



**FB INTERNATIONAL, INC.** ♦1 Raritan Road♦Oakland♦NJ 07436  
TEL: +1 201 337 1985 ♦FAX: +1 201 337 4848♦EMAIL: bcb2019@fbinternational.net



**June 11-12, 2019**

## **CLEAN FLOOR POLICY**

In an effort to ensure a successful show opening for BCB 2019, we are enforcing a **Clean Floor Policy**.  
If you are working with an exhibit house, please discuss with them how this policy will affect their work schedule.

This will allow FB International sufficient time to complete the laying of aisle carpet and the overall cleaning of the exhibit hall as well as provide exhibitors the space to complete their booth set up by keeping the aisles clear.

Tuesday, June 11 between 8:00 a.m. and 9:00 a.m. is intended for exhibitors to fine-tune their exhibits. Exhibitors and display houses may continue working on product displays and focus on exhibit lighting until show opening. Freight deliveries will be limited to product and small packages only.

### **Clean Floor Policy:**

If your target date is **Sunday, June 9, 2019** or **Monday, June 10, 2019** your crates and skids must be tagged with empty labels for removal from the hall on **Monday, June 10 by 2:00 p.m.**

**\*\*Depending on target date, all crates and skids must be tagged and removed from the exhibit hall no later than 10:00 p.m. on Sunday, June 9 or 2:00 p.m. on Monday, June 10.\*\***

**All exhibits must be fully installed by 5:00 p.m. on Monday, June 10, 2019.**

**There will be no exception to this policy.** Any crates without empty or access storage labels will be tagged by the floor managers or FB and will be removed from the exhibit hall whether they are full or empty.

Exhibitors may request crates to be returned to their booth at the exhibitors' expense; however, depending on the location of the booth, it may or may not be possible to access the crates prior to move-out.

With our targeted move-in schedule, this policy is realistic. Following the policy and working together will ensure a smooth show opening.

Thank you for your cooperation. We look forward to working with you to ensure a successful show!