

# SHOW SCHEDULE

## **Exhibitor Move-In:**

### **Pavilions & Multi-Booths (800 sq. ft. or larger)**

Thursday March 2, 2023 **TARGETED ONLY**

\* Email Jennifer Bain at [jbain@cwmet.com](mailto:jbain@cwmet.com)

## **All Other Exhibitors**

Friday March 3, 2023 8:00 AM - 5:00 PM

Saturday March 4, 2023 8:00 AM - 5:00 PM

## **Assisted Hand Carry Move-In:** 369 12<sup>th</sup> Ave, NY, NY

Friday March 3, 2023 8:00 AM - 4:00 PM **ONLY**

## **Non-Assisted Hand Carry Move-In:** Inner Roadway

Saturday March 4, 2023 8:00 AM - 4:00 PM **ONLY**

All exhibits must be fully installed by Saturday at 5:00 PM

For concerns or questions regarding the move in schedule please email them to:

[jbain@cwmet.com](mailto:jbain@cwmet.com)

## **Professional Show Days:**

### **Exhibit Hall Hours**

Sunday March 5, 2023 10:30 AM - 5:00 PM

Monday March 6, 2023 10:30 AM - 5:00 PM

Tuesday March 7, 2023 10:30 AM - 3:30 PM

## **Exhibitor Move-Out:**

Tuesday March 7, 2023 3:30 PM - 9:00 PM

Wednesday March 8, 2023 8:00 AM - 12:00PM

## **Hand Carry Move-Out:**

Tuesday March 7, 2023 4:00 PM - 9:00 PM **ONLY**

All exhibitor materials must be removed from the exhibit facility by Wednesday at 12 Noon

## **Registration:**

Friday March 3, 2023 8:00 AM - 5:00 PM \*temporary passes in the morning

Saturday March 4, 2023 8:00 AM - 5:00 PM

Sunday March 5, 2023 8:00 AM - 5:00 PM

Monday March 6, 2023 8:00 AM - 5:00 PM

Tuesday March 7 2023 8:00 AM - 4:00 PM

**IBSNY & IECSC Exhibitor Registration will be located the in Crystal Palace on level 3 of the Javits.**

For safety concerns, children under the age of 15 are not permitted on the show floor at any time!

# MOVE-IN / MOVE-OUT INFORMATION

## Move-In

- Warehouse freight is moved in first. Freight sent directly to the Show will be received on a first come, first served basis.
- **All exhibitors and exhibitor-appointed contractor personnel must be badged.** Badges are available for pick up during posted registration hours. We must receive your insurance certificate and all outstanding balances paid before any badges will be distributed. Badges are not transferable. Each exhibitor must pick up his/her own badge. See “Registration” tab for additional information.
- Exhibitors arriving after the posted set up times **WILL NOT** be allowed into the hall and must return the next morning. Those in the hall at the end of official posted time may remain to finish work in progress, but for security reasons, once you leave the hall, you cannot return.
- ***Hand-Carried Items***- Exhibitors are allowed to carry in a limited number of materials. The hand carry regulations are stipulated in the shipping section of this manual.
- **All exhibits must be fully installed by 5:00 PM on Saturday.** Those exhibitors who have not arrived or made set up plans by this time will either have their booths erected by show management at prevailing rates, or the exhibit will be removed from the floor.
- **Bring copies of your orders** (labor, electrical, carpeting furniture, etc.) with you to the show to avoid discrepancies. Bring any billing issues to the attention of the vendor and Show Management immediately.
- **Tables and chairs must not be removed from booths in which GES has placed them.** In the event that you ordered furniture, and none was delivered, notify the desk personnel at the GES Service Desk at once. Do not move the furniture from a neighboring booth into yours. If furniture was delivered to your booth but none was ordered, please notify the desk personnel at the GES Service Desk at once as you will be charged for furnishings. If you did not place a furniture order and “borrow” furniture from a neighboring booth, you will be charged for the furniture once it is in your booth.

## Move-Out

**No exhibitor is permitted to dismantle a display before Tuesday at 3:30 p.m.** Dismantling of an exhibit prior to the close of the show at 4:00 p.m. will result in compromising the exhibitor's position in any future Events.

**All exhibitors are responsible to complete a bill of lading and return it to the GES Service desk.** The returning of crates and packing materials precede the loading of outbound freight. All freight must be removed from the exhibit hall by 12:00 p.m. on Tuesday. Freight arrangements must be made to comply with this deadline. Show Management will make shipping arrangements for any remaining freight, to be returned to the best available address on the official show carrier at prevailing rates. **All trucks must be checked in by 10:00 a.m., Tuesday.**

**Please Note:** If an adjustment on outbound freight weight is necessary, it must be made at the GES Service Desk ***prior to move out.*** The adjustment must be reflected on your bill of lading and the reduction in drayage charges should be confirmed with GES prior to freight pick-up. **This is especially important if you bring in more products than you will leave.** Also, order your move-out labor early from GES Service Desk.

# GENERAL INFORMATION

(alphabetical by subject)

## **ATTENDANCE:**

Attendance at Beauty Experience & IECSC is open to the *Professional Salon Industry Only*. Attendees are required to provide proof of affiliation within the beauty & spa industry. Registrations for attendees may be purchased in advance here. [IBS NY](#) and [IECSC](#).

## **BADGES:**

We will not be mailing badges this year. All booth staff will need to pick-up onsite at exhibitor registration. Exhibitor registration area will be located in Crystal Palace on the 3<sup>rd</sup> Level of the Javits Center. Temporary work passes will be available to "helpers" for scheduled move-in and move-out times only. Temporary work passes may be obtained from Show Management or at the exhibitor registration area. Refer to the "REGISTRATION INFORMATION" section of this manual for additional information.

<b>IBS &amp; IECSC NY 2023 EXHIBITOR BADGE ALLOTMENT</b>	
<b>Model passes are part of the exhibitor badge allotment</b>	
<i>between 1 and 49 sq. feet</i>	<b>2 badges</b>
<i>between 50 and 99 sq. feet</i>	<b>3 badges</b>
<i>1 booth is estimated between 100 sq. feet and 149 sq. feet</i>	<b>5 badges</b>
<i>1.5 booths is estimated between 150 sq. feet and 199 sq. feet</i>	<b>8 badges</b>
<i>2 booths is estimated between 200 sq. feet and 299 sq. feet</i>	<b>10 badges</b>
<i>3-4 booths are estimated at 300 to 499 sq. feet</i>	<b>16 badges</b>
<i>5-6 booths are estimated at 500 to 699 sq. feet</i>	<b>22 badges</b>
<i>7-9 booths are estimated at 700 to 999 sq. feet</i>	<b>30 badges</b>
<i>10-12 booths are estimated at 1000 to 1299 sq. feet</i>	<b>40 badges</b>
<i>13 or more booths is estimated at 1300 sq. feet and above</i>	<b>52 badges</b>

**Visa Letter Requests** - Visa letters for exhibitor personnel can be obtained through the exhibitor reg portal. The booth key contact will first need to register the booth staff person and then can request a visa letter from the main page. They will need to have their passport info handy to complete the request.

**Please note: Badges and work passes are nontransferable. NO Children under 15 years old will be allowed on the tradeshow floor**

## **EXHIBITOR SERVICES AREA:**

The Exhibitor's Service Desk will be in the Crystal Palace outside of the entrance. This area will have service representatives for labor, furniture, freight, electrical, phones etc. Check your booth and if anything is missing, please visit the service desks and confirm your pre-ordered services and equipment. The service desks will be open during move in, the show and move out. Javits Services area will be in the front of each hall and the back of 3E

The person in charge of your exhibit should carefully inspect and personally sign for all work order forms. If you disagree with a bill presented for your signature, question it immediately. If you cannot come to a satisfactory agreement with the contractor, contact Show Management. *Do not put it off!* Once the Show has ended, it becomes very difficult to resolve differences.

## **SECURITY:**

Show Management will provide a 24-hour guard service from the move-in of freight until the removal of all crates and materials on Wednesday. Although we do our best to deter theft, Show Management is not responsible for lost or stolen items. **Security for individual booths and their contents is the responsibility of each Exhibitor.** Exhibitors in need of individual booth security should contact A&M Professional Security directly at 212-964-2121.

All Exhibitors and booth personnel must have Exhibitor Badges to have access to the Exhibit Hall. Badges are not transferable. Exhibitors will have access to the exhibit hall one hour prior to the opening of the show and ½ hour after the show closes each show day. **DO NOT SCHEDULE APPOINTMENTS WITH ATTENDEES ON THE SHOW FLOOR PRIOR TO THE SHOW OPENING OR AFTER SHOW CLOSING.**

### **Security Tips:**

- If you have a product which you allow people to try out, be sure that each potential customer is supervised. To avoid theft, consider asking for a credit card or license as a form of deposit from people who you allow to demo your product.
- Remove small items on a nightly basis.
- Hire a private duty security guard or rent a security cage.
- Have replacements available either on-site, at a local distributor or on stand-by at your office for overnight shipment.
- Do not list contents on outside of boxes (*e.g.: Box 1 - Personal Computer*)
- Carry a detailed list of what you ship, in which box it was packed and repack in the same manner. Keep a copy in your office and check your shipment when it returns.

## **SHAMPOO FACILITIES:**

Shampoo areas are available for use by exhibitors at no charge. These areas will be positioned as governed by service availability and will be clearly indicated on the show floor.

## **SHIPPING YOUR EXHIBIT:**

There are three ways to get your exhibit to the Exhibit Hall: ship it in advance; ship it to show site; or hand carry to show site.

- **Advance Shipments to Contractor's Warehouse** - Freight shipped to the GES warehouse will be placed in the Exhibit Hall first. Shipments must arrive at the warehouse by the deadline date. **Please See the SHIPPING INFORMATION TAB.**
- **Shipped Directly to Show Site** - Freight shipped directly to the Exhibit Hall should arrive during the published exhibitor move-in schedule. Shipments will be received on a first-come, first-served basis.
- **Hand-Carried to Show Site** - Exhibitors are allowed to carry in some materials. The hand carry restrictions are stipulated in the shipping information section of this manual.

### **TIPS:**

- Separate your shipment by display and product. (Direct to Show Site Only) Product must be labeled as **PRODUCT ONLY**. Please see the SHIPPING INFORMATION TAB for **Product only shipments**
- If you have minimal display materials (e.g. brochures, samples, etc.), you may avoid the drayage charge (based on a 100 lb minimum) by shipping the materials to your hotel and then carrying to show site.
- If you have more than 100 lbs of freight, minimize your drayage charges by shipping everything together.
- When contracting an "overnight" shipper, check on how long it takes them to trace a lost shipment. Some companies take two days, which is too long in the trade show business.
- UPS or FedEx are not preferable shippers when sending to show site. They will not wait in freight lines and the entire delivery is signed for rather than each individual package. This hampers your ability to track lost shipments.

## **SHOW COLORS:**

<b><u>Show</u></b>	<b><u>Exhibit Hall</u></b>	<b><u>Show Colors</u></b>
IBS	Halls 3B	black drape
IECSC	Hall 3E	white drape

**STANDARD BOOTH EQUIPMENT:**

The following standard booth equipment is provided to each single booth at no additional cost:

**Booth Equipment**

8' high draped back wall  
3' high draped side rail  
one 8' draped table for 10'x10'  
two side chairs  
booth identification sign

**Halls 3B (IBS)**

black drape  
black drape  
black drape

**Hall 3E (IECSC)**

white drape  
white drape  
white drape

**Any Exhibitor with 4 or more booths must request in writing to show management the quantity of tables and chairs that will be required.** Send requirements & floor plans to Jennifer Bain via fax: 917-591-8316 or email: [jbain@cwmet.com](mailto:jbain@cwmet.com) on or before February 11. If you are contracted for a **raw space booth you will not receive any furnishings.** Refer to your exhibitor contract for more information. **Island custom booths must submit a diagram for approval to Jennifer Bain, [jbain@cwmet.com](mailto:jbain@cwmet.com)**

**SHOW MANAGEMENT STAFF:**

IBS New York / International Esthetics, Cosmetics & Spa Conference  
685 Third Avenue, 21st Floor  
New York, NY 10017

IECSC Show Management Staff: <https://www.iecscnewyork.com/contact-us>

IBSNY Show Management Staff: <https://www.ibsnewyork.com/ibsnewyorkcom/contact-us>

# SHIPPING INFORMATION

## **FREIGHT HANDLING JURISDICTION:**

GES has been appointed the official Material Handling Contractor for the IBS New York / IECSC New York.

GES has the responsibility of receiving and handling all exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the show. GES will not be responsible for material they do not handle!

Crates, boxes, and packing materials must be removed from booths and stored during the show. No empty crates or boxes can be used as display counters or props unless they are chemically treated to resist flame. Please place small containers inside larger ones to facilitate storage. As soon as your containers are empty, place "EMPTY" stickers on them so that they can be stored immediately. Your cooperation in keeping the aisles clear to facilitate the moving of containers is appreciated.

## **ADVANCE WAREHOUSE SHIPMENTS:**

Advance shipments to GES warehouse **must arrive before the published deadlines to avoid additional fees.**

### **Shipments sent to the warehouse include the following service:**

- Receiving common freight at warehouse
- Up to 30 days storage prior to move-in date
- Delivery to exhibitor's booth
- Empty crates removal from your booth
- Storage of your empty crates
- Return of empty crates after show
- Loading out to dock if required

### **Please Note:**

- Loose materials will not be accepted at the warehouse
- Materials must be shrink-wrapped, bound or crated
- Crated advance shipments requiring special handling or un-crated, un-skidded shipments will be charged a surcharge
- Shipments consigned to warehouse after the advance shipping date, or after the show opens, will be assessed at the above rates, plus an additional delivery charge

All shipments, advanced to the warehouse, must be clearly labeled with:

Exhibiting Company Name/ Booth # \_\_\_\_\_  
International Beauty Show/IECSC  
c/o GES.  
203 Kuller Rd., Suite 100  
Clifton, NJ 07011

Certified weight tickets are required to accompany all shipments. If shipments are received without a certified weight ticket, the exhibitor will incur a surcharge fee to weigh & calculate the correct weight.

Shipments must be sent with freight charges PREPAID. Collect shipments will not be accepted.

## **DIRECT SHIPMENTS:**

Any materials shipped directly to the Jacob K. Javits Convention Center must arrive during the published shipping dates. **(PLEASE SEE SHIPPING INFORMATION UNDER THE SHIPPING TAB)**

### **Shipment sent directly to show site include the following services:**

- Unloading common freight at the exhibit hall from an outside carrier or exhibitor's truck
- Delivery to exhibitor's booth
- Storage of your empty crates
- Empty crate removal and return after show
- Loading out to dock if required

### **Please Note:**

- Materials must be shrink-wrapped, bound or crated
- In order to receive the discounted product rate, your shipping must be labeled as **PRODUCT ONLY**. No display items or exhibit materials can be part of the shipment.
- Crated shipments requiring special handling or un-crated or un-skidded shipments will be charged a surcharge

All vehicles arriving on-site for unloading must first check in with GES Traffic Manager to be cleared for staging. Vehicles must be attended by a licensed driver at all times.

All shipments, direct to show site, must be clearly labeled with:

Exhibiting Company Name & Booth # \_\_\_\_\_  
International Beauty Show/IECSC  
C/O GES  
Jacob K. Javits Convention Center  
369 12<sup>th</sup> Avenue  
New York, NY 10001

Shipments must be sent with freight charges PREPAID. Collect shipments will not be accepted.

Certified weight tickets are required to accompany all shipments. If shipments are received without a certified weight ticket, the exhibitor will incur a surcharge fee to weigh & calculate the correct weight.

## **HOUSE RULES FOR "HAND CARRIED" GOODS**

Special "Hand Carried" entrance/exits have been arranged for exhibitors.

The **IBSNY & IECCSC assisted hand carry entrance will be located at 369 12<sup>th</sup> Ave. Please see the hand carry map in the exhibitor kit for directions** Exhibitor can access to the inner roadway at 11<sup>th</sup> Avenue and 38<sup>th</sup> Street for unassisted hand carry.

Hand carry is prohibited through the Crystal Palace via 11<sup>th</sup> Ave.

**Hand Carried materials are prohibited from being brought into the facility from any other point.**

Materials may be delivered directly to the facility by exhibitors, guests, etc. providing they adhere to the following guidelines:

**Exhibitors at IBS / IECSC may hand carry products provided they follow these guidelines:**

### **Approved During Hand Carry Operations:**

- Individuals moving materials must be employees of the exhibiting company and must carry identification to verify their position;
- Exhibitors moving materials must use doors and routes designated by event management;
- Hand-carried items can be brought in through the front of the building (east side) only through the inner-roadway and only during event specified times;
- Hanging clothing racks with four wheels are allowed for moving hanging garments;
- Standard jewelry cases with four wheels are permitted for moving jewelry and trade product;
- Pop-up displays – equal or less than 10 feet in length and capable of being carried by hand by one person – may be brought into the building.

### **Javits Inner-Roadway:**

- Hand carry operation hours are specific and designated by event management;
- Loading and unloading of vehicles is limited to vehicles no larger than a standard van;
- All vehicles must be issued a Javits Center Placard in order to stage;
- All vehicles are allocated 45 minutes, and the time limit will be strictly enforced;
- All vehicles must be parked perpendicular to the curb and staged with the back of the vehicle against the curb;
- Hazard lights must be activated while staged;
- Double parking is strictly prohibited and will likely result in a fine or tow;
- Parking or standing on 11th Avenue or any of the secondary streets around the Javits Center is strictly prohibited and subject to fine or tow;
- Pre-pack all exhibit items before staging a vehicle curbside;
- Failure to follow the above regulations may lead to a fine and/or vehicle towing.

### **Prohibited During Hand Carry Operations:**

- Tools, ladders (step stools up to 2' in height are allowed) or any other type of carpenter/construction equipment and vacuum cleaners are not permitted in the building.
- Any freight from a vehicle larger than a Sprinter Van.
- Any freight moved on equipment larger than a two-wheeled baggage cart.
- Any freight that cannot be hand carried by one person.
- Any freight moved by a moving or freight company, contractor or any persons other than Javits Center freight handlers or direct employees of an exhibiting company engaged in approved hand carry operations.

Any exhibitor off-loading what is not considered to be "Hand Carried" items or utilizing prohibited vehicles will be turned away and required to access the show floor through the loading dock and will be charged the appropriate drayage rates.

**Exhibitors MUST be properly badged before being allowed access to the show floor. Temporary work passes will be available to "helpers" for scheduled move-in and move-out times ONLY. See Show Management for passes. Badges are nontransferable**

For further information regarding Hand-Carry, call the Show Helper Operation Hotline at 212-564-8823 or email [jbain@cwmet.com](mailto:jbain@cwmet.com)

### **SHIPPING TIPS:**

#### **1. Decide if your freight is going in advance to the warehouse or to arrive on-site during set-up**

*Advantages to advance (warehouse) shipping:*

- a. Your freight is off-loaded first and should be in your booth when you arrive.
- b. You can have assurance of knowing your freight has arrived at its destination by calling the warehouse in advance.

*Advantages to on-site shipping:*

- a. You can see your shipment off-loaded, as on-site freight shipments usually arrive after exhibitors are allowed hall entry.
- b. For fragile equipment, unboxed and uncrated, handling is minimal.

Please be sure to send shipments with a certified Bill of Lading specifying accurate weight and the total number of pieces.

#### **2. Decide if your freight is going ground or air.**

- a. You may need air service if your shipping "window" is short
- b. If your shipment is ground, use a professional shipper! You have a choice of overnight package delivery services, major van-line service or common carrier trucking firms. In making your decision, realize that most overnight services will not wait if there is a line to drop-off freight at the docks. They will leave and return later or the next day. So, if you need your freight "first thing" this may not be your best choice.
- c. Please be sure to send shipments with a certified Bill of Lading specifying accurate weight and the total number of pieces.



- 3. Be certain that your personnel who will be supervising set-up of your booth have copies of the shipping paperwork, especially:**
  - a. Name of the shipping firm with evening and weekend contact information
  - b. Number on the shipping bill and appropriate tracking numbers / information
  - c. How much freight is expected, in pieces and pounds
  - d. List of contents in crates/boxes, and instructions for assembly or display
  - e. Name and phone number of person who scheduled the shipment of materials
  
- 4. Be sure to make outbound shipping arrangements with the carrier of your choice. If no carrier is chosen or if your carrier does not check in by the assigned time, it will be necessary for Show Management and the General Contractor to ship your freight on the carrier of our choice at prevailing higher rates.**

# **HOUSING & TRAVEL**

## **HOTEL ACCOMMODATIONS**

Par Avion is the official travel agent for BE New York / IECSC New York.

IBS New York / IECSC and Par Avion have made special arrangements for housing with a number of hotel facilities. For your convenience, they have been selected based on competitive pricing, reputation, and proximity to the event site.

Please use the Housing Form located in the Travel section of the manual or contact our travel services company Par Avion

### **IBS New York**

866-364-9514 (US & Canada) or 310-590-4735 (International) or  
<https://www.ibsnewyork.com/ibsnewyorkcom/hotel-and-travel>

### **IECSC New York**

866-364-9510 (US & Canada) or 310-590-4731 (International) or  
<https://www.iecscnewyork.com/iecscnewyorkcom/hotel-travel>

When making reservations, inform Par Avion that you are participant at IBS / IECSC to qualify for our low convention rates

We urge you to reserve early so you can take advantage of these special discount show rates at your preferred hotel.

**Reservations are subject to availability.**

## **AIR TRAVEL & CAR RENTAL:**

For air travel or car rental please contact our travel services company, Par Avion through the above listed numbers or website addresses.

## **PUBLIC PARKING & DIRECTIONS:**

Refer to the Javits tool kit located in the Building Contractors section of the manual.