



EXHIBITOR OPERATING SCHEDULE

EXHIBIT HALL INFORMATION

Jacob K. Javits Convention Center

Hall Location: 3A and 3B

Street Address: **The Corner of 39th St. and 12th Ave., New York, NY 10001**

Direct Shipping Address: **Exhibiting Company Name, PPE 2007, Booth #, c/o Freeman Decorating Company, Jacob K. Javits Convention Center, The Corner of 39th St. and 12th Ave., New York, NY 10001**

EXPO MOVE-IN DAYS & HOURS

Sunday, October 19	8:00 a.m. – 4:00 p.m.	(BY APPOINTMENT ONLY*)
Monday, October 20	8:00 a.m. - 4:30 p.m.	(SEE TARGET TIMES ON PLAN**)
Tuesday, October 21	8:00 a.m. - 4:30 p.m.	
Wednesday, October 22	8:00 a.m. to 4:30 p.m.	

The hours above indicate the times which exhibitors have access to the exhibit hall. Exhibitors are permitted to work after 4:30p.m. each night on an exit only basis until 7:00p.m. This means once you exit the exhibit hall, you will not be permitted re-admittance without prior approval of Show Management. No one under 18 years of age will be permitted onto the exhibit floor during move-in and move-out.

VERY IMPORTANT: All crates and cartons must be emptied and labeled for storage by 4:00p.m. on Wednesday, October 22nd and booths should be ready for inspection by Show Management. All exhibitors must be off the show floor at this time, and do not need to be present for booth inspection.

EXPO DAYS & HOURS

Thursday, October 23	9:00 a.m. – 10:00 a.m. 10:00a.m. to 5:00p.m.	Gold Expo Pass Attendee Opening Exhibit Hall Open
Friday, October 24	9:00a.m. to 10:00a.m. 10:00a.m. to 5:00p.m.	Gold Expo Pass Attendee Opening Exhibit Hall Open
Saturday, October 25	10:00a.m. to 4:00p.m.	Exhibit Hall Open

EXPO MOVE-OUT DAYS & HOURS

Saturday, October 25	4:01 p.m. to 8:00 p.m.
Sunday, October 26	8:00 a.m. to 12:00 p.m.

All exhibit materials must be removed from the Exhibit hall by 12:00p.m. on Sunday, October 26th or Show Management will have any remaining displays dismantled, packed and shipped at the exhibitor's risk and expense.

* **NOTE:** Exhibitors who wish to take advantage of early move-in on Sunday, must coordinate timing with and receive approval from Diana Thompson of Freeman. Diana can be reached at (201) 998-6444 or diana.thompson@freemanco.com

** **NOTE:** For 2008 a targeted move-in has been schedule. Please reference the shaded floorplan in the General Information Section of this service kit for more details. Should you need to request an off target time, please contact Diana Thompson of Freeman for approval. Diana can be reached at (201) 998-6444 or diana.thompson@freemanco.com