



**2024 DATES** | Press: **March 27 & 28** | Public: **March 29-April 7**  
Jacob Javits Convention Center

## **BUILDING RULES & REGULATIONS**

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**These Building Rules and Regulations apply to both Level Three (3) and Level One (1), unless otherwise specified. Show Management reserves the right to determine the appropriateness of exhibit design, structure and layout that is in the best interest of the show and of other exhibitors and attendees.**

**When reviewing floorplans, it is the intention of show management to consider all displays and exhibits on their own individual merit. Also considered is the impact on the movement of show visitors, visibility, egress and access to adjacent exhibits and the overall show.**

### **Set-back and Height Restrictions**

**1. Level Three (3) Exhibits:** All displays, partitions, walls and exhibit materials, must adhere to the following set-backs inclusive of any border egress. All egresses are to remain free and clear of any exhibit materials, raised flooring and/or vehicles.

Within **5** feet of the border the height may not exceed **5** feet\*  
Within **10** feet of the border the height may not exceed **10** feet\*  
Within **15** feet of the border the height may not exceed **15** feet\*  
Within **20** feet of the border the height may not exceed **20** feet\*

The maximum height of any floor display is **20** feet. Within the low ceiling area of the 400 aisle there is a maximum height of 12 feet. Any variances to these height restrictions must be **approved in advance** by Show Management.

Any identification (I.D.) towers within 5-feet of any exhibit border, inclusive of any border egress, **exceeding 10-feet in height** must be **approved in advance** by Show Management.

**2. Level One (1) Exhibits:** All displays, partitions, walls and exhibit material, must adhere to the following set-backs inclusive of any border egress. All egresses are to remain free and clear of any exhibit materials, raised flooring and/or vehicles.

Within **5** feet of the border the height may not exceed **5** feet\*  
Within **10** feet of the border the height may not exceed **10** feet\*

The maximum exhibit height in the 1100-1400 aisles in Hall 1C is **16** feet and in the 1500-1700 aisles the maximum height is **14** feet. Exhibitors should note that there is an acoustical drop ceiling in the 1500 and 1600 aisles.

Any identification (I.D.) towers within 5-feet of any exhibit border, inclusive of any border egress, **exceeding 5-feet in height** must be **approved in advance** by Show Management.

### **Double Deck Booths (Level 3 Only)**

Exhibits with a second level or double deck, will only be approved for Level 3 in booths that are located on the perimeter of the hall. (North, South and West sides) All double deck booths must have advance show management approval along with the required NYC Agency approvals and permits.

\*Show Management may determine any exceptions to these set-backs that are in the best interest of the show and other exhibits.



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### **Walls and Partitions**

- 1.** Any display, partition, wall or exhibit material higher than eight (8') feet supported from the floor or hung from truss or the ceiling, blocking the movement of show visitors and/or site lines may not exceed **60%** of the length of any exhibit border. Should any display, partition, wall or exhibit material be continuous to an adjacent side, the length of each side may be no more than 45% of the total length of each exhibit border unless approved by show management. Any wall, partition or exhibit that is greater than 40% of the length of that side must have one (1) opening that is ten (10) feet wide to allow for the visibility of an adjacent exhibit or be granted a variance by show management. **Outer perimeter exhibit spaces** on the east, south and west sides of 3E and the east, north and west side of 3A and 3B may be excluded with prior approval by Show Management, Javits Center and the Fire Marshal.
- 2.** Exhibitors occupying **outer perimeter exhibit spaces** will be allowed, with prior Show Management, Javits Center and Fire Marshal approvals to construct 20 foot high **outer perimeter walls**, provided that the walls are not nearer than 10-feet from any border, inclusive of egress.
- 3.** Exhibit spaces on the West wall of either level three (3) or level one (1) whose exhibits contain back-walls must have openings for emergency egress **at least every 30 feet** or the approval of Show Management, the Javits Center and the Fire Marshal to do otherwise.
- 4.** All display properties, walls and partitions facing a public area, aisle or adjacent exhibitor must be appropriately finished on that side and all copy or branding be shown on all floor plan elevations for review at floor plan meetings.

### **Raised Flooring**

- 1.** Exhibitors along the west side of level three (3) may not build or extend raised flooring or ramping into the 20-foot egress along the west border of their exhibit space. Booths on the west wall of level 3 having raised flooring must provide ramping or egress at the openings on the west side of their display.
- 2.** Exhibitors with raised flooring are required to provide access ramp(s) that meet ADA Standards. These ramp(s) must be incorporated within the footprint of the booth, not including egress. Ramping is required at a ratio of 1:12. A height increase of 1" requires ramping of 12" to reach that height. The usage of any railings must be contained within the booth and not extend into an aisle or easement.
- 3.** Exhibitors with raised flooring that does not have railings or ramping and is open to public access **MUST CLEARLY INDICATE HEIGHT CHANGES** with either signage, lighting, textured flooring or highly visible materials.
- 4.** Ramping may not extend into any easement. Exhibitors must provide detailed information on the floor heights along with the slope of all ramping and clearly indicate ramping locations on all floor plans submitted for approval.
- 5.** Exhibitors with a shared booth border that has a raised floor must either meet adjacent exhibitor's raised flooring at the same height or end their booths so that there is no safety or tripping hazard. This must be clearly identified on all floor plans and discussed at floor plan meetings.



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### **Hanging Signage**

1. All hanging signs and banners must be submitted in advance for review and approval by show Management. Plans should indicate all dimensions, trim height, and OAH.
2. Hanging signage below 14 feet must adhere to the set-back regulations previously specified and be called out on all floor plans.
3. Hanging corporate ID or Logo signs must be approved in advance by Show Management. All Logo signs must be at least **five (5) feet** from a main aisle and **ten (10) feet** from an adjacent exhibit unless otherwise approved by Show Management.
4. Any signage hanging directly over floor based displays, walls or partitions that might obstruct the visibility of an adjacent exhibit will be required by Show Management to provide an opening between the top of floor based materials and the lowest point of the hanging property. At no time will the complete blockage of an adjacent exhibit be allowed and exhibitor may be required to reduce the length of display to allow for additional visibility.

### **Javits Center Columns and Signs**

1. Exhibitors framing off **building columns within their display** that contain **Fire Hose Valves (FHV) or Fire Extinguishers (FE)** must make sure that they are fully accessible at a minimum width of **five (5) feet**. Exhibitors **MUST** replace all obstructed **FHV, FE** and **EXIT** signage with supplemental graphics of a comparable size and illumination. **All FHV, FE and Exits must be clearly marked.**
2. Exhibitors framing off **building columns located within an aisle** that are not part of their exhibit space must have prior approval from Show Management, the Javits Center and the Fire Marshal to house electrical, sound or lighting materials in these locations. Only hard wall, MIS or stretch fabric will be allowed to mask these columns. Pipe and drape will not be allowed.
3. Exhibitors framing off columns within their displays which have permanently mounted **security cameras**, must submit detailed floor plans and elevations for review and approval. These column covers must not be higher than 16' 4" or 2' feet below each camera and must allow for a minimum clearance of 2 feet on all sides of the camera. The vertical plane of the wall below each camera must not extend more than 18" beyond the edge of the column underneath the camera. Most cameras are mounted at 18' 4" from the floor. A diagram of a typical column and column cover is included with these Rules and Regulations.
4. Permanent Exit Signage of the Javits Center that is obstructed by exhibit display walls, signage or any other exhibit materials, must be replaced with supplemental signage of the same size and type. **All exits must be clearly marked.**



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### **Wall Space on East and West Perimeter Booths Level 3**

- 1.** Exhibitors on the west side must have prior Show Management and Javits approval for the use of any space in this area for either press and/or the public days of the show. OEM's using this space for the public days of the show will incur exhibit space rental fees for the used area. The areas on the east side of level 3 is not approved for usage in 2023.
- 2.** All perimeter space must be enclosed with hard wall structures only and may not be draped at any time.
- 3.** Exhibitors approved in advance to use areas on the west side of level 3 for product or technical usage will have the approved area clearly marked and will be required to contain the area with hard wall structures. Black Drape will be required for any overhead perimeter masking which may be obtained from Freeman.

### **Sound/Lighting and Presentation Requirements (waived during Press Days)**

- 1.** Exhibitors must design all sound and lighting equipment so as to focus the projection of music, presentations and lighting effects within the confines of their exhibit space. The February floor plan meetings will include the presentation of rigging details as it relates to interference with adjacent exhibitors.
- 2.** The show will consider using an industry standard 85 dB as the required sound level and will monitor both the volume and frequency of presentations and if necessary have either reduced if offensive in content, volume or frequency.

### **Definitions**

- 1. Outer Perimeter Exhibit Spaces** – Any exhibit space that borders on the West (back), North (39th Street) and/or South (34th Street) walls of the Javits Center.
- 2. Fire Egress** – Any area designated as an egress that is shaded grey on the Official NYIAS Floor Plan must be kept clear and unobstructed.
- 3. Exhibit Border** – Where an exhibit space abuts or shares a common border with another booth or an aisle.
- 4. Aisle** – Any area required between exhibit spaces and carpeted by Show Management.
- 5. Outer Perimeter Wall** – Any wall and/or partition built parallel to the outer walls of the Javits Convention Center.