



## Material World New York

Jacob K. Javits Convention Center  
September 25-27, 2007

### **Welcome to New York and the Material World New York Show.**

We are pleased that CSI has been selected as your Official General Contractor. Our goal is to help make sure your show participation is a success.

As the Official Service Contractor for this exposition, we are enclosing various equipment rental and service order forms for your information and use. In addition to the CSI Worldwide forms, you may find forms enclosed for services performed by the Venue or other suppliers. Please give special attention to see that forms and payments are directed to the address indicated on each order form. Some services may NOT be provided by CSI Worldwide.

Please review our payment policy carefully. As a reminder, CSI requires payment in full at the time you place your order, along with a credit card charge authorization. This may be used to cover items such as labor and freight handling not included with your initial payment.

**Take advantage of our substantial price discounts!** Just return your order with payment by the discount price deadline(s) on the order forms and use the lower price.

Please contact us at CSI with questions. If you have a special request, just call! We will do our best to provide you with all your show needs and appreciate the opportunity to serve you.

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### Official General Contractor

CSI Worldwide  
16 Plaza Place  
Bronx, NY 10465

Phone: (718) 931-2088  
Fax: (718) 931-2888

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### Show Information

Aisle Carpet Color: Gray

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### Material World Booth Package

Booth Size: 10' x 10'  
Standard Fabric & Sourcing  
Comprehensive Fabric & Sourcing  
Accessories  
Technology Full Space  
Limited Space  
Pipe and Drape

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### Production Timeline

*Be sure to check all order forms for **additional** deadlines.*

|                               |        |           |   |
|-------------------------------|--------|-----------|---|
| <b>Discount Deadline</b>      | Mon.   | 9/04/2007 | Choosing Booth Package Accessories                              |
|                               | Mon.   | 9/10/2007 | Orders received with payment 14 days prior to exhibitor move-in |
| <b>Advance Shipments</b>      | Mon.   | 8/20/2007 | May begin arriving at Warehouse                                 |
|                               | Mon.   | 9/17/2007 | Last day to arrive at Warehouse without surcharges              |
| <b>Exhibitor Installation</b> | Sun.   | 9/23/2007 | 12:30 PM - 4:30 PM  |
|                               | Mon.   | 9/24/2007 | 8:00 AM - 6:30 PM   |
| <b>Show Hours</b>             | Tues.  | 9/25/2007 | 9:30 AM - 5:30 PM   |
|                               | Wed.   | 9/26/2007 | 9:30 AM - 5:30 PM   |
|                               | Thurs. | 9/27/2007 | 9:30 AM - 3:30 PM   |
| <b>Dismantle</b>              | Thurs. | 9/27/2007 | 3:31 PM - 7:30 PM   |



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### Shipping Addresses

#### **Advance Shipments to Warehouse**

Material World New York  
c/o CSI Worldwide  
Roadway Express  
1313 Grand Street  
Brooklyn, NY 11211

#### **Direct Shipments to Show Site**

Material Work New York  
c/o CSI Worldwide  
Jacob K. Javits Convention Center  
39th Street, Between 11th & 12th Avenue  
New York, NY 10001

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### Service Center

CSI is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture and Freight Handling.

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### Union Information

To assist you in planning your participation in your New York area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

#### **Teamsters, Hilo Operators, Helper/Checkers**

Teamsters handle freight at the exhibit hall. They unload trucks or vehicles and deliver freight to exhibitor's booths. They also provide rigging of machinery, moving services and spotting machinery in booths. Customarily, this service must be ordered as needed at the exhibitor's expense.

#### **Journeyman and Apprentices**

Journeyman and Apprentices handle the erection and dismantling of all display and exhibit booths. This includes all display work as well as crating and uncrating of machinery and equipment. Journeyman handle installation of drape background, table skirting and other items of a decorative nature. Journeyman install all carpeting and floor coverings, either rental and/or exhibitor owned. Apprentices deliver furniture and floor covering.

#### **Electrical Union**

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to outlets and installing signs or headers that are lighted, unless they are permanently a part of the exhibit backwall. Exhibitors and their full time personnel will be able to screw their own light bulbs in any of the fixtures in their booths, with the exception of neon. Exhibitors and their full-time personnel will be able to assemble and install lights in their exhibits, as long as they are products made by their company, and as long as those fixtures will not be energized.

#### **What Can Exhibitors Do Without Union Personnel?**

Contrary to popular belief, exhibitors are allowed to do some work within the privacy of their own booths. This guide should help. Any exhibitor or his full time employees may set up and take down "pop-up" displays, provided they are no longer than 10 feet, and can be handled by one person using no tools and completing the job within 1/2 hour. Exhibitors are allowed to unpack and repack their own product (if in cartons, not cases or crates). They can carry into their booth merchandise that one person can hand carry in. This does not mean that if an exhibitor has 50 cartons in a truck, he can make 50 trips to his booth. Exhibitors are allowed to do the technical work to their machines, such as balancing, programming, cleaning of machines, etc.

#### **Flameproofing**

Table coverings as well as booth equipment must be made of non-flammable material. All decorative materials must be fire resistant and in accord with the standards established by the National Board of Fire Underwriters. Certificates attesting to the fact that all materials referred to above have been flameproofed in accordance with Section C-19-161.1 must be notarized and submitted upon request. Flameproofing which is not in accordance with the New York City Administrative Code is a violation and unacceptable.

#### **Gratuities**

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts of any kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.