto:ffreajah@javitscenter.com)

### Floral

TLC National Convention Plants, Inc.  
PO Box 54962  
Atlanta, GA 30308  
Phone: 800.852.0023 / 770.507.6777  
Fax: 770.474.4676  
Email: [plant@tlc-florist.com](mailto:plant@tlc-florist.com) [www.tlc-florist.com](http://www.tlc-florist.com)

**Photographer**

Brighthill Company

Website: [www.brighthill.co/lightfair](http://www.brighthill.co/lightfair)

Email:

[orders@brighthill.co](mailto:orders@brighthill.co)

**Videographer**

CNTV

3670 Maguire Blvd #220

Orlando, FL 32803

Order Form: <https://forms.gle/GxevzYpqRjGjPruB9>

**Mobile App**

Map Your Show

P.O. Box 638886

Cincinnati, OH 45263-8886

Phone: 513.527.8853

Website: [www.mapyourshow.com](http://www.mapyourshow.com)



## **EAC Rules & Regulations**

An Exhibitor Appointed Contractor (EAC) is any approved company (other than one of the Official Show Contractor) that an exhibitor wants to use in the installation or dismantling of their booth. The following services are exclusive to LightFair 2023 and CANNOT be performed by an Exhibitor Appointed Contractor (EAC):

Freight /material handling	Security
Catering	Plumbing
Booth install/Dismantle	Electrical
Telephone/Internet	Rigging
Booth Vacuuming/cleaning	

### **EAC RULES TO ACCESS LightFair SHOW FLOOR**

Exhibitors must complete and sign the attached EAC Form and submit by April 12, 2023. Each exhibitor will need to use one form for each EAC they will be using for the show. Please instruct your EAC that they MUST complete the insurance and payment form by April 12, 2023.

It is the responsibility to make sure your designated EAC(s) fulfill the below requirements. If your EAC fails to comply with the responsibilities below; access to the trade show floor will be denied and booth violations will be imposed onto exhibitor.

### **EAC REQUIREMENTS**

EACs agree to abide by all rules and regulations of the event as outlined below. EACs representatives will wear identification badges at all times. Temporary wristbands will be provided. Wristbands will be issued only to representatives of said contractor assigned to supervise, install, dismantle or maintain exhibits and exhibit-related equipment.

Lending or misuse of badges to anyone is prohibited regardless of the length of time the person wishes to remain in the hall. Exhibitors are liable for any issues that may arise with EACs and the lending or misuse of badges. Confiscation of the subject's badges will result in the loss of their company's priority position for exhibit space at future LightFair shows.

EACs will refrain from placing any undue burden on the Official General Services Contractor, specifically by not interfering in any way with the Official Contractors work. EACs registered as an official EAC with the Jacob K. Javits Center may supervise and provide labor. Javits only allows the attached EAC's to provide those services. Exhibitors will have to order labor through Freeman or an approved EAC to install/dismantle their booth

If there is an UNAPPROVED EAC that wants to work with an exhibitor, they can ONLY supervise or manage on the show floor and must order labor (through Freeman Labor Order form) or an approved EAC.

If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors, or impairs the smooth installation and dismantling of the event; the EAC will immediately cease such disruption or be removed from the event site. Show Management will have the final decision in such instances.

The EAC will not solicit business on the show floor at any time.

The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisle and public areas are not part of the Exhibitor's contracted booth space.

EACs agree to keep all No Freight Aisles clear at all times. If Show Management is required to rearrange any material situated in a clearly No Freight Aisle, the exhibitor or the EAC depending on billing arrangements will be charged a 1-hour minimum forklift rental and labor.

The EAC will cooperate with the official contractors and with existing building regulations or contracts as determined by the commitment made and obligations assumed by Show Management.

Show Management will not provide access to the Exhibitor Service Manual until all fees and certificates of insurance have been received.

EACs who provide installation and dismantling services should consult their exhibitor for access to the Exhibitor Service Manual to ensure access to work Rules & Regulations as well as Exhibit Guidelines.

Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from event site.

Services ordered on behalf of exhibitors by EACs or other third party must be so authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.



## EXHIBITOR ALLOWANCE

Exhibitors may:

- Erect and dismantle "pop-up" displays which do not exceed 250 square feet and can be erected and/or dismantled by employees of the exhibiting company, without tools and ladders.
- Unpack, pack and arrange their merchandise and products in their exhibit. Those performing work must be employees of the exhibiting company and must carry identification to verify that fact.
- Plug and unplug their phones, modems, faxes or credit card readers
- An exhibitor with a 100 sq. ft. booth or less and one 500-watt order may install and dismantle their own lights without the use of tools and ladders (excluding track lights).
- Test and tune their own equipment
- Run their own communications cable between machines in the same booth above the booth carpet.
- Connect modems, printers, computers and tablets (up to 8 devices) and install their own lightbulbs. Clean and wipe down their products and display merchandise

## EAC Designation Form

**Deadline:** April 21, 2023

EAC DEFINITION: An Exhibitor Appointed Contractor (EAC) is any approved company (other than one of the Official Show Contractors) that an exhibitor chooses to use in the installation or dismantling of their booth. EACs cannot perform the following exclusive services: freight/material handling, electrical, plumbing, telephone/internet, rigging, cleaning, security or catering.

Name of Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Booth Dimensions: \_\_\_\_\_

I, \_\_\_\_\_ (PRINT NAME) certify that I have authorized the exhibitor appointed contractor, named below, to install and dismantle my exhibit at LightFair. Knowing that the contractor is my official representative, I further certify that the contractor will adhere to all show and facility regulations as if my own employee. The contractor will be informed of the necessary rules and regulations and build guidelines of LightFair. The contractor will also carry the necessary Certificate of Liability Insurance and provide this to show management by April 21, 2023. I understand that my organization is ultimately responsible for the actions of the contractor while on show site.

\*Exhibitor Signature \_\_\_\_\_

\*If this form is completed by exhibitors' exhibit house, design agency, etc. we will need in writing that the exhibitor authorizes you to designate their EAC.

E-mail address: \_\_\_\_\_ Phone: \_\_\_\_\_

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

### Exhibitor Appointed Contractor Information

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

On-site contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Please return completed Designation Form to [Shannonb@lightfair.com](mailto:Shannonb@lightfair.com).





## EAC Contractor Agreement

**Deadline:** April 21, 2023

An Exhibitor Appointed Contractor (EAC) is any approved company (other than one of the Official Show Contractors) that an exhibitor wants to use in the installation or dismantling of their booth. Exhibitor Appointed Contractors must complete this form and submit to LightFair Show Management. Certificate of Insurance must also accompany this form and be received by April 21, 2023. Review all EAC Regulations and insurance requirements.

### Exhibitor Appointed Contractor Information

Company: \_\_\_\_\_

Contact name/title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*We agree to abide by all rules and regulations governing EACs for LightFair.*

Name of contractor's on-site representative: \_\_\_\_\_

Phone number: \_\_\_\_\_

Signature of EAC Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Please list all exhibiting companies that your company will be working for (attach a list for more):

**Company name/booth #**

**Work to be performed**

\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_

Please return completed Designation Form no later than April 21, 2023 to:

[Shannonb@lightfair.com](mailto:Shannonb@lightfair.com)



## Exhibitor & EAC Insurance

### Insurance Requirements **Deadline: April 21, 2023**

LightFair Show Management encourages exhibitors to obtain a rider on their standard insurance policy through their own insurance agent. This will cover equipment/goods while in transit to the show, during the show and in transporting equipment to its next destination. This insurance is normally inexpensive and is a sensible and a valuable precaution.

Exhibitors should be aware that LightFair Show Management, IMC, LP., its partners, as well as the Jacob K. Javits Center and Freeman, take no responsibility for loss, theft, pilferage or mysterious disappearance. Exhibitors and Exhibitor Appointed Contractors are required to carry Commercial General Liability insurance with limits of \$1,000,000.00 per occurrence and \$2,000,000 aggregate. Certificate holder should be listed as the following:

**ATTN:** LightFair 2023  
LightFair/ IMC, L.P.  
240 Peachtree Street, NW, Ste 2200  
Atlanta, GA 30303

**Additional Insureds should be listed as the following:** LightFair 2023, Freeman Company, Jacob K. Javits Convention Center of New York, and IMC, L.P., its officers, agents & employees.

#### **Coverage Dates:**

Move In:	May 18-May 22, 2023
Tradeshow Date:	May 23-May 25, 2023
Move Out:	May 25-27, 2023

**NOTE:** Certificates MUST list the Exhibiting Company Name and Booth Numbers

All insurance certificates must be sent to: Shannon Bere at [shannonb@lightfair.com](mailto:shannonb@lightfair.com). If your company does not carry Commercial General Liability Insurance, you may purchase the required coverage from Buttine Insurance - [Apply Online](#) – cost is \$85. Or you may apply with the Buttine Form in your Exhibitor Services Manual.

### **Hold Harmless Agreement**

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save harmless the Jacob K. Javits Convention Center and its employees and agents against all claims, losses or damages to persons or property, governmental charges or fines and attorneys' fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the Jacob K. Javits Convention Center, its employees and agents.

In addition, Exhibitor acknowledges that LightFair, IMC, LP., its partners and the Jacob K. Javits Convention Center do not maintain insurance covering Exhibitor's property and that it is the sole responsibility of Exhibitor to obtain business interruption and property damage insurance covering such losses by Exhibitor.

**Exhibitor Appointed Contractors (EACs)**

An EAC is a company or individual other than the General Contractor who provides a product or service to an exhibiting company. These include installation and dismantle services, audio visual vendors or transportation personnel who require access into the exhibit hall.

Exhibitors wishing to use an EAC contractor must fill out the EAC form, located in this manual. All EAC's must conform to all local union rules, regulations, and jurisdictions. Exhibitors are responsible for the actions of their Exhibitor Appointed Contractor. If you choose to use an EAC the following is required:

The form must be filled out including the EAC, contact person and phone number.

In addition to the exhibiting company's certificate of insurance, the EAC must also file their own certificate of commercial general liability insurance with a minimum of  
\$1,000,000.00 per occurrence /  
\$2,000,000 aggregate



## Exhibitor Appointed Contractors

The Official services contractor and decorator for LightFair is Freeman.

### Freeman

3801 Adler Drive, Suite 150

Dallas, Texas 75211

Phone: (800) 868-6886

Fax: (469) 621-5618

Email: [EventTechServices@freeman.com](mailto:EventTechServices@freeman.com)

Online: [www.freeman.com](http://www.freeman.com)

LightFair Management has also compiled the following list of approved Jacob K, Javits Convention Center Exhibitor Appointed Contractors (EACs). These companies are not the official show contractor but are approved to work within the Jacob K. Javits Convention Center.

American Convention Exhibitors

Services, LLC

242 West Avenue

Ocean City, NJ 08226

609.399.3700

Michael McGuckin

[mike@acesllc.com](mailto:mike@acesllc.com)

American Fixture & Display Corp.

15-04 130th Street

College Point, NY 11356

718.463.2176

Nicole Negrin

[Nicole.negrin@americanfixture.com](mailto:Nicole.negrin@americanfixture.com)

Coastal International

3 Harbor Drive, Suite 211

Sausalito, CA 94965

415.339.3482

Bruce Green

[bruce.green@coastalintl.com](mailto:bruce.green@coastalintl.com)

Czarnowski Display Service

2287 South Blue Island Avenue

Chicago, IL 60608

973.920.5000

Courtney Buik

[cbuik@czarnowski.com](mailto:cbuik@czarnowski.com)

David G. Flatt Furniture Ltd.

3842 Review Avenue

Long Island City, NY 11101

718.937.7944

David Flatt

[david@dflatt.com](mailto:david@dflatt.com)

Dimensional Communications

1595 MacArthur Blvd.

Mahwah, NJ 07430

201.767.1500

Edna Coyle

[ednac@dimensionalwww.com](mailto:ednac@dimensionalwww.com)

Donald E. McNabb Co. Inc.

31250 South Milford Road

Milford, MI 48381

248.437.8146

Frank E. McGeath

[frankm@demcnabb.com](mailto:frankm@demcnabb.com)

Eagle Management Group

650 Grove Road – Suite 105

Paulsboro, NJ 08066

856.848.1423

David Holloway

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**lightfair®**

LightFair is produced for members of the design, architectural and commercial lighting industry. This event must maintain its look to attract the specified market and appeal to the architectural, engineering and design professional. Qualified exhibitors are limited to those whose main business is by manufacturers only and are not available to manufacturers' representatives, distributors, wholesales, etc. for the contract lighting industry.

Exhibitors are strongly encouraged to contact Show Management with any questions regarding their displays and be prepared to provide a diagram illustrating their current booth design.

The following rules and regulations are understood as part of the contract between IMC, LP., LightFair and those who contract for booth space in LightFair, to be held at the Jacob K. Javits Center in New York City, NY from May 23-25, 2023.

## **Airspace Policy**

The following rules will apply:

Any use of light and/or images (NO LOGOS, TAG LINES OR COMPANY SLOGANS) will not be permitted outside the airspace above an exhibitor's booth. (Imagine your booth has a fence around it that goes all the way to the ceiling.)

Light and/or images (NO LOGOS, TAG LINES OR COMPANY SLOGANS) will not be permitted to "travel" about the exhibit hall ceiling. "Traveling" is defined as projecting and moving light and /or images around the exhibit hall outside of your booth space, i.e. PUBLIC SPACE. All aisles and walls are considered 'PUBLIC SPACE'; Light cannot be projected into AISLES or WALL SPACE.

Projected light cannot under any circumstances exceed the outside edges of your purchased booth space.

LightFair will allow island exhibitors to use the airspace above their booth to project images and demonstrate product. However, the projection of light and images will be carefully watched and regulated to maintain the aesthetic feel of this event.

All island exhibitors will be expected to follow the guidelines set forth by Show Management. FAILURE TO COMPLY WILL RESULT IN A MANDATORY CORRECTION OF THE PROBLEM ON- SITE AND POSSIBLE LOSS OF PRIORITY POINTS OR PROHIBITED FROM SELECTING 2024 BOOTH SPACE SELECTION. Show Management understands and encourages the growth of vertical markets into this event as much as vertical market manufacturers want to reach LightFair's audience. The relationship is mutually beneficial. However, to continue producing a quality event with top-quality attendees, booth regulations will remain strict and violations on the floor will be taken seriously.





## **Americans with Disability Act– ADA**

LightFair fully supports and is committed to satisfying the requirements and objectives of the ADA. LightFair strives to provide equal opportunity to all persons in attendance. Our objective is to provide access to the events that we organize and manage, and we expect nothing less of those who provide building facilities, exhibits, and services to our clients.

The ADA is intended to furnish all persons, including those with disabilities, the right to participate in all of the activities that are available to the public generally.

The ADA requires that exhibits are unrestricted to program accessibility. Programs and services taking place on the upper deck, may it be visual and/or audio must be made accessible to any challenged person and should be easily maneuvered to the floor level, an alternative lounge providing the same kind of amenities would satisfy this requirement. If any of these requirements are not met, Show Management will be forced to take proper action. If you have any questions about the ADA with regards to booth design/ construction, please contact the ADA hotline at 800-949-4232.

If your exhibit design plans call for the use of a platform or raised floor, it must be made accessible to any challenged person, i.e. the design must include a ramp or maintain a manageable lip elevation or access by wheelchair.

Under ADA's regulations, the definition of "service animal" is limited to a dog or a miniature horse that is individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability. Under the ADA, "comfort," "therapy" or "emotional support" animals do not qualify as service animals.

## **Booth – Compliancy of Use**

All demonstrations, staff or other promotional activities must be confined within your exhibit space. (i.e. not in any "public space"; including exhibit hall aisle space).

Any portion of the exhibit, which is visible, must be finished or decorated. LightFair reserves the right to decorate any non-compliant surface at the expense of the exhibitor.

- Sufficient space must be provided within the exhibit for the comfort and safety of persons watching demonstrations and other promotional activities.
- Booth personnel (including models, hostesses, etc.) are not allowed to distribute literature or promotional items of any type outside the confines of the contracted exhibit space. Show Management will enforce this strictly.
- Activities outside of the show floor, that take place during official show hours that would encourage attendance away from the exhibit premises are strictly forbidden. The exceptions are meeting rooms contracted through Show Management. Please notify Show Management if you are planning a special event or social function after normal exhibit hours. See Show Management Contact Information Sheet, located in the front of this Online Exhibitor Service Manual.
- In accordance with the terms and conditions of the Exhibit Space Contract, no food may

be offered as part of the exhibit without prior approval of Show Management. All food and beverage must be obtained through the official convention center vendor: Cultivated.

- No live animals of any kind will be permitted unless they are an approved service animal. See above Animals on Show Floor – Service Animal section.
- All promotional or giveaway items must be approved by Show Management.
- If any exhibitor has a problem or issue with a neighboring exhibitor, they are advised to contact Show Management, so that any dispute issue can be resolved.
- At the conclusion of the trade show all booth material used in the construction of the booth, including crates, must be transported from the convention center. An exhibitor or EAC that leaves an exhibitor booth or portions of a booth or crates on the exhibit floor at the conclusion of move-out will be charged fees for the removal of these items. Fees will include labor, equipment, and dumpster haul fee.

### **Booth – Exhibitor Rights Installation & Dismantle**

Exhibitors may erect and dismantle displays which do not exceed 250 square feet and can be erected and/or dismantled by employees of the exhibiting company, without tools and ladders. Exhibitors' may unpack, pack, and arrange their merchandise and products in their exhibit. Those performing the work above must be employees of the exhibiting company and must carry identification to verify the fact.

When unsafe set-up or dismantle conditions exist, the Javits Center may elect to suspend the exception listed above and Javits exhibit building labor will complete the set up at the exhibitor's expense. The Javits Center may issue more detailed rules on this from time to time. All exhibitors and EAC representatives should carry positive company identification, such as a medical identification card or payroll stub. All persons must always comply with the Occupational Safety and Health Administration (OSHA) safety standards. Please review all additional requirements for Exhibitor Appointed Contractors under that section.

Exhibitors that are approved to set and dismantle their own exhibit booth must have proof of permanent employment with the exhibiting company on their person while on show site. Employee's should carry positive company identification, such as a medical identification card or payroll stub. All persons must always comply with the Occupational Safety and Health Administration (OSHA) safety standards.

## Lighting Installation Guidelines

### Lighting Installation Booth Area

An Island Booth is any size booth exposed to aisles on all four sides. Dimensions of an Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently. For the Immersive Lighting Installations, a 20 x 20 space will be provided for use, however, use of the area must follow the below use of space guidelines.

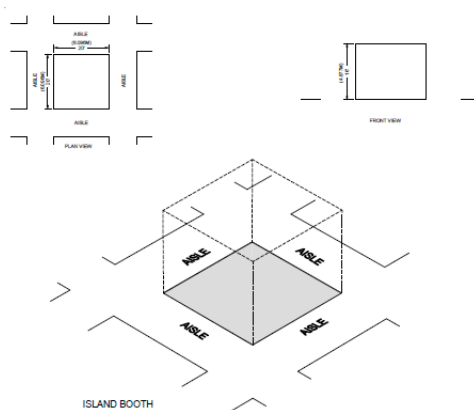
#### Use of Space

A maximum of 15'wx15'x'10'h cubic content may be used in your design build. The booth structure is to be self-supporting.

The 15' measurement has been determined to allow 5' around your design entry for ease of traffic movement and booth engagement with attendees.

- Booth installation may not exceed 15x15x10h cubic space
- No hanging signs
- No rigging points as structure or design must be self-supporting
- Flooring for this area can be left uncovered, if required by design
- Must following the rules of NY State and the Jacob Javits Center for temporary exhibit structures
- Must follow contest rules set by Lightfair and IALD
- Must meet ADA compliance

If additional space is needed, please contact show management.



## Booth Design Review Process – **MANDATORY**

All LightFair exhibitors that are exhibiting for the first time, contracted in a pavilion area and/or 400 square feet and larger are **REQUIRED** to submit a booth design.

- Booth designs are to include flooring and fixtures for review and approval by Show Management prior to on-site booth installation.
- All booths and displays must be designed, fabricated, and built in a manner that will withstand contact or vibrations from nearby exhibitors, laborers, or mechanical equipment. Displays should be able to withstand any draughts or breezes that may occur in the exhibit hall when freight doors are open.
- Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them.
- Product must be displayed as they would be in actual application. Laying items on a display table is not acceptable.

Booth design reviews are due to Show Management **by April 21, 2023.**

Show Management requires exhibitors to provide the following items for review:

- PDF Booth Design Layout, grid placement and 3D rendering to note measurements
- Measurements of Booth elements to include length, width, and height (in feet)
- All documents must be in English translation
- Elevation plan if your booth has a raised floor – must include ADA compliancy notation
- Listing of all building material that will be used within the booth space

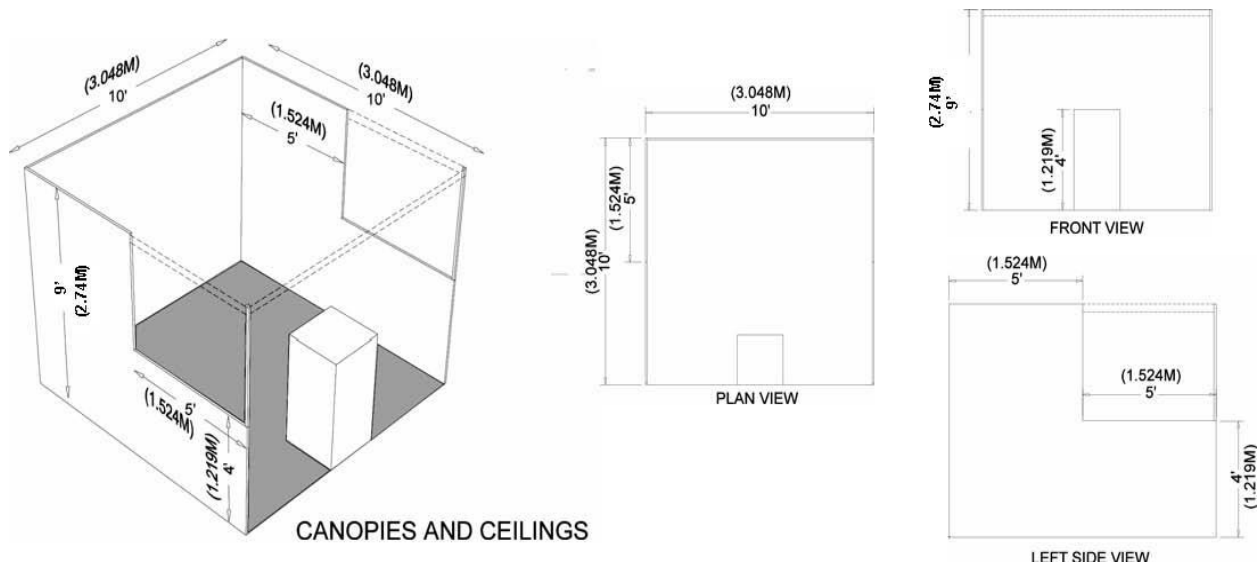
Booth reviews may be submitted at any time for review but must be to Show Management by April 21, 2023. You may submit your booth design to [shannonb@lightfair.com](mailto:shannonb@lightfair.com)

## Canopies & Ceilings

Canopies and ceilings (in a wide range of forms) can be either decorative or functional. Canopies for Linear or Perimeter Booths should comply with line-of-sight requirements outlined within the building display rules for Linear or Perimeter booths. The base of the Canopy should not be lower than seven feet from the floor within five feet of any aisle. Canopy supports should be no wider than three inches (3").

Any exhibitor wishing to construct a ceiling of any kind over their booth must submit to Show Management the request in writing for approval and include all appropriate booth design schematics. Contact show management for more detailed guidelines regarding the fire and safety regulations of the specific event facility. See additional details in Booth Design Admin Code /Permit Guide and Multilevel and/or Covered Exhibits.

Notice: Due to details of these designs, the review time may be extensive. Please be sure to send the design with all measurements, certificates (fire) and engineer stamp to assist in the timing of the review process. The canopy and ceiling designs may also need to be reviewed by the official host facility which may also extend the review process. It is imperative to send these designs early in the planning process.



## **Contractor & Vendor Requirements**

Exhibit Appointed Contractors (EAC's) are hired by exhibitors to build and dismantle exhibits. EAC's supply their own on-site management and hire exhibit building labor employed by the Javits Center.

To hire labor directly from the Center, EAC's must open an account, which required, among other things, the posting of a guarantee of payment bond or letter of credits and the fulfillment of certain insurance requirements.

Contractors are permitted to use their own personnel as managers and supervisors of Javits Center Carpenters and Freight Handlers – if they have completed a Questionnaire and have been approved by the Javits Center, that they are performing legitimate managerial tasks and are not performing work within the jurisdictions of the Javits Center Carpenters or Freight Handlers, and that the company maintains a reasonable ratio of managers and supervisors to labor. Approved managers and supervisors will be always issued a Javits Center identification card in a visible location that they are at the Javits Center. Violation of any of these conditions may result in a revocation – not only of the manager/supervisor's authorization – but also of the company's authorization to conduct business at the Javits Center

Please visit the below link to review all Contractor Safety rules:

<https://www.javitscenter.com/plan/policies/>

## **Demonstrations**

Exhibit Booths featuring sales presentations and product demonstrations must be large enough to contain the audience within the exhibit space. Aisles must be kept clear. When demonstrating potentially dangerous machinery or equipment, special caution should be taken by exhibitors. A minimum setback of 3ft (.91m) and/or hazard barriers should be implemented as necessary to prevent accidental injury to spectators. Sound demonstrations must not exceed 85 decibels (see guidelines for Sound / Music and Performance). Additionally, demonstrations should only be conducted by qualified personnel.

## **Electrical Need – 24 Hour Power**

Be sure to pre-order your booths electrical need before discount deadline with the Javits Electrical team. You may also visit the Javits Electrical desk on-site to order needs, but this may incur higher costs and longer wait times.

If you will require 24-hour electrical power, be sure to order this with the Javits Electrical team. Electricity will be shut off at the conclusion of each exhibit day.

## Electrical Safety

Lighting fixtures must not be covered. Exhibitors should be aware that electrical power for lights and displays in the booths is typically turned off after event closing each day and turned back on approximately one hour before event opening each day. When leaving the booth at the end of each day, exhibitors are responsible for making sure that nothing is draped over or otherwise touching any lights or electrically powered displays.

All exhibitors' extension cords and multi boxes must be of the three-wire type, #14-gauge minimum and be UL rated. Plug in feeds for track lighting must also be three wire, 14 gauge with UL rating. Individual lighting fixtures must be of the three-wire type, 18-gauge minimum with UL rating. All exposed non-current carrying metal parts of fixed equipment that are liable to be energized must be grounded. Electrical questions and electrical orders may be directed to Javits Center electrical. If you require additional information regarding obtaining UL ratings, please review the *UL / Safety Rating Information* of this manual.

## Electrical Solutions/Jurisdiction

The Javits Center's Electricians install and remove all electrical wiring, load centers, disconnect switches and distribution panels. Electricians install and dismantle all lighting, (except as described below), all electric signs, all communication (Ethernet, Audio & Video) cable between or outside exhibits and under carpet. Electricians also operate certain sound, light and video systems. Electricians are represented by the International Brotherhood of Electrical Workers (IBEW) Local 3.

**Work Hours:** The length and start times of electricians' standard shifts and the application of overtime rates on weekdays vary depending on whether it is a move-in, open or move-out day. Electricians are always paid time and a half for work on weekends and holidays. Electricians have 11 holidays — New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, and the day after and Christmas.

### Electrical Work Exhibitors May Do Themselves:

- Hang and dismantle their own lights (up to four including light bulbs), without tools and ladders, for booths up to 100 sq. ft. with one 500-watt outlet or less.
- Connect computer equipment (i.e., computer monitors, modems, printers, computers, keyboards, switches, etc.), limit of 8 or less, combined.
- Test and tune their own equipment.
- Run their own Ethernet cable between machines in the same booth above the booth carpet, which does not require the lines to be taped down.

## **Exhibit Booth Construction & Decoration**

All materials used in exhibit construction and decoration (including without limitation hard wall, canopies, drapes, foam core, tablecloths, burlap, scrim or similar materials) must be fire retardant, i.e., they must either have been flame-proofed by the manufacturer prior to purchase or be flame-proofed by a person certified by the New York City Fire Department following approved New York City Fire Code procedures and standards.

Exhibitors and contractors must have available on site for inspection the appropriate paperwork to demonstrate that these requirements have been met, that either a tag affixed to the item demonstrating that the item has been flame-proofed by the manufacturer or a certificate (valid for one year) demonstrating post-purchase application of fire retardant. Spot checks of compliance with this requirement will be conducted periodically. In addition, field flame tests may be conducted. Appropriate action will be taken if such inspections and tests reveal of non-compliance.

## **Exhibitor Appointed Contractor Floor Access**

EACs will be granted access to the LightFair exhibit floor to service their hired exhibitors only if ALL required criteria have been met. EAC's will check in with show security each day to obtain color coded arm bands which will allow access to the show floor. Show Security and Show Management have the right to deny access to any EAC that they feel is not following proper work rules or fire and safety procedures for the Jacob Javits Center, the city of New York City or State of New York.

## **Exhibitor Responsibility & Compliance**

Exhibitors will abide by show rules as set forth by Show Management. Violation of the show rules will result in a reduction of accumulated priority space points, as determined by Show Management. Any violation will be documented in writing. Exhibitors assume all responsibility for compliance with all pertinent ordinances, regulations, and codes of duly authorized local, state, and federal government bodies concerning fire, safety, and health, together with the rules and regulations concerning local unions having agreement with LightFair, IMC, LC. or with authorized contractors employed by LightFair® or IMC, LC. LightFair does not provide walls, furniture or items needed such as easels, chairs, plants, flowers, lighting, electricity, phone, etc. These items are available for rental and are explained in the Online Exhibitor Service Manual.

## **Exhibitor Storage**

No storage of any materials or equipment is permitted behind booths or near electrical cords or outlets. Exhibitors may keep a one-day supply of product or literature within, but not behind, a booth. Exhibitors who use such space for storage will be required to correct this on-site. Exhibitors can contact the General Service Contractor (Decorator) for the show to inquire about the use of accessible storage.





## **Fire Safety**

The Javits Center is committed to maintaining a safe environment and to promoting and enforcing responsible safety practices. The following Fire Safety Rules apply to Show Managers, Contractors, and Exhibitors. Notices will be issued for violations and/or failing to take corrective measures. Show Managers are responsible for correcting violations. Failure to do so will result in remedial action by the Javits Center (e.g. removal of non-compliant structures, posting of a Fire Watch) at exhibitor's expense.

The Center operates and staffs on a 24-hour basis the Command Center that monitors fire safety and all other safety features of the Center. The Command Center responds to all emergencies, including fire emergencies. Dial 2222 from house phones (located in corridors throughout the Center) or 212.216.2222 from any other phone. Give your name, type of emergency and exact location of the occurrence.

Construction and demolition of multilevel booths and exhibits require compliance with OSHA fall protection regulations for general industry requirements.

## **Fire Safety Restrictions**

The following is strictly prohibited within the Javits Center:

- Open flames without NYC Fire Department Open Flame Permit.
- Displays of fresh cut decorative greens, pine branches, potted pine trees and shrubs and Spanish Moss.
- Spray Painting
- Storage of use of butane
- Storage or use of any other flammable liquids or materials except as provided in these Rules. All electrical wiring must be installed per National Electrical Code® (NEC) standards
- Flammable & Toxic Materials

All materials used in decorating or constructing of your booth must be constructed of fire-retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should be used. A flame proofing certificate should be available for inspection. Exhibitors are advised to follow all guidelines established by the Environmental Protection Agency and the event facility when disposing of waste products created during the exhibition. See Other Flammable Liquids in the Javits Building Policies for additional restrictions.

## **Installation and Dismantle**

Exhibitors will be assigned a targeted move-in date on which their shipment must be delivered to the Jacob Javits Center. Penalties will be assessed for failure to meet this schedule. All exhibitors must be installed by 5:00PM on Monday, May 22, 2023, for inspection of the show floor by the LightFair Show Management Team.

If installation of exhibit has not been started by 2:00PM, Monday, May 22, 2023; Show Management reserves the right to authorize the official contractor to affect the necessary installation of the exhibit at the exhibitor's expense.

All crates and shipping materials must be kept near or within the confines of the contracted exhibit space and may not stand in mandatory aisles or service core.

NOTE: Please reference the Clean Floor Policy to ensure your company is following the appropriate steps for compliance of installation deadlines.

In-booth dismantling may start after the close of show, 3:00PM, Thursday, May 25, 2023. However, labor will not be allowed access to the floor until 3:00PM once the aisle carpet has been removed. If exhibitors begin to dismantle prior to 3:00PM, violations will be placed on the exhibitor.

Exhibitors must arrange for their shipments to be pick up by a carrier of their choice. Move-out time must be completed by 5:00PM on Saturday, May 27, 2023. All exhibitor freight carriers **MUST BE CHECK IN** with Freeman by 1:00PM, Saturday, May 27, 2023. If you leave your exhibit on the show for to be dismantled by a 3<sup>rd</sup> party, please be sure to inform the Freeman Service Desk so that your exhibit space is not mistaken to be abandoned or trashed.

Note: In the event an exhibitor fails to remove his exhibit in the allotted time, Show Management reserves the right to authorize the official contractor to ship the exhibit materials through the General Services Contractor Shipping Services, or to the GSC storage warehouse at the expense of the exhibiting company.

## **Labor at Show Break**

As a safety and security measure to allow attendees the opportunity to exit the show floor, no workers will be permitted on the show floor on Thursday, May 25 until one hour after the show closes. This includes I&D labor, electricians, stagehands, cleaners, vendors and EAC workers. The only exception is teamster labor to roll aisle carpet one half hour after the show breaks.

LightFair closes at 3:00PM on Thursday, May 25, 2023. If you have labor scheduled for the show break, please be cautious that there may be delays due to freight return and carpet removal. It may be best to adjust the start time of your labor due to possible delays – discuss with the Freeman Labor Service Desk to ensure you do not need to adjust.



All workers are to report to the labor desk(s) for wristbands and will enter their assigned hall at 3PM. Workers are to use freight door access only and will not be admitted to the exhibit hall through concourse or lobby doors until after 6PM on Thursday, May 25, 2023.

## **Lighting**

No lighting, fixtures, trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Lighting should be directed to the inner confines of the booth space. Lighting cannot project onto other exhibits or show aisles. Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by exhibition management.

Lighting that spins rotates, pulsates and other specialized lighting effects should be in good taste, maintain a reasonable light level, and must not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

## **Overhead Ceiling Lights – Lights Out Request**

LightFair will allow exhibitors the opportunity to request the lights above their contracted booth space to be turned off. Requested lights must be within the cubic vertical space of the contracted booth space and not in an aisle or public space. Any charges for this service are the responsibility of the exhibitor making the request. Each request from an exhibitor will be taken on an individual basis. Request for lights out can be made by completing this Lights Out Request Form within this service manual.

If a “Ceiling Lights Out Request” imposes a serious undesirable lighting effect for any surrounding booths, Show Management reserves the right to deny the request. Please note that linear booths (10ft. x 10ft. or 10ft. x 20ft., etc.) requests may impact a neighboring booth and might be denied. Review of linear booth lights out requests will be reviewed onsite. All work performed in relations to a Lights Out Request charged on a time and material basis, will be the responsibility of the exhibiting company requesting such work.

Ceiling Lights Out Requests can be made by completing the Ceiling Lights Out Form located in the Exhibitor Service Manual. All Lights Out Request should be made by April 21, 2023. Please note that onsite requests can be made by contacting your LightFair Floor Manager. There is no initial charge for the request to have lights turned off at the Javits Center. If charges apply based on specific requests by the EAC or Exhibitor to the Javits Center; exhibitors will be held responsible.

To assist in your decision regarding a need for Lights Out, during the show run operating hours, facility hall lights will be at 50%. If there are any safety concerns based on this percentage and dark spots impose concern, lights may be adjusted for safety and liability reasons. House lights will be under the full discretion of the Javits Center and the safety regulations they are required to hold.

## **Show Days – Show Floor Early Access**

### ***(Exhibitor Guest(s)/In-booth Meetings)***

Exhibitors may conduct in-booth meetings prior to the show floor opening each day of the tradeshow. However, groups of 11 or more are not approved for Tuesday morning as we are finalizing the show floor at this time. Groups of 11 or more may join exhibitors on Wednesday and Thursday.

Permitted guests/group may access your booth in the exhibit hall prior to normal show hours starting at 8:00AM. To arrange this, all exhibitors must observe the following procedures:

Please provide five copies of an alphabetized invitation list on your company letterhead, including:

- Full name of each guest
- Date of your meeting
- Time of your meeting
- Your company's booth number

These lists must be turned in to the LightFair show office, Level 4, Terrace B the day prior to your guest event. If you have meetings scheduled for each day, then the assumption is that your list of guests will change each day, which means five (5) copies of each day's list. Show Management will give copies of the list to the appropriate security personnel working on the show.

Guest lists will be accepted until 5 pm the day before your meeting is to take place. Please hand the lists in to the LightFair show office, Level 4, Terrace B. All guests must be registered as attendees and will need to show their badges when entering the exhibit hall.

A registered member of your booth staff must come to meet all guests. Please meet your guest(s) at the far-right roll-up entrance door to Exhibit Hall 3B in the Crystal Palace. From these check points you may escort your guests directly to your booth upon security approval.

For security reasons, at no time may your guests leave your booth space.

**\*Note:** In the interests of security, any exhibitor wishing to invite more than 10 guests to visit their booth before normal show hours must review the LightFair 2023 Exhibit Hall Early Entry Guidelines for In-Booth Meetings (11 guests or more) and hire one security staff for every 30 guests in their group to escort them to and from the booth space. In-booth meetings for 11 guests or more are NOT permitted on Tuesday, May 23, 2023. The security order forms are in the Vendor Forms the Online Exhibitor Services Manual.

## **Sound / Music Performance**

The use of devices for the mechanical reproduction of sound or music is permitted but must be carefully controlled. Sound of any kind must not be projected outside the confines of the exhibit booth, as it is likely to distract or interfere with the ability of neighboring exhibitors to discuss and conduct business. Sound from your booth space may not exceed 85db maximum when measured with a sound decimal device. Exhibit Booths featuring performers or other attractions must be large enough to contain the audience within the exhibit space. Aisles must be kept clear.

Exhibitors should be aware that live and recorded music played within a booth may be subject to copyright composition laws. ASCAP, BMI and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Contact Show Management for further details.

## **Sound Decimal**

Sounds from your exhibit space shall not exceed 85bd when measured with a sound decimal measurement device.

## **Towers**

A Tower is a freestanding exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit configuration for your style of booth space. If you desire a tower more than 8ft (2.44m) to 16ft (4.88m) high for your booth, you are required to submit your booth design(s) to Show Management for approval before fabricating your booth to ensure it is compliant with the fire and safety regulations of the event facility. In addition, a building permit may be required.

## **UL / Safety Rating Information**

It is advised to obtain a certification listing for your products to ensure the safety of use in both business (building code requirements) and personal sectors. This can be a daunting task if you have not worked through the process before. However, the following information should assist you in obtaining a safety certification rating for your lighting product(s). Although UL is universally known for this type of certification, you may also submit your product to any of the following Nationally Recognized Testing Laboratories (NRTLs) to obtain a safety certification mark to UL lighting standards from any of the following organizations:

- [Underwriters Laboratories](#)
- [The Canadian Standards Association](#)
- [Intertek/ETL](#)
- [MET Laboratories](#)
- [TUV Rheinland of North America](#)
- [SGS US Testing Company](#)
- [NSF International](#)

For additional information regarding North American Lighting certifications, please visit these sites to ensure the success and safety of your exhibiting products within the U.S. Market. Note that although all laboratories are different, there is generally an 8-12-week testing process when obtaining certification on products. Please be sure to start this process early in your planning.

## **Work Late Permit**

Installation and dismantle hours are from 8:00AM – 5:00PM. Please refer to the Target Move-In Schedule for your first available workday. We encourage you to complete your work during the scheduled move in hours specified by Show Management. If you require access to the exhibit hall beyond these hours, you must obtain prior approval and receive a WORK LATE PERMIT from the LightFair Show Office, Level 4, Terrace B by 3:30PM the day the late work is to occur and every late work day thereafter.

The WORK LATE PERMIT is a multi-copy form that will include the following information:

- Exhibiting Company Name
- Booth Number
- EAC Company Name, Main Contact and Phone Number
- List of workers full names remaining on show floor

Once completed and approved, the requesting EAC will receive a copy of the form to keep with them on the show floor during their work late hours. Once an exhibiting group or their designated EAC is provided the WORK LATE PERMIT, they must remain on the floor and not exit the building. Once a person(s) exits the show floor during non-scheduled move in hours, you will not be allowed to regain access to the floor. This policy will be strictly enforced by Show & Facility Security.

Work late requests WILL NOT BE provided for Monday, May 22, 2023. All exhibitor booths must be show ready by 5:00PM on this date.

Note: If an EAC, hired by an exhibitor, abuse work late permits during work late hours, show management may force the use of Javits Security. The cost of hiring additional security to supervise the EAC will be at the exhibitor's expense who hired the EAC in question. A LightFair Incident Report will also be filed and shared with the exhibitor for their record.

