# Exhibitor Tool Kit

Dear **Exhibitor,**

We look forward to welcoming **Travel & Adventure 2027** to Javits Center.

We are pleased to announce our **NEW** Javits Service Portal, an online ordering system that allows you to place your **electrical, technology, and plumbing** orders based on your specific needs — no forms required.

The **Advance Rate** will only be valid for orders placed by **January 8, 2027.** Orders are to be placed via our Javits Service Portal.

Please refer to the USEFUL TOOLS section below for work rules and additional resources. If you have any questions about placing an order, please contact our **Exhibitor Solutions Team** at services@javitscenter.com or call us Monday – Friday 9am-5pm (ET) at 877.452.8487 or 212.216.2319.

## Placing An Order For Multiple Booths

**If you are placing an order for multiple booths, please note that YOU MUST SUBMIT A SEPERATE ORDER FOR EACH BOOTH.**

For step-by-step guidance, please refer to this quick video tutorial. If you need additional assistance, don't hesitate to call us directly at 212-216-2319, Monday through Friday, 9:00 a.m. – 5:00 p.m. EST.

# Electrical Operational Policy

Javits Center Electricians:

- Install and remove all electrical wiring, load centers, disconnects and distribution of panels.
- 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. For the full policy, including what exhibitors are permitted to do themselves, please visit the policy page on our website.

If you need electrical labor for 7+ hours a day or need overhead electrical for powered signage, email electrical@javitscenter.com.

# Will you be doing Credit Card Transactions?

If you are using a Point of Sale (POS) system at your booth, please ensure you select **Wi-Fi - POS** in the Javits Service Portal (under Technology & Communications).

- **Why it matters:** Standard Wi-Fi is not secure enough for credit card transactions (PCI compliance). Our "Wi-Fi - POS" service keeps your customer data protected.
- **Cost:** The price is exactly the same as standard Wi-Fi.
- **Setup:** A Javits Technician must manually configure your device on-site to ensure it is secure.

Schedule your setup when you're on site with your devices:
**Email:** technology@javitscenter.com **Phone:** 212-216-5432