

BIKE EXPO NEW YORK

Quick Guide: Exhibiting at Bike Expo New York

We are so excited that you are interested in the 2019 Bike Expo New York! The information below is designed to help you plan and understand the basics for this show. For more detailed information, please refer to our 2019 BENY Exhibitor Manual.

Show Schedule:

Move-In:

Thursday, May 2; 12:00PM-9:00PM

Show:

Friday, May 3; 10AM-8PM

Saturday, May 4; 9AM-6PM

Move-Out:

Saturday, May 4, 7PM - 11:59PM

Venue Address:

Basketball City
Pier 36
299 South Street
New York, NY 10002

INCLUDED IN EXHIBITOR BOOTH PURCHASE

Booth Equipment

Each booth (regardless of size) comes with:

- One 6' or 8' table and black tablecloth*
- Up to two white plastic folding chairs*
- Aluminum rails with black flameproof drape. Back walls are 8' and side rails are 3'.
- A small trash can
- Dark gray event carpeting
- Courtesy WiFi for up to three devices- **Limited to basic internet searches and email access.**
- Up to ten exhibitor credentials

*Note: Some items must be selected prior to the expo via the [BENY Online Exhibitor Portal](#).

Insurance

The required insurance set in place by Bike New York is included in the exhibitor booth fee. This insurance does not cover Exhibitor Approved Contractors (EACs) who must provide proof of the adequate insurance set in place by Bike New York.

ADDITIONAL SHOW COSTS

Please refer to Appendix A of the Exhibitor Manual for pricing and further order details.

Booth Equipment

Other equipment (tables, chairs, stanchions, etc), services (power, security, cleaning, etc.), and specialty items (per request) are available for exhibitors to order for their booths via the BENY Online Exhibitor Portal. ([Equipment](#)) ([Labor, Security & Power](#))

Shipping and Delivery Handling

There are handling fees for all inbound and outbound shipments and deliveries. Shipments (via either a common or dedicated carrier) delivered prior to move-in day must be sent to the BENY Warehouse. Move-in day Freight deliveries must be scheduled in advance with BENY Exhibitor Relations. ([Shipping and Delivery Handling](#))

On-site Storage

On-site storage space is limited and available for rent at an additional cost on the BENY Online Exhibitor Portal. ([BENY Online Exhibitor Portal](#))

For a detailed description of fees, please refer to the BENY Exhibitor Manual (Appendix A).

Sampling

Bike New York welcomes Exhibitors to sample and distribute product at BENY. An additional **\$500 sample fee** will be added to the cost of your booth.

OTHER SHOW INFORMATION

Important Deadlines

Deadline	Item
3/22	Deadline to submit booth build plan (if applicable)
3/22	Last day of EARLY BIRD PRICING on exhibitor orders
4/5	Deadline to submit Booth Info via exhibitor portal
4/12	Deadline for all Exhibitor Orders
4/24	Deadline for booth materials to arrive at warehouse

Move-in Regulations

- Vehicles larger than a cargo van or personal pickup truck MUST use venue staff/equipment to off-load booth material. Delivery and load-in time must be arranged and paid for in advance. This includes, tractor-trailers, box trucks, and trailers. Pallet-jack can only be used and provided by venue staff and must be arranged and paid for in advance.
- Please note: there are no additional costs for Exhibitors dropping off items that can be carried by hand or moved on two wheels (e.g., with a hand truck) from their own vehicle (cargo size van or smaller) during designated 30-minute maximum load-in time.

Move-out Regulations

- During breakdown, Exhibitors will not be allowed to leave the venue with booth materials until all attendees have left the event site.
- Vehicles larger than a cargo van or personal pickup truck cannot gain access until after 8pm and needs to be pre-arranged with exhibitor relations prior to load-out. This includes, but not limited to, tracker-trailers, box trucks and trailers.

Security

BENY maintains 24-hour security, over the exterior and interior of the venue from 12AM on Thursday, May 3 until 2AM on Sunday, May 6. BENY security is not specifically tasked with securing individual booths.

Booth Build

- Any large build out of an exhibitor's booth other than a pop-up tent needs to be included in the TPA application for the Bike Expo New York. Exhibitors who do not provide this plan will not be permitted to build anything within their booth space. Schematics and floor plan must be sent to Exhibitor Relations at beny@bike.nyc by March 22, 2019 or builds will not be permitted.
- Any build using truss for construction will be required to use truss and labor provided by Basketball City.

Parking

No parking is available at the venue. Several paid lots and garages are available in the surrounding area. See the map in Appendix B of the BENY Exhibitor Manual, page B5 for nearby parking options.

Expo Booth Rules: (Complete rules are listed in the Exhibitor Manual Pages C1-C5)

- **Literature Distribution & Traffic:** Canvassing, sampling and the distribution of any literature, materials, or verbal recruitment are prohibited outside of the footprint of the booth.
- **Sound Levels:** Exhibitor's sound levels, both amplified and unamplified shall not violate the rights of any adjacent exhibitors or public areas.
- **Display Regulations**
 - No display may exceed 9' in height from the level of the ground unless pre-arranged with Bike Expo Management. **No banners including feather banners may exceed 12'** in height from ground level.
 - No booth element may extend beyond the footprint of contracted space.
 - No unfinished back walls or open wires should be displayed facing into an adjoining exhibitor's space or aisle way.
 - Existing pipe rails may not be used to support anything in the booth over 20 lbs. in weight.
 - Exhibitors are liable for any damage to floors, walls, or columns of the building within the booth.
 - All soft goods, carpet, and booth elements must have appropriate flameproof rating and certificates must be kept on hand in the booth.
 - Booths must be kept clean and free of trash, waste and empty boxes/packaging at all times.
 - Fire Certificates: Exhibitors must have proof that display materials within their booths are flame retardant. This includes all displays, pop-up tents, banners, shelving, etc. You are not required to supply this in advance, but please bring a copy to the Bike Expo NY in case of random inspection from FDNY. If proof is not provided upon request, exhibitor will be asked to remove said item.

Lodging

Special hotel rates will be available as we draw nearer to BENY. These details will be emailed to registered Exhibitors at a later date.