

PEPCOM'S HOME NOW! – JUNE 18, 2020 – FREQUENTLY ASKED QUESTIONS

WHEN: Pepcom's Home Now! event takes place on Thursday, June 18th, and is open to the media from 5:30 to 8:30 pm. Exhibitor setup begins at 3:30 pm.

WHERE: The event takes place at the Metropolitan Pavilion in the Chelsea district of New York City. The address is 125 West 18th Street, between 6th and 7th Avenues. (See below for more specifics on shipping packages.)

BOOTH LOCATION: There are no booth numbers. Our staff will direct you to your assigned exhibit table.

BADGES: If you have not already received your badges, they will be at the Exhibitor Registration table upon your arrival. If you have not yet given us your badge names, please email them ASAP to Megan Fioto (megan@pepcom.com). If you have someone coming in for setup only, they also must stop and pick up a setup badge, and then check out at the exhibitor table by 5:15 pm.

PEOPLE: Solo exhibitors are allowed a maximum of 1 person. Basic exhibitors are allowed a maximum of 2 people, Standard exhibitors are allowed up to 4 people, and Premier exhibitors are allowed up to 6 people. For space and fairness reasons, the number of people is strictly enforced. Standard and Premier exhibitors (only) have the option of adding an additional person for a charge of \$500. If an additional person shows up at the event, the exhibitor must sign an authorization form approving the charge for the extra person. Solo and Basic exhibitors are not permitted to add an additional person.

DRESS CODE: Business casual is best, but this is entirely your call.

SETUP: Exhibitor setup is from 3:30–5:30 pm. Your table will be set with linens, signage, electricity, and any display rentals or Internet connections you have ordered. If you shipped packages, they will also be at your table.

INTERNET: Internet is an extra-cost option. Bringing your own wireless access point or wifi router is not permitted, as these devices can interfere with the event wifi network. Not every wifi issue is fixable, so please bring an offline demo just in case!

DISPLAY RENTALS: HDTVs are available as optional rentals.

BANNERS: All display items must fit on your tabletop. The only exceptions to this rule are retractable, vertical banners that are no wider than 36 inches. Each table may have two of these, which must be placed behind the table. Keep in mind that Premier tables are 10 feet wide and 30 inches deep, Standard tables are 6 feet wide and 30 inches deep, Basic tables are 6 feet wide and 30 inches deep, and Solo tables are 4 feet wide by 30 inches deep.

PRODUCT DEMOS: We recommend keeping demos brief. Since this is a cooperative event, please demo your own company's products only. Demos or comparisons using products/services from other companies are not permitted. In fairness to your fellow exhibitors, the use of external speakers or any loud audio is not allowed.

BREAKDOWN: Breakdown can begin at 8:30 pm, though the press may linger a bit longer.

SHIPPING TO THE EVENT: We strongly recommend that you hand-carry vital products or packages to the event, as shipping delays are common. If you plan to ship packages to the event, please be sure to put the Pepcom labels on all boxes. You can find the shipping label [here](#). This will make it easier for the venue to identify your boxes and store them with the other event boxes. Be sure to ship everything to arrive no earlier than Monday, June 15th, and no later than the morning of June 18th. Bring your tracking numbers with you for any packages that you shipped. All items being shipped to the event must go to the following address:

METROPOLITAN PAVILION

Michelle Crissy – Pepcom 6/18/20 Event
124 West 19th Street
New York, NY 10011
(212) 463-0200

We cannot be responsible for items that were shipped but do not arrive on time or at the correct location or are delayed for any reasons. Please track your packages and bring your tracking numbers!

Due to the venue’s handling and storage fees, “heavy” shippers will incur additional shipping charges. Most exhibitors will not be impacted by these charges, since shipping five or fewer packages (each weighing less than 50 lbs.) will incur no extra charge. Here’s the schedule for additional/heavier shipments:

6th box and up: \$25 per box
Boxes equal to or heavier than 50 lbs.: \$50
Boxes equal to or heavier than 100 lbs.: \$100
Boxes equal to or heavier than 200 lbs.: \$200
with each additional 100 lbs. incurring an additional \$100 fee

Note that we will not double charge for any box – i.e., an overweight box is charged the weight fee, but not the \$25 fee, even if it’s the 6th or 7th box. An invoice detailing the boxes shipped and charges will be sent to you following the event.

SHIPPING FROM THE EVENT: For return shipping, it's best to bring your own FedEx pre-printed airbills. You must have a Fedex account number or a credit card for shipments from this venue. We will have extra airbills available for you. When you have completed the airbills and taped up your boxes, please bring packages to the Outbound Shipping table near the entrance. We’ll make sure they are shipped out on Friday, June 19th.

ON-SITE CONTACT INFO: Michelle Crissy will be your on-site contact. Call her mobile phone (954-579-4200) or email her (michelle@pepcom.com) with any questions.