



FB INTERNATIONAL, INC
 116 Lehigh Drive, Fairfield, NJ 07004
 TEL: +1 201 337 1985
 EMAIL: customerservice@fbinternational.net

Jacob K. Javits
 Convention Center
 New York, NY
 July 16 - 17, 2024

**FUNCTIONAL
 FABRIC FAIR**

POWERED BY PERFORMANCEDAYS

NEW YORK

Exhibiting Quick Facts

Deadline to receive Advance Rates:

Furniture and Accessories: June 21, 2024
Graphics: June 14, 2024

See our Additional Order Form for more info

**Booth Package:
 (Examples)**

- 10x10: Veloce Fabric System Structure, 2 LED arm lights*,1 tables, 3 chairs,2 t- racks,1 waste basket, 1 company logo
 - 10x20: Veloce Fabric System Structure, 4 LED arm lights*, 2 tables, 6 chairs, 3 t-racks, 1 waste basket, 1 company logo
 - 10x30: Veloce Fabric System Structure, 6 LED arm lights*, 2 tables, 6 chairs, 3 t-racks, 1 waste basket, 1 company logo
- *Lights only on specific booth indicated on the floor plan; please check with the Show Organizer your booth location*
- Existing building carpet

Carpet Color:

Show Colors:

Backwall - White Fabric Sidewall - White Fabric

*** No form of tape, double sided included, will adhere to the fabric walls. Please contact FB International Inc. for wall hanging options**

Exhibitor Move In:

River Pavilion: Monday, July 15, 2024 from 12:00pm (noon) to 4:00 pm

*** All exhibitors must be fully installed by 4:00pm of Monday, July 15th, 2024**

Show Days:

Tuesday, July 16, 2024	9:00am - 6:00pm
Wednesday, July 17, 2024	9:00am - 5:00pm

Exhibitor Move Out:

Wednesday, July 17, 2024 5:01pm - 8:00pm

*** Empties will be returned approximately 2 hours after the show is closed**

Reroute Freight:

Thursday, July 18, 2024 12:00pm (noon)

*** All exhibitor material must be removed from the facility by 12pm (noon) on Thursday, July 18, 2024. Any remaining material will be brought to the FB International warehouse to await disposition at exhibitor's expense**

Move-Out Note: All carriers must check in by 9am on Thursday, July 18, 2024 to ensure freight is removed by 12:00pm (noon)

FB International Service Desk: Staff will be available for any furniture/booth/shipping/graphic inquiries

Monday, July 15, 2024	12:00pm (noon) - 4:00pm
Tuesday, July 16, 2024	8:00am - 6:00pm
Wednesday, July 17, 2024	8:00am - 8:00pm

Labor Information:

If you are using FB International labor to assist in your Installation/Dismantling of your booth please fill out and submit the Labor Order Form. Please note rates, hours, and instructions reflected on said forms. Exhibitors supervising labor are required to pick up and release labor at the FB International Service Desk

Overtime Charges:

Please be advised that overtime charges for any type of labor will apply anytime after 4:30pm



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Exhibiting Quick Facts

Excessive Trash and Booth Abandonment:

Any materials left in and/or around your booth booth, by the end of the allotted move out time, without shipping labels will be considered abandoned and deemed trash. The exhibitor will be charged accordingly for the removal and disposal of said items. Charges may include dismantle labor, forklift labor, and or dumpster fees.

Advance Warehouse Shipment:

Materials should be shipped to arrive at our warehouse NO LATER THAN July 5, 2024. Freight received after this date will incur a 25% late handling fee. FB International is not liable for any shipment received after July 5, 2024. If you can not keep to the deadline please ship directly to show site.

Functional Fabrics Fair
 (Your company name and booth #
 and amount of pieces)
 FB International Inc.
 116 Lehigh Drive, Fairfield, NJ, 07004

See our Shipping & Drayage form for complete details

Direct Shipment to Facility:

Shipments will be received at the exhibit facility on Monday 15, 2024 between 8am - 2pm

Functional Fabrics Fair
 (your company name and booth #)
 FB International Inc
 c/o
 Jacob K. Javits Convention Center
 369 12th Avenue
 New York, NY 10001

See our Shipping & Dryage form for complete details

*** Please note: Any materials received by FB International are subject to material handling charges and are the exhibitor's responsibility. This applies to all items not ordered through the Official Show Vendors. Please refer to the Material Handling Forms for rates**

Assistance:

We want you to have a successful show. If you are having trouble finding what you need or if we can be of assistance, please email our Customer Service Department at customerservice@fbinternational.net

Remounting of wall graphic:

If you wish to have your existing graphics remounted for the next show, please read the following instructions:

Exhibitors need to send the graphics to our NJ warehouse, within the deadlines of the graphics submission and using the labels made for the material handling.

Exhibitors must advise FB by email, adding a photo of the graphics, the size and position of the graphics on the booth.

The remount process has a fee of \$315.00/each graphic. The charge is including the cost of the frame rental, transportation and installation at the show; please see the related form to fill.

At the end of the show, exhibitors can remove their wall graphics and take them. The frame will belong to FB and needs to be rented each edition.

Exhibitors can visit the service desk on the morning of the last day of the show for help with the removal of the graphics.

Kindly email customerservice@fbinternational.net if you need any further assistance.