



THE BIGGEST **BABY SHOWER** EVER™

New York Exhibitor Information

general information

location:	Metropolitan Pavilion 125 W 18th Street New York, NY 10011
website:	metropolitanevents.com
event date:	Wednesday, November 8
load in:	Wednesday, November 8 from 12:00pm–4:00pm
pre event hours:	Press entry at 4:30pm
event hours:	5:00pm–9:30pm
load out:	9:30pm–11:30pm

show services

booth staffing

Whether you are unable to attend the shower or just need an extra set of hands, we can help. We have booth staff available to act as brand ambassadors, assist with booth activations, or provide general help with set up. Please contact us to discuss your specific needs and we will be sure to get you the help you need! Please email showservices@bigcitymoms.com for more information. Staffing requests for this event must be received no later than **October 20**.

electric

If you need or would like power at your booth, it **MUST BE ARRANGED IN ADVANCE** and ordered directly with the venue. A copy of the order form can be found [here](#). Please contact showservices@bigcitymoms.com if you have any questions. You should also plan to have an extension cord and power strip with your booth items in case they are needed.

internet

Wireless internet service will be available but it **MUST BE ARRANGED IN ADVANCE** and there is an additional cost. For basic, wireless service, please complete the order form which can be found [here](#) and send it to showservices@bigcitymoms.com no later than **October 27**.

furniture

If you would like to rent furniture for your exhibit space, please email showservices@bigcitymoms.com and we will provide you with options and pricing.

gift bag items

Items or product samples for our gift bags must be received at our warehouse no later than **Friday, October 13** in order to be included in the bags. Please ship **700 items** to the following address:

BIGGEST BABY SHOWER EVER NEW YORK
C/O Events Direct, Inc.
4142 Rider Trail North Suite 200
Earth City, MO 63045
HOLD FOR: BCM GIFT BAG ITEMS

For your convenience, a shipping label can be found [here](#).

raffle items

Raffle prizes must be received at the warehouse no later than **Wednesday, November 1** in order to be included as a prize. Please ship to the following address:

RAFFLE ITEMS / BIGGEST BABY SHOWER NEW YORK
c/o Sparks
2828 Charter Road
Philadelphia, PA 19154
HOLD FOR: RAFFLE ITEMS

For your convenience, a shipping label can be found [here](#).

exhibitor rules

- **Basic Table Sponsorships** are limited to 6' wide x 5' deep and all display items must fit within the space dimensions, nothing can be placed in front of the table.
- **Silver sponsorship** spaces are limited to 8' wide x 5' deep and all display items must fit within these dimensions.
- **Gold Sponsorship** Spaces are limited to 10' wide x 10' deep. Please try to keep items in the front half of your space below 4' high.
- **Platinum Sponsorship Spaces** are limited to 16' wide x 10' deep. Please try to keep items in the front half of your space below 4' high.
- Hanging signs from the hall ceiling is not permitted.
- Any backdrops, floor supported banners or structures must be under 8' high.
- Raffles are permitted, however, drawings during the event are prohibited. Prizes will need to be announced after the event and shipped out to winners
- Music and/or loud machinery is not allowed.

load in + set up

Exhibitors can move into the exhibit hall and begin set up at 12:00pm on Wednesday, November 8. **ALL BOOTH MATERIALS MUST LOAD IN THROUGH THE LOADING DOCK**, unless they can be hand carried. The venue does not allow anything to be rolled in through the front entrance of the building and this is strictly enforced on site. The loading dock is located off West 19th street and it is only 28' deep, please make sure in advance that your vehicles will fit.

dismantle + load out

The event ends at 9:30pm, however, you cannot begin to tear down any part of your exhibit until the hall is cleared of all guests. You can move your exhibit materials out via the loading dock only. We will have hand trucks and dollies available to use on a first come, first serve basis.

shipping + handling information

The venue **DOES NOT** accept advanced or direct deliveries. You **MUST** use the advanced warehouse service for shipping or have a company representative on site to receive your delivery. Any shipments sent direct to the venue could be refused or subject to penalty fees.

ADVANCED WAREHOUSE SHIPPING - DEADLINE NOVEMBER 1

If you would like to ship your booth items to our advanced warehouse, you must complete the request form which can be found [here](#). If you do, your booth items will be delivered to your booth space at the event and be there when you arrive. The warehouse can begin receiving shipments as early as **Monday, October 2** and all items must be received no later than **Wednesday, November 1** or they could be subject to refusal or late fees.

DIRECT FROM CHICAGO EVENT

If you arranged to have your booth shipped direct to the NYC shower from the Chicago shower, you only need to complete an outbound shipping form which can be found [here](#).

OUTBOUND SHIPPING OPTIONS

Option 1: Provide UPS/FedEx labels

Option 2: Ship direct to the Biggest Baby Shower Miami

Option 3: Ship via deferred service

At the end of the event, please pack up all your booth items and see a Big City Moms representative for a bill of lading. If you are shipping to the Biggest Baby Shower Miami or if you would like to use our freight carrier, we will provide shipping labels for you. We encourage you to take a photo of the items you are shipping out and make note of all tracking numbers. If you did not make arrangements in advance, you are responsible for removing all items from the hall during load out. Big City Moms and Metropolitan Pavilion are not responsible for any items left behind.

Contact us: showservices@bigcitymoms.com | 929.285.3605