

NEW YORK FABRIC SHOW - Exhibitor Information

January 4, 2024

Show Days & Hours Wednesday, January 17 (10AM to 6PM) and Thursday, January 18 (9AM to 6PM).

Location: The Hotel New Yorker 841 Eighth Avenue (between 34th and 35th Streets) Mezzanine / 2nd floor

Shipments & Delivery Info Exhibitors are responsible for tracking their boxes and making sure they are delivered on time. The Wyndham New Yorker Hotel Package Room is located on the ground floor at the 35th Street entrance between Eighth and Ninth Avenues.

Address for Shipping Label : New Yorker Hotel 481 8th Avenue NY, NY 10001 - **Mark for Fabric Show**, January 17
Attach a large label or sheet so that the staff may clearly see your Company Name, number of boxes (e.g. 1 of 3, 2 of 3), exhibit space #, and location – e.g. ABC Textile #G111, Grand Ballroom. See the exhibitor info page on TheFabricShows.com to view or download of Exhibitor Space Assignments. There are in and out package fees charged by the hotel – medium size boxes are \$25 each. These fees include delivery of boxes (suitcases, bins) to the exhibitor space from hotel package room. Inquire about shipping of pallet or large shipments additional fees apply. Show management is not responsible for locating your materials. We suggest you also send info@thefabricshows.com (subject EXHIBITOR SHIPMENT) a copy of your delivery confirmation from your carrier. Include in the email when your box/boxes or suitcases were delivered and number of packages. We will pass this information to the hotel so that they know what to shipments to expect. Once you send this information the hotel, they will send you an invoice and request credit card guarantee of fee payment. Again, the show management is not tracking any exhibitor packages, we are only requesting the information is available in case there is an issue that we become aware of regarding your shipment and to provide this information to the hotel.

SET-UP starts on Tuesday, January 16th at 4PM. Staff will be on hand until 7:30PM for exhibitor setup. Our official setup time is Wednesday morning from 7:30AM to 9:45AM

Exhibitors wishing to drop off their materials, and or have setup on January 16 (Tuesday), should email info@thefabricshows.com - include your company name, and the name and mobile telephone number of the person in charge of setup for your company. Upon receipt of this information your company name will be placed on the hotel security list. Only Rolling suitcases may be brought to the 2nd fl/ Mezzanine through the hotel passenger elevators.

DELIVERY BY TRUCKER or LARGER ITEMS (e.g. Racks, hand carts) must use the Service Entrance located on 35th Street, between Eighth and Ninth Avenues.

Reminder: There are no walls separating exhibitors at the **New York Fabric Show**. You may not attach anything to the hotel walls, or columns, popup banners are permitted. Any display materials must be free-standing in your space, and not block your neighbor's view. Show management reserves the right to reposition signs and furnishings - so that they do not protrude from the exhibit space. The New Yorker provides fitted tablecloths for the exhibit tables only. We do not provide any material to cover your racks. If you want to cover them you must bring your own covering. **STORAGE** Suitcases and boxes will be kept stored on the balcony in the Grand Ballroom. Please make sure your empty cartons are removed from the show floor before 9:30AM. Suitcases, packing materials, may not be taken back to the show floor prior to 6PM on Thursday.

MOVE-OUT on Thursday evening – Move out hours are 6:15PM to 7:30PM – Exhibitors wishing to **ship out** packages must leave all packages properly sealed with completed **shipping labels attached and schedule a pick up with their carrier for Friday**. Use the hotel address above and mark to be picked up from **New Yorker Hotel PACKAGE ROOM** (not the ballrooms). There are in and out packages fees charged by the hotel – medium size boxes are \$25 each. Inquire about shipping of pallet or large shipments additional fees apply.

NOTE: Exhibits MUST remain in place until 6pm on Thursday.