



Exhibitor Essential #4

Missed previous Exhibitor Essentials? [Catch up here.](#)

Hi there,

Ensure your booth is move-in ready for Greenbuild! Before you arrive on-site, take time to review all booth regulations, secure necessary approvals, and coordinate your logistics. From understanding move-in and move-out timings to arranging transportation for your booth materials, advance planning ensures a smooth setup process and helps you avoid last-minute complications.

Booth Regulations

Start planning your booth design now! Review our comprehensive [Booth Guidelines](#) for regulations on booth space, sightlines, layouts, and other important requirements.

Is your booth 400 square feet or larger? You must to submit your booth designs renderings to holly.kilbourn@informa.com.

Please note that certain booth configurations require advance approval from Show Management before installation:

- Booth designs outside the Booth Guidelines (e.g. taller than 12 feet)
- Booths with [special requirements](#) or regulations
- Booths featuring display vehicles or large equipment

If your booth falls into any of the above categories, submit your design plans for approval to [Holly Kilbourn](#) by September 16th, 2026.

Using an Exhibitor Appointed Contractor (EAC)?

The Javits Center only permits pre-approved contractors to perform labor within the facility. Before hiring a contractor, please review the official [Javits approved EAC list](#) to confirm their status. If you plan to use an unapproved EAC, they will not be allowed to perform any hands-on labour. Instead, you must

hire labour through Freeman (or another Javits approved EAC) to carry out all physical tasks and installation work, while your unapproved EAC may attend solely in a supervisory capacity.

You are required to complete and submit the EAC registration [form](#) for any contractor who will be supervising on-site.

Move-in and Move-out at the Javits

Move-in

Monday, October 19: 8:00 AM – 5:00 PM

Tuesday, October 20: 8:00 AM – 3:00 PM

All exhibitor booths are required to be set at **3:00 PM on Tuesday, October 20**, ready for the Greenbuild Welcome Reception.

See three options below on moving your materials into Javits, Hall 3A. Please review the [Move-in details](#) in full.

1. Ship materials to the Freeman Advanced Warehouse
 - a. Earliest Arrival Date: September 21, 2026.
 - b. Latest Arrival Date: October 12, 2026.
2. Ship Directly to Javits. Marshaling Yard Hours for Move-in:
 - a. Monday, October 19, 2026: 6:00 AM - 2:00 PM
 - b. Tuesday, October 20, 2026: 6:00 AM - 10:00 AM
3. Hand Carry Materials
 - a. Access to the venue is via the Inner Roadway, followed by the passenger elevator to Level 3. The main entrance to the Inner Roadway is at W 38th St and 11th Ave. Vehicles must be standard vans or smaller, with a 45-minute time limit strictly enforced. If your materials cannot be hand carried, please utilize Option 1 or Option 2 mentioned above.

Be sure to hire Material Handling in advance if required to avoid additional on-site fees.

Move-Out

Thursday, October 22: 4:00 PM- 8:00 PM, no packing up before show closes at 4:00 PM.

Friday, October 23, 8:00 AM – 12:00 PM. Everything must be cleared by **12:00 PM on Friday, October 23**.

Please review the full [Move-out details](#) before coming on-site to Greenbuild 2026.

Greenbuild's Mandatory Exhibitor Green Guidelines (GMEGG)

At Greenbuild, sustainability isn't just a theme — it's part of everything we do, including how we exhibit. That's where the [Greenbuild Mandatory Exhibitor Greening Guidelines \(GMEGG\)](#) come in. As an exhibitor, you play a key role in helping us reduce the event's environmental impact. Before coming on-site, please complete an important short survey covering areas such as booth materials, shipping, lighting, and transportation, please note, 10% of exhibitors will be randomly selected to be audited on-site.

By completing the GMEGG, you qualify for the Exemplary Performance Booth Award and Most Innovative Booth Award. [See the 2025 winners.](#)

Exhibitor Insurance

As an exhibitor participating in Greenbuild, you must have adequate liability insurance. To participate in Greenbuild, every exhibitor must provide proof of coverage [meeting the requirements](#). It is recommended you have a copy of your Certificate of Insurance onsite, should you be asked to show proof.

Please either [submit your COI or purchase insurance](#). **Note: Do not email your certificate, as we are unable to verify certificates sent via email.**

Important Reminder: Multiple Platform Access

Please note that each of the following platforms operates independently and requires separate login credentials. These platforms do not function on a single sign-on (SSO) system:

- **Registration Portal** (hosted on EV2)
- **Online Exhibitor Profile** (hosted on A2Z Personify)
- **Greenbuild App** (hosted on Swapcard) – **Live on September 2nd**
- **Lead Insights**
- **Freeman Ordering**
- **Javits Center Ordering**

We're excited to welcome you to Greenbuild on October 20 – 23 at the Javits Center! Please use the [Sponsor & Exhibitor Manual](#) as your go-to guide!

Best wishes,

The Greenbuild Team

Holly Kilbourn, CEM (she/her)

Event Operations Manager | Buildings & Construction Group | Informa Connect



[BUILDEX Vancouver](#) - [LBMAO Buying Show](#) - [PM Springfest](#) - [BUILDEX Alberta](#) - [Greenbuild](#) - [The Buildings Show](#)

20 Eglinton Ave West, Suite 1200, Toronto ON, M4R 1K8, Canada

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