



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

# MEETING ROOM REQUIREMENTS

date completed and submitted: \_\_\_\_\_

**BASED ON AVAILABILITY**

room # assigned \_\_\_\_\_

company \_\_\_\_\_

address \_\_\_\_\_

*Use street address only (no P.O. boxes)*

city/state/zip \_\_\_\_\_

contact \_\_\_\_\_ tel \_\_\_\_\_

email \_\_\_\_\_ fax \_\_\_\_\_

on-site contact \_\_\_\_\_ cell \_\_\_\_\_

Event \_\_\_\_\_

Set-up date/time \_\_\_\_\_ # of people \_\_\_\_\_

Meeting date/time \_\_\_\_\_

**Set-up (please circle):**

- Round tables ( 8 ) ( 10 ) Classroom Theater-style seating
- Hollow square U-shape Conference-style seating
- Other (specify) \_\_\_\_\_

Do you require risers? ( yes ) ( no ) If so, dimensions are: (6'x8' each, either 16", 24", 32", or 40" high):

Please circle any of the following, if needed:

- Head table for # \_\_\_\_\_ of people  skirted  not skirted
- Podium  standing  tabletop  lighted

**Tables do not come draped. There is a rental fee for linens. Table draping requests should be made to Cultivated at 212.216.2400. Include diagram for complete set-up of room. Please include how many requested from Cultivated on this form.**

6' table (6' x 18") # \_\_\_\_\_ location: \_\_\_\_\_  
*(used for classroom and conference style)*

8' table (8' x 30") # \_\_\_\_\_ location: \_\_\_\_\_  
*(U shape set ups)*

Card table (3' x 3') # \_\_\_\_\_ location: \_\_\_\_\_

**Electrical** Electrical needs to be ordered directly through the Javits Center. See form in section 3 of the exhibitor manual.  
**A/V** Audio visual may be ordered directly through KVL, or you may use your own. See form in section 4 of the exhibitor manual.

Email: [diane@autoshowny.com](mailto:diane@autoshowny.com) or fax: 718.508.4784.



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# MEETING ROOM REQUIREMENTS

subject to change

**BASED ON AVAILABILITY**

Email: [diane@autoshowny.com](mailto:diane@autoshowny.com), fax: 718.508.4784 or mail:

Diane Thompson, Operations Manager  
 New York International Auto Show  
 18-10 Whitestone Expressway  
 Whitestone NY 11357

The following are available for rental by your company for meeting room use. Your company will be responsible for the rental fees for furnishings. Cancellation must be received 72 hours in advance of event start date to not incur charges. Remember, any electrical requirements need to be ordered directly through the electrical department of Jacob Javits Center. The form is included in section 3 of the exhibitor manual.

Folding chairs .....	<b>\$ 8.01</b>
Standing podium .....	<b>106.25</b>
Table top podium .....	<b>60.20</b>
Coatrack .....	<b>55.00</b>
Classroom tables (6'x18") skinny .....	<b>37.80</b>
Classroom tables (8'x18") skinny .....	<b>37.80</b>
Conference tables (6'x30") .....	<b>53.10</b>
Conference tables (8'x30") .....	<b>53.10</b>
Card tables (36"x36") .....	<b>37.80</b>
36" Round tables .....	<b>37.80</b>
54" Round tables .....	<b>53.10</b>
60" Round tables .....	<b>53.10</b>
72" Round tables .....	<b>53.10</b>
Table Skirts .....	<b>5.54</b>
Risers (each section): 6' x 8' x 16", 24" or 32" .....	<b>67.85</b>
Risers (each section): 6' x 8' x 40" .....	<b>106.25</b>
Riser ramp (per section) .....	<b>upon request</b>

*Riser rentals do not include labor required for set up and break down of the riser.*

Furnishings may also be ordered from T3 Expo. Consult section 2 of your exhibitor manual for complete furnishings available.

Additional room keys are available by written request at \$25.00 each. Lost keys are charged at \$25.00 each.

**PAYMENT FOR ROOM RENTAL IS DUE IN ADVANCE. TO RECEIVE ROOM KEYS RENTAL MUST BE PAID IN FULL. UPON RECEIPT OF KEYS A \$25.00 DEPOSIT IS DUE FOR EACH KEY, REFUNDED UPON RETURN OF KEYS. PLEASE ATTACH A DIAGRAM IF YOU HAVE A SPECIAL SET-UP.**