

## 5. GENERAL INFORMATION


### 5.1 EXHIBIT HOURS

All exhibits must be open and ready for business by the official open hour each day and remain fully staffed until closing time. Exhibitors will be admitted starting at 8:00 AM each day and may stay until one-half hour after the Show closes each evening. Show hours are:

Saturday, August 16	9:00 AM – 6:00 PM
Sunday, August 17	9:00 AM – 6:00 PM
Monday, August 18	9:00 AM – 6:00 PM
Tuesday, August 19	9:00 AM – 6:00 PM
Wednesday, August 20	9:00 AM – 3:00 PM

### 5.2 LOCATION

Piers 92 and 94 are located on 12<sup>th</sup> Avenue, between 50<sup>th</sup> and 55<sup>th</sup> Streets. Access for passenger and freight traffic is via 55th Street and 12th Avenue.

 Please call 914-421-3329 if you require special accessibility or arrangements during the New York International Gift Fair.

### 5.3 GENERAL RULES

**Please Note: The use of luggage carts on the Show floor is prohibited during show hours.**

**The first rule of exhibit display is to be considerate of other exhibitors. Under no circumstance should you enter any other exhibitor's display uninvited or when it is unattended.** The use of megaphones, loud speakers, or other noisy or undignified demonstrations in your booth is not permitted. Helium balloons (except for exhibitor product); bubble machines, smoke machines, glitter, stick-on decals or other adhesive items are expressly prohibited within the Piers. Demonstrators must be properly clothed at all times and must confine their activities to their exhibit space. Any raffles, prize drawings or promotional contests of any kind requiring visitors to register in a booth and/or be present in a booth at a specified time must be approved by Show Management (GLM) prior to the Show. Given the reasons for exhibiting at the Show, outside activities during Show hours that would draw attendance from the exhibit building are prohibited. **Taking photographs of another exhibitor's booth without permission from the exhibitor is strictly prohibited.** You are not permitted to behave in a manner, which, in the sole discretion of GLM, is objectionable. You must comply with any additional rules established by GLM. If you have any questions concerning your exhibit or activities within your booth, please contact GLM.

No display may be arranged so that an exhibitor must stand in the aisle in front of the booth to conduct business. Moreover, no merchandise, chairs, tables, desks, lights, signs or other exhibitor items may extend into the aisle.

Exhibitors should note that a portion of their exhibit fees are attributable to meal and entertainment expenses. Exhibitors should consult their tax advisors for information regarding the deductibility of these expenses. Please contact our office if you or your advisors have any questions regarding limitation amounts.

**IMPORTANT: THIS IS A WHOLESALE SHOW. CASH SALES REQUIRING THE DELIVERY OF MERCHANDISE AT THE SHOW ARE PROHIBITED. SAMPLES MUST BE SHIPPED TO THE BUYER AT THE SHOW'S CONCLUSION.**

### 5.4 MANAGEMENT OFFICE

GLM will have a fully staffed Show Office on Pier 92 and 94 during set-up, show hours, and dismantling. The exact location will be printed in the Information Bulletin, which will be available at Show site.