

BookCon

EXHIBITOR RULES AND REGULATIONS

A to Z Guide 2026

Contact Customer Service:

1-800-777-8774

bookcon@reedpop.com

For additional information please go on [BookCon FAQs](#)

BookCon

Contents

Accessibility	5
Access to Exhibit Floor	5
Age Restrictions	6
Animals	6
Booth Enclosures / Covered Booths.....	6
Bootleg Policy	7
Bulk Trash and Booth Abandonment.....	7
Business Center.....	8
Cleaning.....	8
Coat & Baggage Check	8
Copyrighted Music	9
Crate Removal, Storage and Return	9
Cubic Content Rule.....	9
Decorations	10
Delivery of Freight	10
Demonstration Areas, Aisles and Fan Queuing	10
Drones	11
Electrical Equipment.....	11
Exclusive In-House Javits Center Services.....	12
Exhibitor Appointed Contractors (EAC)	12
Exhibit Booth Construction	13

BookCon

Exhibitor Registration	13
Exposed Areas Must Be Finished	14
Fire Safety.....	14
Fireworks.....	14
Floor Loads.....	14
Floor Managers	15
Freight Moving.....	15
Firearms & Weapons	15
General Service Contractor.....	16
Getting to the Javits Center	16
Good Taste and Rights of Others.....	16
Handouts	17
Hand Carry	17
Hanging Signs	18
Harassment Policy	18
Hazardous Materials	19
Helium Balloon Displays.....	19
Height Limits	19
High Risk Activities	19
Hot Work	20
Hotel and Travel Discounts	20
Hoverboards.....	20
Inspection Deadline	20

BookCon

Labor Rules and Orders	21
Late Work Access.....	21
Liability and Insurance/License Agreement	21
Livestreaming	22
Lost & Found.....	22
Maintaining Access and Egress	22
Medical Emergencies	23
Meetings in Your Booth	23
Mobility Vehicle Rental	24
Motorized Vehicles	24
Multi-Level Booths	25
Music or Motion Picture Performance	26
No Nails or Screws	26
Painting or Marking Building Alterations	27
Parking	27
Photography & Video Regulations	27
Plumbing	27
Post Show Paperwork and Labels	28
Privately Owned Vehicles.....	28
Products Containing CBD, Cannabinoid Hemp and THC	28
Prop Weapons	29
Propane.....	29
Registration Location & Hours	30

BookCon

Rigging Work	30
Safety Tips	30
Security	31
Shipping Information	33
Show Office Location & Hours	35
Show Schedule	35
Smoking	35
Sound Levels	36
Taxes	36
Storage	37
Vendor Invoices	37

BookCon

Accessibility

- Exhibitors acknowledge their responsibility under the Americans with Disabilities Act (ADA) to make their booth accessible to handicapped persons. Exhibitors shall indemnify and hold harmless BookCon, RX Global and the show locations against cost, expense, liability or damage which may be incidental to, arise out of or be caused by Exhibitor's failure to have their booth comply with ADA requirements.
- For any questions, comments, concerns regarding accessibility options at the Javits Center, please call the Javits Security & Safety Solutions Department at (212) 216-2196, which can be reached during operating hours.
 - <https://www.javitscenter.com/attend/accessibility/>

Access to Exhibit Floor

- Exhibitor staff must always wear an Exhibitor Badge during Move-In, Show Days and Move-Out to enter the exhibit floor.
- Access to the Show Floor begins at 8:00 AM during Show Days.
- Badges can be obtained at the Exhibitor Registration Counters located on Level 2 in the North Concourse of the Javits.
- Only booth personnel with an exhibitor badge can enter the exhibition hall prior to Show hours, unless prior arrangements for meetings have been made. (Please visit the Show Office on-site to arrange.)
- Exhibitor Appointed Contractors (EAC's) are required by Show Management to always wear a wristband. Wristbands can be picked up at the Security Command Post with proper credentials. Only three designated supervisors of approved EAC's will be issued the necessary credentials.
- Do not give Exhibitor Badges to EAC personnel for security reasons.

BookCon

Age Restrictions

- In accordance with display rules and regulations and security measures, **no one under the age of 18 will be admitted in the exhibit hall during move-in or move-out. There will be no exceptions.**
 - Additionally, **no one under the age of 18 will be admitted into the Halls during restocking hours** before opening hours and closing hours of show days (8am-10am and 7pm – 9pm)
- Minors under the age of 13 MUST be accompanied by a parent or guardian while attending BookCon. While it's not required, it's strongly encouraged that minors over the age of 13 are also accompanied by a parent or guardian.

Animals

- For the safety of your pet and other fans, the Javits Center does not allow animals, including ESAs (emotional support animals) into the building. Only service animals that have been trained to perform a task are permitted. Service animals as defined by the ADA and under New York's disability law are permitted at BookCon. Any other live animals, including but not limited to, pets, emotional support animals, therapy animals and animals used for demonstration are prohibited. Show management reserves the right to exclude service animals if they pose a direct threat to the health and safety of attendees at BookCon (i.e. aggressive behavior, not housebroken, or handler cannot control animal).

Booth Enclosures / Covered Booths

- Any booth larger than a 10x10 (100 square feet) that has any material or object placed over or upon the exhibit is considered a covered booth (e.g. roof, canopy, tent, moss fabric, etc.) and requires approval from show management. If your booth has any type of covering, please submit a booth diagram for approval and fire marshal feedback / requirements to

BookCon

contact your [Customer Success Manager](#). Approval for requests submitted within 30 days of the first move-in day of the event cannot be guaranteed.

- Covered booths will need to have the following items inside each booth (this pertains to the covered portion only):
 - A fire extinguisher bearing a minimum U.L. classification of 2A 10BC.
 - A portable smoke detector set inside the booth at the highest point of the covered area.
 - Means of turning off electrical power to the booth during non-show hours.
- Covered booths in excess of 300 square feet in area will need to submit their booth schematic/layout to their [Customer Success Manager](#), for show management approvals and city, center and vendor direction, including fire safety requirements.
- The decorative and construction materials must be of non-combustibles or flame-resistant material or treated with a solution to make the material flame-resistant. All curtains, drapes, carpet and decorative materials must be noncombustible or flame-resistant material. Please be sure to keep copies of certifications with you on site. Any merchandise or material attached to drapes or table skirts must be on non-combustible or flame-resistant material or approved by the Fire Marshal.
- If any enclosed booth is over 50 feet in length and holds more than 50 people, it must have at least two marked, lit exits.

Bootleg Policy

- Counterfeit, knock-off, or unlicensed materials are prohibited at BookCon. Violations receive one warning; a second results in removal from the show.

Bulk Trash and Booth Abandonment

- Excessive waste, including display materials, carpet, padding, crates, and pallets, will be subject to a handling fee and disposal fee during move-in. Any excessive booth materials and literature left in the booth after the scheduled exhibitor move-out that are not labeled

BookCon

for outbound shipment will be treated as abandoned and considered trash. The exhibitor will incur charges for the removal and disposal of such items. These charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee.

Business Center

- The FedEx Office® Print & Ship Center at the Javits Center offers you virtually everything you need to meet your convention exhibiting needs — from packing and shipping to signage, copying and last-minute office supplies. The Print & Ship Center is located on Level 2 across from the original Starbucks location and is open on show days and during some move-in and move-out days.
- Contact a Javits Center consultant at 212-216-2900 or 917-228-4839 or email usa1280@fedex.com. You can also start an [online order](#).

Cleaning

- Exhibitors are permitted to clean and wipe down their products, display merchandise, and parts of their exhibit that were not installed by Javits labor.
- Booth vacuuming must be ordered through [Freeman Online](#).
- Show Management does not offer cleaning or vacuuming services for booth carpets at any time.

Coat & Baggage Check

- The **Javits Center** operates a coat check open to all Exhibitors and Fans. It's located in the North Javits Atrium on Level 2 next to the elevators. The cost is \$5.00 per item (subject to change). You can also check briefcases, backpacks, umbrellas and luggage.

Copyrighted Music

- If any copyrighted music is to be played in your booth, you must obtain all necessary licenses from the copyright owner or licensing agency representing the copyright owner.
- The proper license must be posted in your booth and available for inspection at the request of **Show Management** or properly authorized agents of **ASCAP** or **BMI**. We advise you to contact these agencies as listed below to acquire the proper licenses:
 - ASCAP Licensing Dept. / 1 Lincoln Plaza / New York, NY 10023 / Tel: 212-621-6000
 - BMI (Broadcast Music, Inc.) / 10 Music Square East / Nashville, TN 37203-4399 / Tel: 800-925-8451, 615-401-2000

Crate Removal, Storage and Return

- Empty crates, shipping containers, cardboard boxes, etc. marked with “**EMPTY STICKERS**” will be removed to storage and returned to your booth at the end of the show by our floor crew at no additional charge, *provided you have used material handling services for the delivery of your booth.*
- Do not store merchandise in crates or cartons marked for empty storage or behind booths- this is prohibited due to Fire Regulations in the building.
- “**EMPTY STICKERS**” can be acquired from the **FREEMAN** desk. Please label your materials as soon as they are ready to be removed. We ask your cooperation in this important matter so that we can maintain clean and clear aisles for a smooth move-in/out operation.

Cubic Content Rule

- BookCon adheres to the cubic content rule, which permits exhibitors to fully utilize their booth space. According to this rule, exhibitors may construct their booth displays up to the front edge of their allocated space and up to the maximum allowable height as specified by the booth type detailed in the [Display Rules and Regulations](#).

BookCon

Decorations

- Adhesive-backed decals and flooring are strictly prohibited and cannot be used for any purpose within the Center.
- The use of any glitter is not permitted in the carpeted areas of the Center. Decorative use of glitter in other areas must be approved by Javits management. A cleaning fee may be assessed for any use of glitter.
- Fountains, and other water containers used for decorative purpose, must be waterproofed and inspected by the Center's Building Operations Department. Plumbing services must also be ordered through the Javits for both install and removal of any water features.

Delivery of Freight

- Please refer to the [Operations](#) page of our Exhibitor Manual for your Specific Move-in and Move-out options

Demonstration Areas, Aisles and Fan Queuing

- Demonstration areas must be confined within the exhibit space so as not to interfere with any traffic in the aisles. Exhibitors must contract sufficient space to be able to comply with this rule.
- When large crowds gather to watch a demonstration and interfere with the flow of traffic down the aisles or create excessive crowds at neighboring booths, it is an infringement on the rights of other exhibitors. Aisles may not be obstructed at any time.
- No sign or decorative materials may protrude into the aisles or encroach upon neighboring booths. No obstruction may be placed in any aisle, passageways, lobby, or exit leading to any fire extinguishing appliances.

BookCon

- It is the responsibility of the Exhibiting Booth to manage gathering crowds and create Queuing space INSIDE the booth to keep the flow of traffic moving in the aisles and not disrupt the flow of foot traffic.

Drones

- The operation of Drones/ Unmanned Aerial Vehicles (UAV)/Remotely Piloted Aircraft Systems (RPAS) within the facility, or on the property as a whole, outside of a demonstration within a confined netted area, is not permissible.

Electrical Equipment

- All electrical equipment must follow UL Standards. For more information visit www.ul.com.
- Electrical Work Exhibitors Can Perform Themselves:
 - Exhibitors may plug in their own devices for 110 volt electrical service of 1500 watts or less.
 - Connect modems, printers, computers and keyboards.
 - Install their own light bulbs.
 - Test and tune their own equipment.
 - Run their own communications cable between machines in the same booth above the booth carpet.
 - Exhibitors may install and dismantle their own lights in booths 100 square feet or less without the use of tools or ladders — provided that the service order is for no more than 500 watts.
 - Connect up to eight (8) pieces of computer and/or telecommunications equipment to cables run by electricians.
- Javits Center Electricians:
 - Install and remove all electrical wiring, load centers, disconnects and distribution of panels

BookCon

- Install and dismantle all lighting, audio and video systems (including monitors), as well as install and remove all data, video and audio cable inside exhibits or under carpets
- Operate all sound, light or video systems unless specific exemption is approved by the Javits electrical department
- If you need electrical labor for 7+ hours a day or need overhead electrical for powered signage, email electrical@javitscenter.com

Exclusive In-House Javits Center Services

The following is a list of the companies holding the exclusive rights to perform certain services:

- Utility Service: Javits Center
 - Electric
 - Plumbing
 - Telecommunications
- Trash Removal from Javits Premises: Exhibitors order via [FreemanOnline](#)
- Sale of Food and Beverage: Cultivated
- Coat and baggage check: Cultivated
- Convenience Store: Hudson News
- Medical Service: Javits Center
- Advertising in Public Areas of the Center: Javits Center
- Business Center: FedEx

Exhibitor Appointed Contractors (EAC)

- EACs are hired by exhibitors to build and dismantle exhibits. EACs supply their own on-site management and hire exhibit building labor employed by the Javits Center.

BookCon

- In order to hire labor directly from the Center, EACs must open an account, which requires, among other things, the posting of a guarantee of payment bond or letters of credit and the fulfillment of certain insurance requirements.
- For more information, please refer to the [Exhibitor Appointed Contractor](#) section of the online manual.

Exhibit Booth Construction

- All materials used in exhibit construction and decoration (including without limitation hard wall, canopies, drapes, foam core, tablecloths, burlap, scrim or similar materials) must be fire retardant
- Exhibitors and contractors must have available on site for inspection the appropriate paperwork to demonstrate that these requirements have been met, that either a tag affixed to the item demonstrating that the item has been flame-proofed by the manufacturer or a certificate (valid for one year) demonstrating post-purchase application of fire retardant.
 - Spot checks of compliance with this requirement will be conducted periodically. In addition, field flame tests may be conducted. Appropriate action will be taken if such inspections and tests reveal incidents of non-compliance.

Exhibitor Registration

- Exhibitor staff personnel wishing to enter the exhibit floor must wear an **Exhibitor Badge** at all times during Move-In, Show Days and Move-Out.
- Access to the **Show Floor** begins at **8:00 AM** during Show Days. For those individuals who still need a badge, one may be obtained at the **Exhibitor Registration Counters** located on Level 2 in the North Concourse of the Javits.
- Only booth personnel with an exhibitor badge can enter the exhibition hall prior to Show hours, or those individuals who made prior arrangements for meetings. (Please stop by the **Show Office** on-site to make the proper arrangements if this has not already been so.)

Exposed Areas Must Be Finished

- All back walls, sidewalls or any other exposed areas of the display must be draped or finished surfaces. **No graphics, logos, or print facing into another booth is allowed.**

Fire Safety

- The following Fire Safety Rules apply to Show Managers, Contractors and Exhibitors. Notices will be issued for violations and/or failing to take corrective measures.
- The following are strictly prohibited within Center:
 - Open flames without a NYC Fire Dept. Open Flame Permit (Download Open Flame Permit Procedures)
 - Displays of fresh cut decorative greens, pine branches, potted pine trees and shrubs, and Spanish moss.
 - Spray painting
 - Storage or use of butane
 - Storage or use of any other flammable liquids or materials except as provided in these [Rules](#).
- Please refer to the [Javits Center Operational Policies](#) for full Fire Safety requirements.

Fireworks

- Fireworks, flash pots and other pyrotechnic devices/events are prohibited without advance written approval from **Center** management.

Floor Loads

- 350 lbs./sq. ft. in Level 3 exhibit halls
- 350 lbs./sq. ft. Level 1 exhibit halls

BookCon

Floor Managers

- We have professional **Floor Managers** working on the Show Floor and are responsible for enforcing the rules and regulations of the event. If you have any questions, problems, or need any information at all, please stop by to see them. Counters are staffed from the first day of installation through the end of dismantling.

Freight Moving

- **Javits' Freight Handlers** are responsible for loading and unloading trucks and delivering exhibitor freight and machinery to and from exhibitors' booth; loading and unloading decorating contractors' equipment to and from a marshalling point on the exhibit show floor; and perform rigging work with forklifts.
- Freight Handlers are hired from the **Center** by Freeman. Freight Handlers work under the direction and supervision of the Freeman and their shifts are determined and organized by Freeman. Freight Handlers are represented by the International Brotherhood of Teamsters, Local 807.
- Please refer to [Freeman Online](#) for additional information.

Firearms & Weapons

- Please read this entire policy before attending BookCon. Failure to follow this policy may result in your removal from the convention without refund. The following items are generally forbidden at BookCon:
 - Functional firearms (including air soft guns, BB guns, cap guns, paintball guns and pellet guns)
 - Realistic replica firearms (including reproduction, fake or toy guns that can be confused for functional firearms)
 - Functional projectile weapons (including blow guns, crossbows, long bows, silly string, slingshots, water balloons and water guns)
 - Sharpened metal-bladed weapons (including axes, daggers, hatches, knives,

BookCon

- kunai, shuriken, swords, sword canes and switch blades)
- Explosives (including firecrackers and fireworks) Chemical weapons (including mace and pepper spray)
- Blunt weapons (including brass knuckles, clubs and nunchaku)
- Hard prop weapons (including props made of metal, fiberglass and glass)
- Instruments that cause excessive noise levels like vuvuzelas, grenade whistles and grenade horns
- Whips
- Aerosol mustard

General Service Contractor

- **FREEMAN is the Official General Decorating Contractor of BookCon** and will maintain a full staff on- site at the **Freeman Desk** during set-up, show days and dismantling.
- **FREEMAN DISCOUNT PRICE DEADLINE DATE - Order early to take advantage of advance order discount rates, place your order by March 19, 2026.**

Getting to the Javits Center

- If you're coming by car or truck, virtually all roads lead to the Javits Center. Plus, there's plenty of off-site parking within walking distance of the iconic facility. And if you're looking to burn some calories while blazing a trail to our front door, take advantage of Citi Bike, New York's new bike sharing system. The NY Waterway is also a convenient and quick way to get to the Javits Center from across the Hudson River, and only one block from the Javits Center.

Good Taste and Rights of Others

- **Show Management** may require any Exhibitor to make changes in their exhibit if, in **Show Management's** opinion, the exhibit does not conform to prevailing standards.

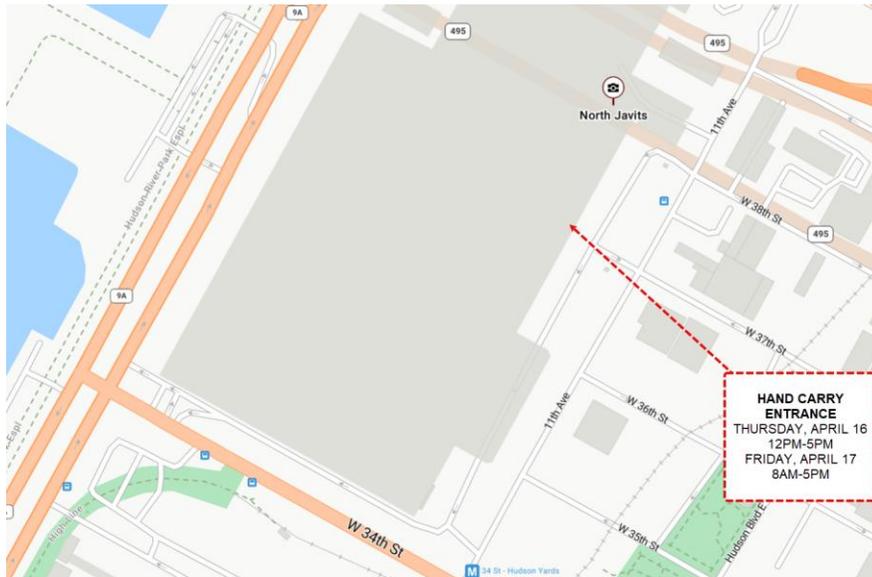
BookCon

Handouts

- Exhibitors cannot distribute literature, samples, or other material outside your contracted exhibit space.
- Please refer to our [Media Kit](#) for more information.

Hand Carry

- Please refer to the [Javits Hand Carry Policies](#) for more details
- Exhibitors should take notice that 11th Avenue and the adjacent streets around the Javits Center are no longer permitted to be used for staging or unloading hand-carry materials as in years past by order of the City of New York.
- Hand-carry materials are no longer permitted to enter the Crystal Palace, via 11th Avenue due to Lincoln Tunnel congestion concerns.



BookCon

Hanging Signs

- Hanging Signs are not permitted in linear booths. It is much more cost effective to floor mount signage with a linear booth height limit of 12 ft.
- Hanging signs must comply with the HEIGHT LIMITATIONS guidelines listed in the [Display Rules and Regulations](#).
- Nothing will be permitted above these maximum heights, including signs, banners, truss structures, lighting and/or display materials. Maximum allowable height is also directly affected by the ceiling height of your booth area.
- Signs with any dimension greater than 20' must be pre-approved by Show Management. Please send booth diagram to contact your [Customer Success Manager](#).
- Hanging signs must fit within the footprint of your booth space.
- If you have a question about the type of your booth and Hanging Signs, please contact your [Customer Success Manager](#).
- Rigging is performed by **Javits Employees**. The nature of the work involved will determine which employees perform rigging work. Please refer to Freeman Online for additional [Labor Information](#).

Harassment Policy

- Harassment of any kind, including stalking, deliberate intimidation, unwelcome physical attention, physical assault and battery, will not be tolerated at **BookCon**.
- If it's illegal outside the convention center, it's illegal inside the convention center. Harassment is grounds for removal from the convention without refund as well as potential legal action.
- We want **BookCon** to be a safe, open and accepting environment for all Fans, and if you find yourself victim of harassment at the convention please come immediately to **BookCon's Show Office**. Read our full [Anti-Harassment Policy](#).

Hazardous Materials

- Flammable or combustible mixtures, waste, liquids and other hazardous materials are not permitted without approval of Javits Center management. More information on Hazardous Materials is available in the "Fire Safety" section of these [Rules](#). Firearms, weapons, and live ammunition may not be displayed or sold at Javits Center events.

Helium Balloon Displays

- Helium-filled balloons and/or helium tanks are not permitted in any area of the **Center** unless they are the product displayed.
- A helium balloon responsibility form for helium related product displays can be obtained from the Convention Services Division. The Exhibitor will be charged the cost of removing helium balloons from overhead.
- Helium Balloon Displays must be approved by the Javits Center.

Height Limits

- Please refer to the [Display Rules and Regulations](#) for height limits of your booth.

High Risk Activities

- All high-risk activities not prohibited by other sections of these regulations require approval of Center management at least 30 days in advance.
- Such activities include but are not limited to motorized sporting events, acrobatic stunts, mechanical amusement devices and audience participation in athletic activities.

BookCon

Hot Work

- A hot work permit is required when hot work is performed for exhibit construction. The **Center's Safety Manager** can provide information on obtaining hot work permits.

Hotel and Travel Discounts

- Please refer to the [Hotel & Travel](#) section of the Exhibitor Manual for more information.

Hoverboards

- Wheeled transport devices (with or without motors) are not permitted at the Javits Center. This includes Segways, hoverboards, skateboards, uniwheels, scooters and all similar products. Exhibitors are permitted to demo such products within the confines of their exhibit space.

Inspection Deadline

- **Inspection Deadline** - Any booth not occupied by **9:00 AM on the day of Show Open** will be presumed abandoned.
 - If there is freight in the booth and **Show Management** believes the exhibitor will be late, then **FREEMAN** will set up the display as best they can with the information available
 - If there is no freight in the booth and/or **Show Management** believes the exhibitor will not participate in the show, the booth will be reassigned
 - Exhibitors arriving after this time will be given space available and may incur additional costs. Please contact your Sales Management team to let them know of this important deadline
 - All exhibits must be completely set by **9:00 AM on the day of Show Open**
 - No shipment will be accepted at any time past **5:00 PM on Friday, April 17, 2026**, or beyond. Absolutely no shipment, equipment, or material may be brought onto the show floor during show hours



Labor Rules and Orders

- Please refer to [Freeman Online](#) for Labor Jurisdictions, Rules and Information.

Late Work Access

- During Exhibitor Move-In/Set-Up. Exhibitors may continue to work on their booths until 9:00 PM however, they must stay within the exhibit hall. Once an individual leaves the Hall, re-entry will be NOT be permitted.

Liability and Insurance/License Agreement

- Please be sure you have read the space application for your booth for all exhibition rules and regulations. It is the exhibitor's responsibility to adhere to all rules pertaining to your license agreement.
- Exhibitors are advised to see that their regular company insurance includes coverage outside of company premises and that they have their own theft, public liability and property damage insurance. Show Management and its contractors will not be responsible for injury or damage that may occur to an exhibitor or his/her employees or agents, nor to the safety of any exhibit or other property against theft, fire, accident, or any other destructive causes. Please review the space contract for details.
- **Insurance ; Losses.**
 - *Exhibitor shall maintain at its sole cost and expense and throughout the duration of the Exhibition Commercial General Liability (CGL) insurance coverage with a minimum combined single limit of **US\$1 Million Dollars**, covering bodily injury (including death), personal injury, and property damage liability, with extraterritorial coverage. Such CGL insurance shall name as additional insureds Reed Elsevier Inc., the Venue owner, the city in which the Exhibition is being held if the city owns the Venue and any additional party Management may reasonably request. Exhibitor shall also maintain at its sole cost and expense Workers Compensation insurance for employees participating in the Exhibition, as required by law. Exhibitor's failure to comply with the insurance requirements in this Section VI.3 shall not relieve Exhibitor of its indemnification obligations pursuant to Section VI.2 of this Agreement.*
 - *Exhibitor understands that neither Management nor the Exhibition venue maintains insurance covering Exhibitor's property, and it is the sole responsibility of Exhibitor to obtain such insurance.*

BookCon

Exhibitor must maintain property insurance covering Exhibitor's property on an "all risk" basis at all times, including, without limitation, when (as applicable) property is stored in vaults on the Exhibition floor.

- *Certificates of Insurance must be available onsite during the Exhibition and must be furnished by Exhibitor if requested by Management.*
- *Management shall not bear any responsibility for damage to Exhibitor's property or for lost shipments either coming in or going out of the Venue and/or Exhibit Space or for moving costs. Damage to inadequately packed property is Exhibitor's own responsibility. If Exhibitor's products to be exhibited and/or display materials fail to arrive, Exhibitor is nevertheless responsible for License fees."*

Livestreaming

- Note that recording (including live-streaming apps) and flash photography are not permitted in panels, concerts or screenings. Recording and photos are also not permitted in certain parts of BookCon's Autographing Area in Hall 1B. Please understand that guests may or may not pose for photographs with fans. Guests have a right to their privacy and if they ask not to have their picture taken, please respect their wishes.

Lost & Found

- The Javits Center Public Safety Team uses Boomerang, a digital Lost & Found platform, to streamline the process of recovering lost items. The Lost and Found office operates 24/7, and all found items are held for 30-90 days before being donated. The phone number is (212) 216-2344, email lostandfound@javitscenter.com or [submit a request here](#).

Maintaining Access and Egress

- The following may not be blocked, or access impeded:
 - Firefighting and emergency equipment, including fire alarm boxes, fire extinguisher cabinets, standpipe valves, defibrillators, sprinklers, or similar equipment
 - Electrical and telephone closet doors
 - Staircases, Elevators and escalators
 - Doors and Hanger Doors

BookCon

Medical Emergencies

- The **Center** maintains a small medical facility on site.
- The facility is staffed with emergency medical technicians and an ambulance during events with 5,000 or more in attendance in the aggregate in accordance with the New York Public Assembly Law.
- House telephones can be found in halls corridors throughout the **Center** and should be used to notify the **Command Center** of emergency situations.
- The emergency number is 2222. The **Javits Center** has 22 portable defibrillators strategically placed around the **Center**. The Public Safety Department has been trained in the proper use of defibrillators should such an emergency occur.
- In case of cardiac arrest, or other serious emergency such as a fire, dial the **Command Center** at Extension 2222 from any house phone, or call the **Command Center** at 212 216-2222. Do not call 911. Give your name, type of emergency and the exact location of the incident (be as specific as possible).

Meetings in Your Booth

- If you plan to use your booth to conduct meetings before or after official show hours, you must email the following information to your [Customer Success Manager](#).
 - A letter requesting early access to the Show Floor for non-exhibitor personnel. Please state the exhibiting company and booth number.
 - List the non-exhibitor personnel and type of badge they will be wearing.
 - State the time and date of the meeting (meetings cannot be scheduled prior to the show opening on **Saturday, April 18, 2026**).
 - State the name of the exhibitor who will meet the non-exhibitor personnel at the entrance to the show, and escort them directly to the booth
 - Access to the floor during non-show hours will be denied unless **Show Management** receives this written request in advance
- Access to the Show Floor during non-show hours will be denied unless **Show Management** receives this written request in advance. **Show Management** reserves the right to have the exhibitor hire security personnel for any event held on the Show Floor during non-Show

BookCon

Floor hours.

- **Please Note:** All attendees and booth personnel must have a badge to enter the exhibit hall.

Mobility Vehicle Rental

- Made possible by the generous support of the World Police & Fire Games, the **Javits Center** is pleased to announce the Mobility Vehicle program. Visitors requiring a Mobility Vehicle will be able to rent a Mobility Vehicle for use during events.
- Mobility Vehicle renters please place your orders directly on the [Javits ordering site](#)
 - If you encounter any issues or difficulties with your order, you can contact 212.216.2196 for assistance.
- You can pick up your mobility vehicle at the Guest Services Desk, located inside the **Javits Center** by West 36th Street & 11th Avenue (North Side of the **Crystal Palace**), Next to the New York State Welcome Center screen. We ask that you print a copy of your and bring to our concierge desk upon arrival.
- Valid Photo ID is required for PMV pick-up -- a member of our staff will hold your ID while the scooter is in use. When the scooter is returned, we return your ID to you!
- Once you are ready to return your personal mobility vehicle, you can bring it back to the concierge desk where you originally picked it up.
- Your Mobility Vehicle may not be taken outside of the building. It may be operated within all areas of the building, including the **Crystal Palace**, Show Floors, and the River Pavilion.
- Please call for availability during business hours if you need a mobility vehicle booked for today or tomorrow. We always recommend reserving your mobility vehicle three days in advance of your event.

Motorized Vehicles

- Motor vehicles must be turned off when parked inside.
- Operating equipment or machinery must not be left unattended.
- Motor vehicles may be operated on carpeted areas of the Center when approval is

BookCon

given by Center staff. Protective material must be placed in the carpeted areas for protection of floor surface. The show manager is responsible for all damages and for restoration of the damaged areas to the original condition.

- All forklifts or other heavy loading devices operated within the Center must be operated by certified personnel.
- Forklifts are not permitted to operate on terrazzo areas. Special permission is granted in certain circumstances by Javits management. In those instances, the forklift must have pneumatic tires.
- Parking on the loading docks or inside the Center (except for loading and unloading) is prohibited; violators will be towed at owner's expense.
- Utility carts may be operated in the Center exhibit halls, loading docks and main roadway only. Under no circumstances are vehicles or personnel carts to be operated in meeting rooms, concourses, or lobby during show hours.
- See "Display Vehicles" in the Fire Safety section of the [Javits Operational Policies](#).

Multi-Level Booths

- Multi-Level or double decked exhibit booths are not permitted in BookCon's Javits spaces.
- Covered booths in excess of 300 square feet in area will need to submit their booth schematic/layout to their [Customer Success Manager](#) for show management approvals and city, center and vendor direction, including fire safety requirements.
 - The New York City Department of Buildings (DOB) requires that all solid overhead structures greater than 120 square feet, including connecting areas or space with a common means of egress or entrance, built within a place of public assembly file for a DOB build permit. The filing must include stamped drawings by a New York State or City Licensed Architect or Engineer. These permits expire and will need to be re- filed for each event.
 - Applications for such structures and uses shall be submitted to the DOB no later than 15 business days prior to the construction of the temporary structure or the commencement of the temporary use.
 - You are not obligated to, but in the event you wish to, use the **Javits Centers**

BookCon

contracted P.E/R.A. (di Domenico + Partners) they will review all drawings to ensure compliance with DOB and FDNY code and regulations, discuss and propose necessary changes so that the drawings and applications may be prepared for review by the DOB. di Domenico + Partners will create and file all DOB required documents through an expeditor to ensure timelines are met. The fees for their service vary based on amount of necessary changes and meetings.

Music or Motion Picture Performance

- If you plan to play copyrighted music or video in your booth, you may need to obtain a license from the copyright owner or a licensing agency representing the copyright owner.
- Licensing is required when music or video is being played for non-dramatic entertainment purposes (live or recordings such as CDs, DVDs and BluRay devices).
- The proper license must be posted in your booth and available for inspection at the request of Show Management or authorized agents of ASCAP or BMI. You are advised to contact the agencies listed below to acquire the necessary licenses:
 - ASCAP Licensing Dept. / 1 Lincoln Plaza / New York, NY 10023 / Tel: 212-621-6000
 - BMI (Broadcast Music, Inc.) / 10 Music Square East / Nashville, TN 37203-4399 / Tel: 800-925-8451, 615-401-2000
- Adherence to these federally mandated copyright licensing laws is required. Failure to comply violates federal copyright law and breaches your contract for exhibit space at the show.

No Nails or Screws

- Nothing may be posted, tacked, nailed, or screwed to columns, walls, floors, or other parts of the building. Any damage or defacement caused by infractions of this rule will be remedied by **Show Management** at the expense of the rule-breaking exhibitor.

BookCon

Painting or Marking Building Alterations

- Painting any structural part of the **Javits Center** (walls, floor, ceilings, etc.) is prohibited. Altering any building component such as drilling holes in the floor or installing anchor bolts in the walls is prohibited.

Parking

- No public parking is available on-site. A limited number of parking spaces may, however, occasionally be available for attendees with a valid Parking Permit for People with Disabilities issued by a government authority. Please call our **Security & Safety Solutions Department** at **(212) 216-2196** for information.

Photography & Video Regulations

- Cameras and video equipment are allowed on the show floor. Exhibitors and attendees may take pictures/video within the show for purposes of company media pieces, marketing materials, etc. Under no circumstances will anyone be permitted to take pictures/video of an exhibitor's product without permission of the exhibitor. Exhibitors have the right to report to security any instance of inappropriate photographing of company products or displays.

Plumbing

- Javits' plumbers install and remove all compressed air lines, water and drain lines, sinks, hot water heaters, and overhead venting. Plumbers make all final connections to the compressed air, water and drainage systems. Plumbers also store, handle and connect bottled gas and fill and drain all water tanks over 20 gallons. Plumbers are represented by Plumbers Union Local 1.
- Plumbing Work Exhibitors May Do Themselves - Test, tune or repair water, drain, air and non-flammable gas lines on the exhibitor side of the disconnect to the building system.

Post Show Paperwork and Labels

- The **FREEMAN Exhibitor Services Department** will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

Privately Owned Vehicles

- Defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use and no larger than a Ford Econoline Van. Vehicles containing more than 300 lbs. of materials, straight trucks, bobtail, contract carriers and vehicles with trailers are NOT considered POV's.
- Box Trucks, Cube Trucks, U-Haul Trucks, Ryder Trucks, And Other Large Rental Vans, As Well As Any Trailers Hitched To Any Vehicle Are Not Permitted In The Self-Service Hand-Carry Unloading Areas At All Times.

Products Containing CBD, Cannabinoid Hemp and THC

- In New York State the Marijuana Regulation & Taxation Act (MRTA) was signed into law on March 31, 2021, which, among other things, legalized adult- use cannabis (also known as marijuana) and adopted laws strictly regulating hemp cannabis. In an effort to support our customers' efforts in promoting their products while ensuring that the activities remain compliant with the law, the Javits Center is issuing the following guidelines for products containing cannabinoid hemp (including hemp-derived CBD), and marijuana products containing THC:
 - No products containing any THC may be distributed or sold at the Javits Center, including the provision of free samples;
 - Only products with THC less than .3%, such as cannabinoid hemp products, may be displayed;

BookCon

- Cannabinoid hemp products must also comply with New York State law, which requires, among other things, that:
 - Such products are clearly distinguished from non-cannabinoid-hemp products; and
 - The promoter has a New York Cannabinoid Hemp Retail License.
- Any exhibitor, vendor or event producer displaying products shall be solely responsible for ensuring their conduct and products are compliant with all laws, including, but not limited to, those promulgated by the particular trade show, and any New York State labeling and packaging requirements. Accordingly, no participant may rely on this guidance as a basis for any violation.
- The Javits Center will continue to monitor legal developments in this area in anticipation that the law will continue to evolve quickly.

Prop Weapons

- Prop weapons will be allowed providing they are composed of cardboard, foam, wood or other light materials. Prop firearms are allowed only if they cannot be mistaken for real weapons.
- The barrel of all prop firearms must be covered with brightly colored caps. Prop bows will be allowed providing all arrows have soft tips. And no, selfie sticks are not allowed at BookCon. All permissible items are subject to Show Management's discretion.
- All attendees entering **BookCon** will be reviewed for any props that resemble a weapon and this item will be tagged once deemed safe to the public. All other items deemed unsafe will be confiscated by **Show Management**.

Propane

- Propane and propane operated equipment is prohibited in the facility except as follows: propane cylinders of 1 lb. or less (and no more than 20 lbs. aggregate) may be permitted if approved in advance by Center management.

BookCon

Registration Location & Hours

- Thursday, April 16, 2026
 - Will Call (North Concourse) – Exhibitors: 8:00 AM – 5:00 PM
- Friday, April 17, 2026
 - Will Call (North Concourse) – Exhibitors: 8:00 AM – 5:00 PM
- Saturday, April 18, 2026
 - Will Call (North Concourse) – ALL: 8:00 AM – 7:00 PM
- Sunday, April 19, 2026
 - Will Call (North Concourse) – ALL: 9:00 AM – 5:00 PM

Rigging Work

- Rigging is performed by **Javits Employees**. The nature of the work involved will determine which employees perform rigging work.
- Please refer to Freeman Online for additional [Labor](#) Information.

Safety Requirements

- During exhibitor move-in and exhibitor move-out, all Exhibitors are required to adhere to the following safety requirements:
- Watch your step at all times.
- Be aware of your immediate surroundings and avoid distractions from cell phones or other electronic devices.
- Be aware of forklifts, motorized carts, and scooters being used in the area.
- Watch for falling objects as work may be performed overhead.
- Abide by all caution and warning signs posted in this area, including those requiring hard hats in designated areas.
- Report any safety hazards, injuries, or property damage immediately.

BookCon

- Follow all applicable laws, safety instructions, guidelines, or standards issued by the Venue, by Event Management, or by the Event Contractor.
- Anyone on-site during exhibitor move-in or exhibitor move-out freely and voluntarily assumes all inherent risks of being in an active work area, including, but not limited to, risks of loss, property damage, injury or damage to persons, and/or death.
- **No one under the age of eighteen (18) is permitted on-site during exhibitor move-in or exhibitor move-out for any reason or purpose.**

Safety Tips

- Please refer to the [Exhibitor Rules & Regulations](#) section of the Exhibitor Manual for additional Safety Information.
 - [Working at Height](#)
 - [Booth Safety Guidelines](#)

Security

- **Citadel Security Agency** is the **Official Security Contractor** of **BookCon**. **Show Management** will provide perimeter security personnel on the exhibit floor on a 24-hour basis during the entire period of the show (including installation and dismantle). Every reasonable effort will be made to prevent losses; however, the final responsibility lies with the exhibitor. If you have items in your booth that are vulnerable to theft, take them with you when you leave the building for the day. For larger items that cannot be moved, we suggest that you hire additional security for your booth.

BASIC SECURITY RECOMMENDATIONS:

- Exhibitors are responsible to arrange for insurance coverage to protect your exhibit and product against damage or loss from the time it leaves your premises until it returns.
- Exhibitor personnel must wear official Show Exhibitor badges at all times during move-in,

BookCon

Show Days and move-out. Please do not give Exhibitor Badges to anyone other than your full-time employees and remove all badges from the building when you leave on your last day there. Badges left behind are often abused by unauthorized personnel so do not leave them in your booth or discard on the floor

- Unpack product as close to the Show opening as possible. At the close of the Show, we suggest that you stay at your booth until these valuables are repacked
- At the close of business each day, cover all display tables. This establishes a barrier to curiosity seekers and other would-be thieves from selecting such items to steal at a later time
- Place your wastebasket along the aisle at the end of each day to facilitate trash removal
- Treat especially valuable goods such as prototypes as irreplaceable. If they truly are one-of-a-kind, hire your own security guard. ***Under no circumstances*** should such goods ever be left unattended. Electronic devices are particularly vulnerable to theft
- Remove tapes or discs at night and store them in a safe place. Keep close tabs on personal items (cell phones, purses, laptops, briefcases, etc.)
- Do not put articles of any value in a container marked “**EMPTY STORAGE**”, or behind booth
- Shipping cartons should not identify contents. Use coded labels
- Give special considerations to prototypes, irreplaceable and highly valuable articles, or other sensitive items
- Be sure to send copies of Shipping Information, including all tracking numbers with your set-up people so that they know how many pieces should arrive
- Booth staffing plans should take the following into consideration:
 - Who will be at the booth during set-up and dismantling?
 - Will an inventory list be available to check complete delivery during set-up and complete shipment after dismantling?
 - Will you need a security cage?
 - Will you need a private guard?
 - Should you safeguard material in the free storage room during non-Show hours?
 - Does everyone concerned know that nothing of value should be left in containers labeled “Empty”
 - Will someone be on duty at least a half-hour before the Show opens? And until Show is closed for the day? Will you schedule rotation to cover lunch breaks, etc.?
 - All of your booth personnel should be advised to wear official Show Badges at all times as a security measure
 - DO NOT leave laptop, purses, cell phones, cameras, etc. unattended
- It is essential that exhibitor personnel remain in their exhibit areas until their display

BookCon

materials are secured. All small articles which can be easily picked up should be securely packed before you leave your booth after the Show closes

- During teardown, stay with your exhibit until your empty cartons are delivered and your goods are packed, sealed and properly labeled
- Do not leave material in your booth unlabeled at any time during move-out because many things could happen it may be presumed abandoned; mistaken for trash; or one of your neighboring booths might label it in error!
- At the close of the show, please be sure to secure all electronic equipment
- **Show Management can assume no responsibility or liability for loss, damage or theft. That responsibility is yours, and we therefore recommend that you provide your own insurance coverage against all contingencies.**

Shipping Information

Warehouse shipping address:

Exhibiting Company Name / Booth Number

BookCon 2026

C/O Freeman

140 Central Ave Ste 130

Kearny, NJ 07032

USA

Warehouse shipping information

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning March 17, 2026 at the warehouse shipping address.
- The deadline for warehouse receiving is April 09, 2026. Shipments received at the warehouse after the deadline may result in a delayed delivery to show site.

BookCon

- Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or un-skidded machinery), cash on delivery (COD) shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 4,500 pounds or a single piece of freight beyond the dimensions of 108'H x 93"W x 144"L.
- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 2:30 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

Show site shipping address:

Exhibiting Company Name / Booth Number

BookCon 2026

Jacob K Javits Convention Center

C/O Freeman

369 12th Ave

New York, NY 10018

USA

Show site shipping information

- Freeman will receive shipments at the exhibit facility beginning April 16, 2026.
- Shipments arriving before this date may be refused by the facility.
- Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.
- Certified weight tickets must accompany all shipments.

BookCon

- Ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #.
- If required, provide your carrier with this phone number: (888) 508-5054.

Marshaling Yard information

- This show includes a marshalling yard. If you are shipping to show site, make sure to note for your carrier that all carriers must check into the Marshalling Yard before arriving to the show site address and provide this address to your carrier when shipping to show site.
- Please ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #.
- The marshalling yard hours are:
 - Thursday, April 16, 2026: 6:00AM-2:30PM
 - Friday, April 17, 2026: 6:00AM-2:30PM

Show Office Location & Hours

- BookCon SHOW OFFICE is located on Level 1. These areas will be staffed and operational during all move-in, show, and move-out days.

Show Schedule

- Please refer to the [Freeman Quick Facts](#) for Exhibitor Show Schedule

Smoking

- The **Javits Center** maintains a smoke-free campus. Smoking is prohibited anywhere on **Javits Center** property, including the **Inner Roadway** and **Javits**-owned sidewalks.

BookCon

Sound Levels

- Sound level of presentation should be kept within the confines of the booth area and must not interfere with neighboring exhibits.
- **Show Management** will exercise their right to provide and maintain a fair exhibiting environment for all customers.
- Excessive sound can be offensive and distracting. Each Exhibitor is entitled to an atmosphere that is conducive to conducting business, without excess noise from other Exhibitors.
- Any audio equipment (i.e., sound system, audio from a video wall, microphones), whether in the booth or as part of a display, may not exceed a sound level of eighty-five (85) decibels.
- BookCon will be sensitive and responsive to complaints registered by spectators, neighboring Exhibitors, or other personnel, and will have appointees to respond to all complaints.

Taxes

- All BookCon exhibitors must comply with the sales tax laws of the State of New York. Application to Register for a Sales Tax Certificate of Authority, must be completed and mailed to the New York State Tax Department at the following address:
 - NYS Tax Department Sales Tax Registration Unit W A Harriman Campus Albany, NY 12227
- It will be your responsibility to determine whether or not you are required to register for sales tax and apply for a Certificate of Authority. **Publication 750, A Guide to Sales Tax in New York**, provides guidance around some of the considerations in making this determination and how to properly fulfill these obligations.
- Certificates of Authority **MUST** be displayed in your booth during show hours. Please contact the NYS Department of Taxation and Finance or your tax advisor if you have questions regarding the sales tax rate to charge on your sales.

BookCon

Storage

- No storage of any kind is allowed behind booths or near electrical service. Materials for hand-outs must be limited to one-day supply and stored neatly within the booth. Violators will be notified and if not removed by show opening, the Official Service Contractor will remove and store items at the exhibitor's expense.
- All empty cartons or crates must be labeled and removed for storage or they will be removed as trash. Crates are not to be used as exhibit supports.

Vendor Invoices

- **Show Management** will have personnel on hand throughout the course of the show to consult with exhibitors regarding any bills received from service companies. If there is any question as to the charges made, please consult with our show representatives before paying the bill. Do not wait until after the show to settle problems that can be easily resolved at the **Javits Center**.