



Coffee Fest New York 2025
 Jacob K Javits Convention Center - Hall 1A
 New York, NY
 March 23-25, 2025

Quick Facts

Discount Deadline:
 February 24, 2025

Your Booth Comes With:

- 5'x10' and 10' x10' Standard Booth Package
- 8'H Black Back and 3"H Black Side Drape
 - Wastebasket
 - Booth ID Sign
 - Black Carpet
- 10' x10' Furnished Booth Package
- 8'H Black Back and 3"H Black Side Drape
 - 6' Black Skirted Table
 - One Chair
 - Wastebasket
 - Booth ID Sign
 - Black Carpet

Booth packages are available for separate purchase through Clarion. If you're uncertain about your package selection, please reach out to coffeefest.es@clarionevents.com

The exhibit hall is not carpeted. Booth flooring is provided with the packages mentioned above. Exhibitors can select a different carpet color by placing your order online at their own expense. Aisle carpet will be pepper.

Show Schedule

Exhibitor Move-In

Friday	March 21, 2025	8:00 am - 5:00 pm
Saturday	March 22, 2025	8:00 am - 5:00 pm

Exhibit Hall Hours

Sunday	March 23, 2025	10:00 am - 5:00 pm
Monday	March 24, 2025	10:00 am - 5:00 pm
Tuesday	March 25, 2025	10:00 am - 4:00 pm

Exhibitor Move-Out

Tuesday	March 25, 2025	4:00 pm - 10:00 pm
Wednesday	March 26, 2025	8:00 am - 12:00 pm

- All exhibitor materials must be removed from the exhibit facility by March 26, 2025 at 12:00 pm.
- To ensure all exhibitor materials are removed from the exhibit facility by the deadline, please have all carriers check-in by March 26, 2025 at 10:00 am.
- Request your outbound Material Handling Agreement (MHA) and Outbound Shipping Labels at cyberservices.theexpogroup.com.

Marshalling Yard

The show will be using a Marshalling Yard. Please see the Marshalling Yard forms for address and schedule.

5931 Campus Circle Drive West, Irving, Texas 75063 | 972.580.9000 | exhibitorservice@theexpogroup.com | theexpogroup.com

IMPORTANT DATES

Discount Deadline Date February 24, 2025
Exhibitor Appointed Contractor Notification Deadline February 24, 2025
Advance Warehouse Receiving Begins February 26, 2025
Advance Warehouse Deadline <i>*late fee applies after</i> March 14, 2025
Direct to Show Site Receiving Begins March 21, 2025
Outbound Carrier Check-in Deadline March 26, 2025 at 10:00 am

Shipping Addresses

Advanced Warehouse:

Exhibiting Company Name / Booth # _____
 Coffee Fest New York 2025
 c/o The Expo Group & CSI
 60 Broad Street
 Carlstadt, NJ 07675

Warehouse Hours:

Monday-Friday 9:00 am-3:30 pm

Direct to Show Site:

Exhibiting Company Name / Booth # _____
 Coffee Fest New York 2025
 c/o The Expo Group & CSI
 Jacob K Javits Convention Center – Hall 1A
 369 - 12th Ave
 New York, NY 10018

Additional Services

- [Cleaning](#) - Jacob K Javits Convention Center
- [Electrical](#) - Jacob K Javits Convention Center
- [Internet](#) - Jacob K Javits Convention Center
- [Audio Visual](#) - Metro Multimedia
- [Food Sampling Form](#) - Cultivated Food Products
- [Non-Alcoholic Beverage Sampling Form](#) - Cultivated Food Products
- [Milk, Water and Ice Information](#)
- [Lead Retrieval](#) - Xpress Leads

Customer Service Hours

- Our Customer Service Management Team will be available from 8am - 5pm from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

Advance Warehouse Information

- All shipments must be accompanied by certified weight tickets. Shipments received without these certified scale tickets will be rejected by The Expo Group.
- Please note that The Expo Group Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or un-skidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 9:00am - 3:30pm. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

Direct Freight Receiving

- All materials received by The Expo Group are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for rates and details. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact The Expo Group for your personalized quotes and detailed rules for disposal of your exhibit properties.

What About Prepaid or Collect Shipping Charges?

- Collect shipments will be refused.
- Please mark all shipments PREPAID on your bill of lading.
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

Account Review and Confirmation

- All accounts must be reviewed prior to show close to ensure accuracy of all charges. No credits will be issued after the show closes. Account summaries will be sent electronically from show-site for your review. Please send contact information including name and email for the person that would be responsible to review and approve all charges.

Outbound Shipping

- Order outbound Material Handling Agreement(s) (MHAs) and Outbound Shipping Labels at cyberservices.theexpogroup.com
- Be sure your carrier knows the company name and booth number when making arrangements for picking up your exhibit at the close of the show.
- The Expo Group is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier.
- In the event that your selected carrier fails to show on final move-out day, The Expo Group reserves the right to re-route your freight onto another carrier.

Excessive Trash Left in Booth

- Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both - a handling fee and disposal fee during move-out.
- Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee.