



**FB INTERNATIONAL, INC**  
 116 Lehigh Drive  
 Fairfield, NJ 07004  
 TEL: +1 (201) 337-1985  
 EMAIL: customerservice@fbinternational.net

**Industry City  
 Brooklyn, NY  
 June 11-12, 2024**



## Exhibiting Quick Facts

**Deadline to receive Advance Rates:** **Monday, May 16, 2024** See our Additional Order Form for more info

<b><u>Booth Package:</u></b>	Raw space	Booth Space only
	Standard	Veloce Fabric System Structure @ 8ftH, 1 waste basket, 1 company sign
	One brand	1 Bar, 1 Freestanding Shelving Unit, 1 waste basket, 1 company sign
	Portfolio	Veloce Fabric System Structure @ 8ftH, 1 Bar, 2 Stools, 1 Freestanding Shelving Unit, 1 waste basket, 1 company sign

**Show Colors:**                      Backwall - White Fabric                      Sidewall - White Fabric  
**\* No form of tape, double sided included, will adhere to the fabric walls. Please contact FB International Inc. for wall hanging options**

<b><u>Exhibitor Move In:</u></b>	See Target Map for unloading and set up times Saturday, June 8, 2024	1pm - 4pm
	Sunday, June 9, 2024	8am - 4pm
	Monday, June 10, 2024	8am - 4pm
	<b>* All exhibitors must be fully installed by 5pm Monday June 10th</b>	

<b><u>Show Hours:</u></b>	Tuesday, June 11, 2024	11am - 7pm
	Wednesday, June 12, 2024	11am - 7pm

<b><u>Exhibitor Move Out:</u></b>	Wednesday, June 12, 2024	7pm - 10pm
	Thursday, June 13, 2024	8am - 12pm

**\* Empties will be returned as soon as possible after show closing. This may take up to two hours.**

<b><u>Reroute Freight:</u></b>	Thursday, June 13, 2024	12pm
	<b>* All exhibitor material must be removed from the facility by 12pm on Thursday, June 13. Any remaining material will be brought to the FB International warehouse to await disposition at exhibitor's expense</b>	

**Move-Out Note:** All carriers must check in by 8am on Thursday, June 13, 2024 to ensure freight is removed by the dead-line

<b><u>FB International Service Desk:</u></b>	We will have staff available for any of your furniture/booth/shipping/graphic inquiries	
	Saturday, June 8, 2024	1pm - 6pm
	Sunday, June 9, 2024	8am-6pm
	Monday, June 10, 2024	8am-6pm
	Tuesday, June 11, 2024	8am-6pm
	Wednesday, June 12, 2024	8am-10pm
	Thursday, June 13, 2024	8am-11am

**Labor Information:** If you are using FB International labor to assist in your Installation/Dismantling of your booth please fill out and submit the Labor Order Form. Please note rates, hours, and instructions reflected on said forms. Exhibitors supervising labor are required to pick up and release labor at the FB International Service Desk

**Overtime Charges:** Please be advised that overtime charges for any type of labor will apply anytime after 4:30pm



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## **Exhibiting Quick Facts**

### **Excessive Trash and Booth Abandonment:**

Any materials left in and/or around your booth, by the end of the allotted move out time, without shipping labels will be considered abandoned and deemed trash. The exhibitor will be charged accordingly for the removal and disposal of said items. Charges may include dismantle labor, forklift labor, and or dumpster fees.

### **Advance Warehouse Shipment:**

Materials should be shipped to arrive at our warehouse NO LATER THAN MAY 31, 2024. FB International is not liable for any shipment received after May 31. If you can not keep to the deadline please ship directly to show site.

Bar Convent Brooklyn  
(Your company name and booth #)  
FB International Inc.  
116 Lehigh Drive  
Fairfield, NJ 07004

See our Inbound Material Handling form for complete details

### **Direct Shipment to Facility:**

Shipments will be received at the exhibit facility during your targeted Move-In time

Bar Convent Brooklyn  
(your company name and booth #)  
FB International Inc  
c/o Industry City  
32 33rd St  
Brooklyn, NY 11232

See our Inbound Material Handling form for complete details

**\* Please note: Any materials received by FB International are subject to material handling charges and are the exhibitor's responsibility. This applies to all items not ordered through the Official Show Vendors. Please refer to the Material Handling Forms for rates**

### **Assistance:**

We want you to have a successful show. If you are having trouble finding what you need or if we can be of assistance, please email our Customer Service Department at customerservice@fbinternational.net