

Data Universe is a comprehensive new data and AI event that's gathering the full ecosystem together in the Big Apple, April 10-11, 2024. Created for data practitioners, business leaders, and executives, this two-day conference + expo + networking event brings it all together, exploring every facet of the data revolution.

For assistance, please contact our Customer Service Team at 1-800-257-3626. They are available Monday through Friday from 8:30 AM – 5:30 PM EST.

Click on the [Vendor Forms](#) section of the Exhibitor Manual to review all approved vendors for Data Universe 2024.

DATA UNIVERSE SAFETY, SECURITY & WELLNESS

Please visit the following link for information on Safety, Security & Wellness at our events:
<https://www.datauniverseevent.com/en-us/about/safety-security-wellness.html>

SHOW LOCATION

NORTH JAVITS

445 11th Avenue at 38th Street
New York, NY 10001

*Address for move-in and move-out: **369 12th Avenue on 12th and 40th.**

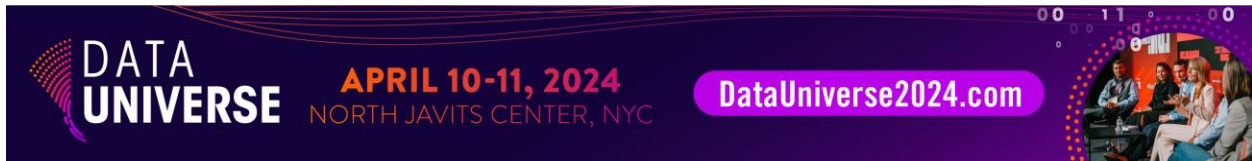
SHOW SCHEDULE

FREEMAN is the official general service contractor for Data Universe and will maintain an Exhibitor Service Center during set-up, show days and dismantling. All inquiries regarding booth services and orders should be made at the Exhibitor Service desks, including booth furnishings, labor, freight, utilities, and special show services. Exhibitors who have ordered labor are asked to check-in at this desk when they are ready to install their exhibits. The person in charge of your exhibit should carefully inspect and 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 issues.

******Order early to take advantage of advanced order discount rates, place your order by Tuesday, March 19, 2024.******

EXHIBITOR SERVICE CENTER HOURS – staff will be available at the **FREEMAN** Exhibitor Service Center as follows:

Tuesday, April 9, 2024	9:00 AM – 4:30 PM
Wednesday, April 10, 2024	8:00 AM – 6:00 PM
Thursday, April 11, 2024	8:00 AM – 8:00 PM
Friday, April 12, 2024	8:00 AM – 4:30 PM



MOVE-IN + SET-UP HOURS

HALL 3 EXHIBITORS

Tuesday, April 9, 2024 9:00 AM – 4:30 PM

OVERTIME CHARGES APPLY to any work performed before 8:00 AM and after 5:00 PM on weekdays and anytime Saturday, Sunday and Holidays.

NOTE: Permission to erect booth space will be withheld from any company who has not submitted full payment of their exhibitor space rental fee or advertising/sponsorship fees.

It is highly recommended that you ship your freight in advance to the warehouse, as warehouse freight is delivered to the show floor first. Show site shipments are unloaded on a first-come-first-serve-basis.

If you require utilities (electric, telephone, internet, etc.), your carpet cannot be installed until the utilities have been installed. Exhibitors are reminded that during move-in, display materials and products will be allowed to enter the Javits Center via loading docks and designated entrances **ONLY**.

Any booth not occupied by **3:00 PM, TUESDAY, APRIL 9, 2024**, will be presumed abandoned. If there is freight in the booth and Show Management believes the exhibitor will be arriving late, the General Contractor will set up the display to the best of their ability with the information available at the expense of the exhibitor. If there is no freight in the booth and/or Show Management believes the exhibitor will not participate in the show, the booth will be reassigned. Exhibitors arriving after this time will be given space available and may incur additional costs. **ALL EXHIBITS MUST BE COMPLETELY SET BY 5:00 PM, TUESDAY, APRIL 9, 2024**. Absolutely no shipment, equipment or material may be brought onto the show floor during show hours.

Removal of excess trash or debris in the aisles **AFTER 6:00 PM, TUESDAY, APRIL 9, 2024** will be billed to the exhibitor(s) responsible for creating such excess trash or debris. The Fire Marshal will not permit the show to open if there are any boxes, cartons, visqueen, packing material, etc. in the aisles.

SHOW DATES + HOURS:

Badged exhibitors will have access to the Exhibit Hall at 8:00 AM each morning.

Wednesday, April 10, 2024 9:00 AM – 6:00 PM

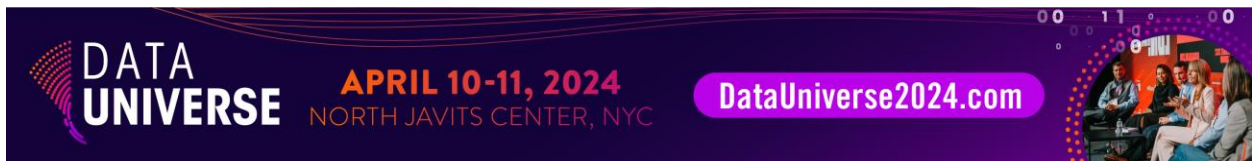
Thursday, April 11, 2024 9:00 AM – 5:00 PM

*****All exhibits must remain fully intact until the official close of the show*****

DISMANTLE + MOVE-OUT HOURS:

Thursday, April 11, 2024 5:00 PM – 10:00 PM

Friday, April 12, 2024 8:00 AM – 4:30 PM



DISMANTLE + MOVE-OUT INFORMATION

FREEMAN will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor OR plastic covering has been laid in the aisles.

All exhibitor material must be removed from the exhibit facility by **FRIDAY, APRIL 12, 2024 at 4:30 PM.**

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **FRIDAY, APRIL 12, 2024 at 12:00 PM.** In the event your selected carrier fails to show prior to this deadline, FREEMAN reserves the right to re-route your freight onto another carrier of their choosing at the expense of the exhibitor.

DO NOT leave material in your booth unlabeled at any time – it may be presumed to be abandoned and mistaken for trash.

Clear out your booth. Any excessive materials left in the booth at the end of the event will be considered trash. Note that any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-out.

SHOW INFORMATION: A-Z GUIDE

AGE RESTRICTIONS

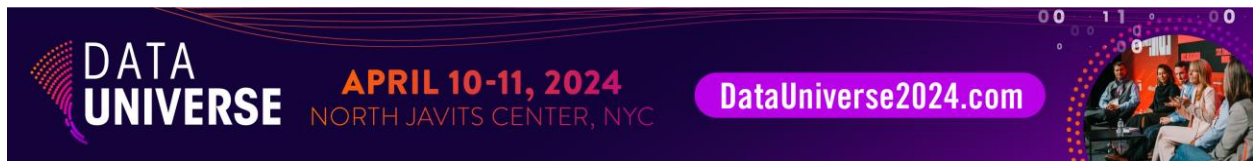
In accordance with display rules and regulations and security measures, **no one under the age of 18 will be admitted into the exhibit hall during move-in, move-out, or show days.** There will be no exceptions.

ANIMALS

Trained service animals for persons with disabilities are permitted as described in the “Animals” section of the Center’s website located [here](#). No other animals are permitted in the Center except as part of an approved exhibit, activity or performance legitimately requiring the use of animals. Event managers must obtain necessary permits and comply with all relevant laws (including, but not limited to, the NYS prohibition of animal fighting). If approved by the Center, animals must be on a leash, within a pen or under similar control at all times. The owner takes full responsibility of his/her animal.

AUDIO VISUAL

The official audio/visual service contractor of DATA UNIVERSE is **METRO AV**. Orders can be placed using these [forms](#).



BICYCLES, HOVERBOARDS AND ROLLERBLADES

The riding of bicycles, hoverboards and the user of rollerblades and “heelys” (sneakers with embedded wheels) are prohibited at all times in the Javits Center.

BOOTH CLEANING

Cleaning crews will be provided for general exhibit hall clean up, including aisles, each day before the opening of the show and during show hours. FREEMAN Cleaners vacuum and sweep all carpeting, empty waste baskets and supply and handle containers for removing hazardous wastes. Cleaners are represented by the International Brotherhood of Teamsters, Local 237. Exhibitors may clean and wipe down their products and display merchandise and parts of their exhibit not installed by other Javits labor. If you need cleaning services in your booth (vacuuming, shampooing, trash removal), you can order these services from [FREEMAN by visiting their online portal](#).

BOOTH DETAILS

Booth equipment

Each 10' x 10' booth will be set with a 3M hardwall structure with graphics, 1M cabinet (graphics not included), black carpet, clear plexi side wall, oval logo ID sign, one 42"H x 36"W Soho bistro table, two Limerick® stools by Herman Miller and one 500 watt electrical outlet.

Each 10' x 20' booth will be set with a 6M hardwall structure with graphics, 1M cabinet (graphics not included), black carpet, clear plexi side wall, oval logo ID sign, two 42"H x 36"W Soho bistro tables, four Limerick® stools by Herman Miller and one 500 watt electrical outlet.

20' x 20' Hardwall options also available. Refer to your Sales Representative for available options.

Exhibit hall carpet

The booths will be carpeted in black. The aisles will be carpeted in tuxedo.

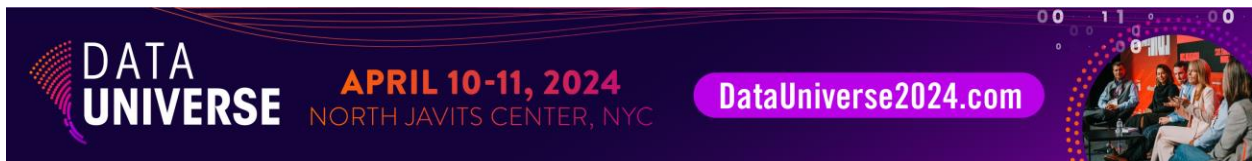
BOOTH FURNISHINGS

Additional or upgraded booth equipment, services and furnishings are available through the Official General Contractor, FREEMAN. Please refer to the [FREEMAN ONLINE](#) section of this manual for the form and discount pricing cut-off date. Please be sure to indicate your booth number on all forms.

FREEMAN will maintain staff on-site at the Exhibitor Service Center located in Hall 3.

BUSINESS CENTER / FEDEX

The [FEDEX Business Center](#) is located on level two in the Javits Center. They offer Copy, Fax, and Scan services, advance orders can be placed via email (a credit card must be placed on file). Office supplies and sundries are also available at the counter. The hours are 9:00 AM – 5:00 PM Monday through Friday.



CATERING

CULTIVATED has the exclusive rights to all catering in the facility.

CENTER ACCESSIBILITY

The Javits Center has sidewalk ramps, automatic doors at street level, restrooms and elevators accessible for persons with mobility impairments.

A limited number of wheelchairs are available at no fee. The Javits Center can also assist patrons wishing to rent motorized wheelchairs. Please call the Javits Center Command Center at (212) 216-2196 before you arrive for information on reserving or renting a wheelchair.

While no public parking is available on-site, a limited number of spaces can be made available for customers with a valid Parking Permit for People with Disabilities issued by a government authority. Please call (212) 216-2344 for information and reservations.

COAT AND BAGGAGE CHECK

The Javits Center operates a coat check open to all exhibitors and attendees. It's located on the street level of North Javits next to the elevators. There is a small fee of \$4 per item to check items.

COPYRIGHTED MUSIC

If any copyrighted music is to be played in your booth, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner. The licensing requirements include the playing of live, as well as recorded music (records, tapes, compact discs, etc.) and also include music, whether it is the essence of the presentation or is only used as background, on a videotape or other presentation.

The proper license must be posted in your booth and available for inspection at the request of Show Management or properly authorized agents of ASCAP or BMI. We also advise you to contact these agencies as listed below to acquire the proper licenses:

ASCAP Licensing Dept.
1 Lincoln Plaza
New York, NY 10023
Tel: (212) 621-6000

BMI (Broadcast Music, Inc.)
10 Music Square East
Nashville, TN 37203-4399
Tel: (800) 925-8451, (615) 401-2000

Adherence to these federally mandated copyright licensing laws is of critical importance. Failure to do so is both a violation of federal copyright law, and a breach of your contract for exhibit space for the show.



CRATE REMOVAL, STORAGE + RETURN

Empty crates, shipping containers, cardboard boxes, etc. marked with “**EMPTY STICKERS**” will be removed to storage and returned to your booth at the end of the show by our floor crew at no additional charge, provided you have used material handling services for the delivery of your booth. Do not store merchandise in crates or cartons marked for empty storage or behind booths- this is prohibited due to Fire Regulations in the building. “**EMPTY STICKERS**” can be acquired from the FREEMAN desk located at the Exhibitor Service Center. Please label your materials as soon as they are ready to be removed. We ask your cooperation in this important matter so that we can clean the aisles and install aisle carpet.

CUSTOMS BROKER + INTERNATIONAL SHIPPING

PIBL is the official provider of international shipping, customs brokerage, freight forwarding and related services of DATA UNIVERSE. All merchandise imported into the United States requires Custom House Clearance prior to release from any USA port or airport. It is the sole responsibility of the exhibitor to adhere to customs and international guidelines. The exhibitor must insure that all documents are valid and complete, and procedures are followed correctly.

Show management will not be held liable for freight held up due to customs issues, duty payments or any other problems related to inbound and outbound international shipments. Visit the [Vendor Forms & Guidelines](#) section for more information.

DISPLAY RULES + REGULATIONS

Visit the [DISPLAY RULES + REGULATIONS](#) section of this manual for more information.

ELECTRICITY + LIGHTING

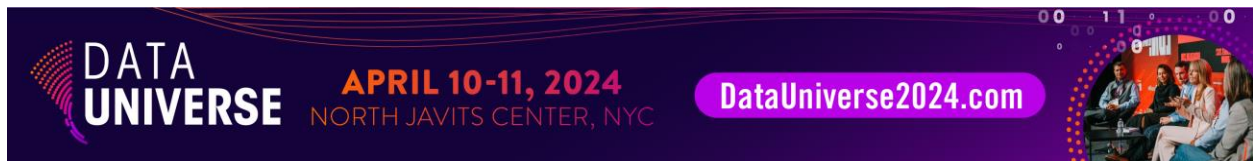
All electrical work will be done exclusively by the Javits Center. You may order electrical via the Javits' Exhibitor Services portal called [JAKE](#).

Electrical Labor is required for:

- All under carpet distribution of electrical wiring
- All facility overhead distribution of electrical wiring
- All motor and equipment hook-ups requiring hard wiring connections
- Installation and repair of electrical fixtures
- Installation of electrical motors and electrical apparatus

Electrical Work Exhibitors May Do Themselves:

- Exhibitors may plug in their own devices and equipment for properly ordered 110 volt electrical service of 1500 watts or less
- Connect modems, printers, computers and keyboards
- Test and tune their own equipment
- Run their own communications cable between machines in the same booth above the booth carpet
- Install and dismantle their own lights in booths 100 square feet or less without the use of tools or ladders – provided that the service is for no more than 500 watts



- Connect up to eight (8) pieces of computer and/or telecommunications equipment to cables run by electricians.

For safety and conservation reasons, Javits Center will now enforce the following requirements of their existing 24-hour show power policy:

- All exhibit power shall be shut off no later than (1) hour after trade shows conventions or event closing and will not be turned on until 7:00 AM the following morning.
- In cases where exhibits require 24-hour power, that power source must be limited to the size outlet ordered by the exhibitor.

ELEVATORS + ESCALATORS

All large and heavy equipment should be transported using the freight elevator. No equipment may be transported on escalators. This includes items such as easels, chairs, tables, wheelchairs, baby carriages, and other similar devices. Normally, escalators are not operated on move-in or move-out periods. Passenger elevators are not to be used for transporting heavy freight and equipment.

EXCLUSIVE RIGHTS FOR CERTAIN BUSINESS AT JAVITS CENTER

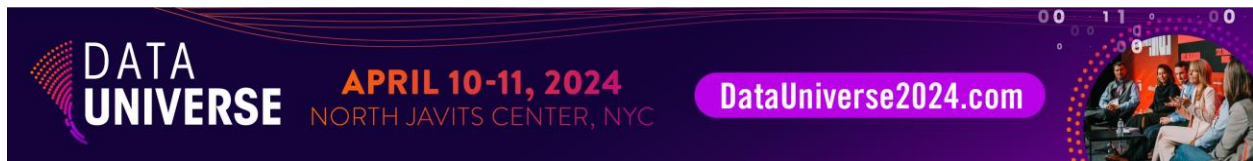
The Javits Center maintains exclusivity for certain services which the Center provides itself and for certain services provided by other companies which have a contract with the center. The following is a list of companies holding the exclusive rights to perform certain services:

- Utility Service (Electric, Plumbing, Telecommunications): Javits Center
- Booth Vacuuming and Porter Service: Javits Center
- Trash Removal from Javits Premises: Javits Contractor
- Sale of Food and Beverage: Cultivated
- Coat and Baggage Check: Cultivated
- Convenience Store: Hudson News
- Medical Service: TransCare
- Advertising in Public Areas of the Center: Javits Center
- Business Center: FedEx

EXHIBITOR PERSONNEL, BADGES, SHOW ACCESS

Exhibitor staff personnel wishing to enter the exhibit floor must wear an Exhibitor badge at all times. Only booth personnel with an Exhibitor badge can enter the exhibition hall prior to Show hours, or those individuals who have made prior arrangements with Show Management for meetings. (Please stop by Show Office on-site to make the proper arrangements if this has not already been so.)

RX Global will furnish Exhibitor with badges, based on their package allotment, for use by Exhibitor's company management, company salesmen, and its distributors, whether domestic or foreign. Additional Exhibitor badges can be purchased through the exhibitor registration portal. Exhibitor badges are NOT to be issued to buyers, source suppliers, ad agencies, importers



/ exporters, consultants, vendors, business agents / managers, and others who wish to gain admittance for the purpose of making contacts or any other purpose.

Exhibitor badges must be worn at all times during Move-In, Show days and Move-Out.

- Misuse of Exhibitor badges is strictly prohibited. Should such a violation occur, the badge will be reclaimed by RX Global, and the wearer will be refused further entry into display areas for the duration of the show
- Exhibitor must staff its booth(s) during all show hours
- Exhibitor personnel are permitted access to booth areas at 8:00 AM on Show days. *For those individuals who still need a badge, one may be obtained at the Registration Counters.*
- Exhibitor's personnel must wear the official Exhibitor badge for admission. Security personnel will refuse entry into display areas to all persons not wearing the official Exhibitor badge.

The official Exhibitor badge is not to be altered in any manner (replaced with business card, company badge or hand-written badge). Any alteration to the Exhibitor badge may result in RX

Global reclaiming the badge and refusing the wearer further entry into the display areas for the duration of the show.

In order for Exhibitor Appointed Contractors (EAC's) to gain admittance into the Hall, Show Management requires each individual to wear a wrist band. For your convenience, wrist bands may be picked up at the Security Command Post. Proper credentials will be required. Only three designated supervisors of approved EAC's, will be issued the necessary credentials. **Please do not give Exhibitor Badges to EAC personnel for security reasons.**

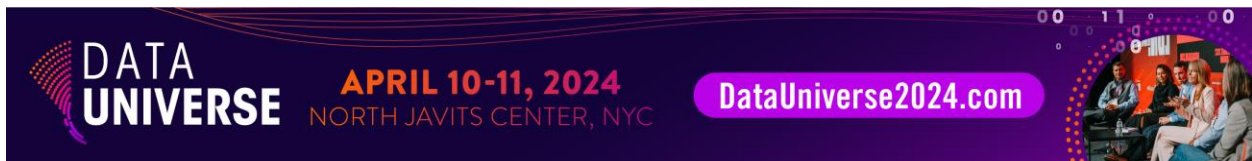
EXHIBITORS WITH SPECIAL REQUESTS

In the interest of fairness to all exhibitors, variances to allowable display heights will not be granted. Exhibitors wanting to discuss special needs for their exhibit should send detailed plans of their proposed display for this approval to their respective sales account executive.

FIRE + SAFETY REGULATIONS

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 Javits (e.g. removal of non-compliant structures, posting of a Fire Watch) at show management'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 **(212) 216-2222** from any phone. Give your name, type of



emergency and exact location of the occurrence. The following are strictly prohibited within Center:

- Open flames without a NYC Fire Dept. Open Flame Permit (Download Open Flame Permit Procedures)
- Displays of fresh cut decorative greens, pine branches, potted pine trees and shrubs, and Spanish moss.
- Spray painting
- Storage or use of butane
- Storage or use of any other flammable liquids or materials except as provided in these Rules.

FLORAL + PLANT RENTAL

SPRING VALLEY FLORAL is the official florist of DATA UNIVERSE. Please refer to the [VENDOR FORMS + GUIDELINES](#) section of this manual for the form. Please be sure to indicate your booth number on all forms.

FREIGHT MOVING EXHIBITORS MAY PERFORM (HAND CARRY POLICY)

The Javits hand carry policy, which is outlined [here](#) under “Freight Moving” is designed to maximize exhibitor move-in/out and minimize traffic congestion. Exhibitors are reminded that the west side of 11th Avenue is officially designated a City bus lane, and vehicles illegally parked will be subject to a fine and/or vehicle towing by the New York City Police Department (NYPD).

HOTEL + TRAVEL DISCOUNTS

DATA UNIVERSE has a list of nearby hotels listed here: <https://www.datauniverseevent.com/en-us/travel-and-info/book-hotel.html>

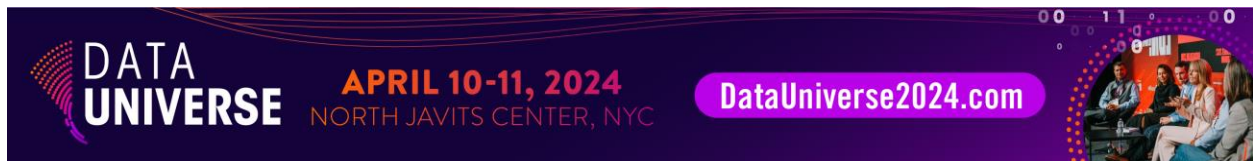
LABOR ORDERS

Please make arrangements for the dismantling of your booth.

LABOR REGULATIONS FOR NON-TURNKEY BOOTH BUILDS

New York City has several major unions that have jurisdiction over trade shows. Please plan now to abide by labor regulations. **FREEMAN** is the official labor contractor. Labor arrangements may be made to set-up, service and dismantle your exhibit. Information regarding labor jurisdiction can be found in the [FREEMAN ONLINE](#) section of this manual. If you have any further questions or would like a quote for labor services, you may contact **FREEMAN** directly at (888) 508-5054. There are 3 distinct ways a booth can be set-up and dismantled.

1. Hire **FREEMAN** labor
2. Hire an Exhibitor Appointed Contractor (EAC).
Exhibitors using contractors other than **FREEMAN** for labor and/or supervision must return email DataUniverse@EACMgmt.com by **March 19, 2024**. **NO EXCEPTIONS CAN BE**



MADE AFTER THIS DATE. EAC's must meet specified requirements & must also be registered with the Javits Center.

3. If you plan to set up your own booth:

Exhibitor is required to have with a Certificate of Insurance which names Reed Exhibitions and others (see the Certificate of Insurance sample in EXHIBITOR APPOINTED CONTRACTOR section of this on-line Exhibitor Manual) as an additional insured as well as documentation of full-time employee status such as paycheck stub or health insurance card. If you cannot produce the required documentation, the personnel without the required documentation will have to vacate the premises and you will need to hire labor from the General Contractor.

Examples of individuals **NOT ELIGIBLE** to perform booth set up and dismantle are: MANUFACTURERS REPRESENTATIVES, DISTRIBUTORS, SPOUSES, RELATIVES, and TEMPORARY OR DAY LABOR AND PART TIME EMPLOYEES OF ANY TYPE.

Floor Managers and Insurance Safety personnel will be on hand to check for adherence to the booth set up and dismantle guidelines. The safety of all people on the show floor is a prime concern to everyone. People without the proper documentation will be asked to leave the show floor.

LIABILITY AND INSURANCE

Exhibitors are advised to see that their regular company insurance includes coverage outside of company premises and that they have their own theft, public liability and property damage insurance. Show Management and its contractors will not be responsible for injury or damage that may occur to an exhibitor or his/her employees or agents, nor to the safety of any exhibit or other property against theft, fire, accident, or any other destructive causes. Please review the space contract for details.

If you are not insured but would like to be for this particular event, we have contracted with **Risk Strategies**. Please refer to the [Vendor Forms + Guidelines](#) section of this manual for contact information.

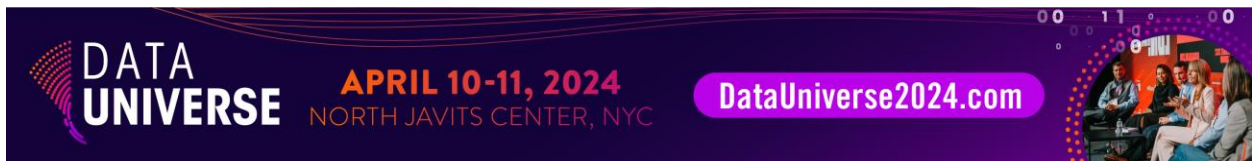
LOST + FOUND

Please stop by the Data Universe Show Office if you have any missing items. Lost & Found at the Javits Center is open Monday – Friday from 8:00 AM – 7:00 PM. The phone number is (212) 216-2344. The Public Safety Division keeps lost items (post-show) for 30 days and lost valuables for up to three months.

MATERIAL HANDLING AGREEMENTS + SHIPPING INFORMATION

All freight that is to be shipped from the Javits Center must be accompanied by a Material Handling Agreement (MHA) unless you have small pieces which you intend to hand carry.

All pieces must also be labeled with the booth name and number, as well as destination. Material Handling Agreements may be obtained from **FREEMAN** at the Exhibitor Service Center in Hall 3.



You must have your exhibit completely dismantled and packed before returning your completed Material Handling Agreement (MHA) to the **FREEMAN** Service Desk.

FREEMAN is the exclusive material handling provider on the exhibit floor. They will receive all shipments whether consigned in advance to their warehouse or sent directly to the Javits Center. Material Handling includes return of your empty cartons and crates at the close of the show. [Please refer to the section of the online manual for more details.](#) **FREEMAN** will maintain staff on-site at the Exhibitor Service Center located in Hall 3.

MEDICAL + FIRST AID

If you are hurt or need to report an injury/illness, please reach out to a staff member or call (212) 216-2222 and we'll get you to the EMT on-site.

- The Javits Center has 22 portable defibrillators strategically placed around the Center. The Public Safety Department has been trained in the proper use of defibrillators should such an emergency occur.
- In case of cardiac arrest, or other serious emergency such as a fire, call the Command Center at (212) 216-2222. Do not call 911. Give your name, type of emergency and the exact location of the incident (be as specific as possible).

MEETINGS IN YOUR BOOTH

If you plan to use your booth to conduct meetings before or after official show hours, you must obtain an EARLY OR LATE access form from the on-site Show Management Office the day prior to your meeting. Authorization will not be granted for a pre-show appointment on the day of request.

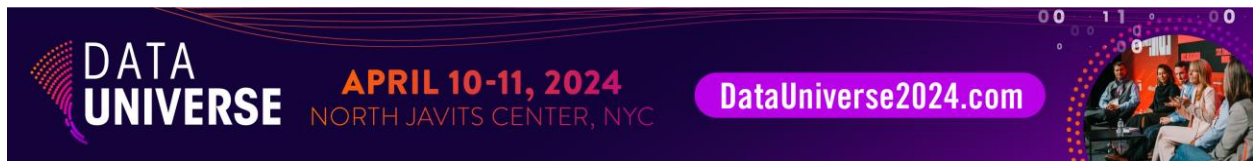
Early OR Late access form will include the following information:

1. The exhibiting company and booth number
2. The non-exhibitor personnel visiting the booth
3. The time and date of the meeting
4. The name of the exhibitor who will meet the non-exhibitor personnel at the entrance to the show, and escort them directly to the booth.
5. Access to the floor during non-show hours will be denied unless Show Management receives this written request in advance.

PLEASE NOTE: All attendees and booth personnel must have a DATA UNIVERSE show badge to enter the exhibit hall.

PHOTOGRAPHY

Oscar & Associates is the official photographer of Data Universe 2024. Please refer to their order form under the [Vendor Forms + Guidelines](#) section of this manual for order information. **NO PHOTOGRAPHY OR VIDEOTAPING IS PERMITTED (EXCEPT BY THOSE WEARING VALID VISION EXPO EAST PRESS BADGES).** SURVEILLANCE CAMERAS ARE IN USE 24/7.



PRIVATELY OWNED VEHICLES (POV)

Defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use and no larger than a Ford Econoline Van. Vehicles containing more than 300 lbs of materials, straight trucks, bobtail, contract carries and vehicles with trailers are NOT considered POVs.

- **Box trucks, cube trucks, U-Haul trucks, Ryder trucks, and other large rental vans, as well as any trailers hitched to any vehicle are not permitted in the self-service hand-carry unloading area at 369 12th Avenue on 12th and 40th.**
- **Please read regulations on [Hand Carry Policies](#) at the Javits**

SECURITY

Show Management will provide uniformed guards along the perimeter of the exhibit floor on a 24-hour basis during the entire period of the show (including installation and dismantle). Every reasonable effort will be made to prevent losses, however the final responsibility lies with the exhibitor. If you have items in your booth that are vulnerable to theft, please contact **Citadel Security** via the [Vendor Forms + Guidelines](#) to make specific arrangements for your booth.

SHIPPING

Refer to the [FREEMAN ONLINE](#) section of this manual for information on your shipping options.

SMOKING POLICY

The Javits Center maintains a smoke-free campus. Smoking and vaping are prohibited anywhere on Javits Center property, including the inner roadway and Javits-owned sidewalks.

TELEPHONE SERVICES + INTERNET LINES

The Javits Center handles all telecommunication services including internet lines and wireless connections. For more information, please refer to the [Vendor Forms + Guidelines](#) section, of this manual. The Javits Center will maintain a full staff on-site at the Exhibitor Service Center.

BASIC SECURITY RECOMMENDATIONS

By now you should have arranged for insurance coverage to protect your exhibit and product against damage or loss from the time it leaves your premises until it returns.

Show Management is very security conscious. We go to great lengths to provide a safe and secure environment, where exhibitors and attendees can transact their business without distraction.

BASIC SECURITY MEASURES:

Among the Show's basic security arrangements are the following:

- **Citadel Security** Uniformed guards will be stationed at entrances and exits 24 hours a day and will patrol the exhibit floor during non-show hours
- Private guards may be hired from **Citadel Security**



WHAT EXHIBITORS CAN DO TO ENHANCE SECURITY:

- Exhibitor personnel must wear official Show Exhibitor badges at all times during move-in, show days and move-out. Please do not give Exhibitor Badges to anyone other than your full time employees and remove all badges from the building when you leave on your last day there. Badges left behind are often abused by unauthorized personnel so do not leave them in your booth or discard on the floor
- At the close of business each day, cover all display tables. This establishes a barrier to curiosity seekers and other would-be thieves from selecting such items to steal at a later time
- Place your wastebasket along the aisle at the end of each day to facilitate trash removal
Immediately report to security or Show Management, the presence of any unauthorized visitors, or suspicious activity on the show floor.
- Unpack product as close to the Show opening as possible. At the close of the Show, we suggest that you stay at your booth until these valuables are repacked
- Treat especially valuable goods such as prototypes as irreplaceable. If they truly are one-of-a-kind, hire your own security guard. ***Under no circumstances*** should such goods ever be left unattended. Plasma Screens & Flat Screens, DVD's, televisions, laptops, and other electronic devices are particularly vulnerable to theft. Remove tapes or discs at night and store them in a safe place. Keep close tabs on personal items (cell phones, purses, laptops, briefcases, etc.)
- Do not put articles of any value in a container marked "EMPTY STORAGE", or behind booth
- Shipping cartons should not identify contents. Use coded labels.
- Give special considerations to prototypes, irreplaceable and highly valuable articles, or other sensitive items
- Be sure to send copies of Shipping Information, including all tracking numbers with your set-up people so that they know how many pieces should arrive.
- Booth staffing plans should take the following into consideration:
 - o Who will be at the booth during set-up and dismantling?
 - o Will an inventory list be available to check complete delivery during set-up and complete shipment after dismantling?
 - o Will you need a private guard?
 - o Does everyone concerned know that nothing of value should be left in containers labeled "EMPTY"?
 - o Things to consider in preparing your booth duty roster:
 - Will someone be on duty at least a half-hour before the show opens? And until show is closed for the day? Will you schedule rotation to cover lunch breaks, etc?
- All of your booth personnel should be advised to wear official show badges at all times as a security measure.
- DO NOT leave laptop, purses, cell phones, cameras, blackberry's, etc unattended



ONE FINAL WORD ABOUT SECURITY:

The best security available is still inadequate and losses will occur, if exhibitors leave merchandise, especially valuable merchandise; unsecured in their booth overnight. Please secure all such merchandise at all times during the non-show hours.

Items particularly vulnerable to pilferage include DVD Players, monitors, personal computers and all small items of personal value. We strongly urge that these items not be left unsupervised.

We can assume no responsibility or liability for loss, damage or theft. That responsibility is yours, and we therefore recommend that you provide your own insurance coverage against all contingencies.

DATA UNIVERSE closes at 5:00 PM on Thursday, April 11th . Other than aisle carpet personnel, labor will not be admitted to the Show floor until 6:00 PM. **Secure all valuables immediately!**

- Pack and label product and remove them, or hire Security until you can secure them properly. It is essential that exhibitor personnel remain in their exhibit areas until their display materials are secured. All small articles which can be easily picked up should be securely packed before you leave your booth after the Show closes at **5:00 PM**.
- Remember, during teardown, stay with your exhibit until your empty cartons are delivered and your goods are packed, sealed and properly labeled.
- Do not leave material in your booth unlabeled at any time during move-out because many things could happen: it may be presumed abandoned; mistaken for trash; or one of your neighboring booths might label it in error!
- At the close of the show please be sure to secure all electronic equipment especially plasma screens, flat screens, laptops, and any electronic equipment.

DO NOT LEAVE YOUR BOOTH UNATTENDED UNTIL YOUR MERCHANDISE IS SECURE!

Our objective is to make your show experience as worthwhile as it can be. Adhering to these simple security recommendations will go a long way to ensure your success! Do not leave material in your booth unattended at any time during move-out because many things could happen: it may be presumed abandoned; mistaken for trash; or one of your neighboring booths might label it in error! At the close of the show please be sure to secure all electronic equipment especially plasma screens, flat screens, laptops, and any electronic equipment.