

# Jacob K. Javits Convention Center

655 West 34th Street  
New York, NY 10001-11



**Please be aware ALL customers must complete:**

- 1) A Javits “Service Order Payment Form”.  
(Section 1)**
- 2) Electrical, Cleaning, Plumbing &  
Telecommunication Request Form.  
(Only for services you require)**

**Also please read and follow the  
instructions attached.**

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**Wire Transfer Information:**

**THE CHASE MANHATTAN BANK**

Contact Person : Ms. Kris Young  
Telephone Number : (518) 433 – 2535  
Address : The Chase Manhattan Bank  
12 Corporate Wood Blvd.  
Albany, New York 12211

Bank Account Number: 573 – 804249  
Company Name: Jacob K Javits Convention Center  
Routing Number – Federal Reserve: ABA 021000021  
Routing Number – SWIFT : CHAS US 33

**IMPORTANT INFORMATION:**

- 1) Please be aware your wire transfer must include the **TOTAL BALANCE** of your service request and the **DEPOSIT**.

**-OR-**

The wire transfer must be for the **TOTAL BALANCE** of your service request and with the **CREDIT CARD** information completed on the Service Order Payment Form (section 2).

- 2) You **must** include the **Show** and **Booth Number** along with your **Company Name** on your wire transfer. Failure to do so will result in delay of service.

**In addition, please email or fax a copy of your wire transfer Bank receipt to me.**  
Thank you,

**Erika Quiroz**  
Exhibitor Service  
Phone (212) 216 – 2736 Fax (212) 216 – 4169  
Email: [equiroz@javitscenter.com](mailto:equiroz@javitscenter.com)

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## Electrical Wire Transfer Order Policy

**All** companies without a valid credit card must follow the procedures listed below. There are no exceptions to the rules, except companies that are to be billed to the Show Management or the Show Decorator.

### **Rule 1**

**A deposit of \$250.00 is required** for each Quantity of Electrical Wattage ordered.

Ex: 1 – 500 watt = 250.00	1 – 1000 watt = 250.00
2 – 500 watt = 500.00	2 – 1000 watt – 500.00 etc.

### **Rule 2**

**All** changes from Javits Flood Lamps to Power Wattage are subject to **RULE 1**.

### **Rule 3**

**All** exhibitors with a credit balance requesting a refund at the end of the show will be **mailed a check** three to four weeks after the last show date.

### **Rule 4**

**NO REFUNDS** are given at the show Service Desk.

**\*\*\*NO DEPOSIT – NO SERVICE \*\*\***

Finance Dept.

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## **Telecommunication**

# **Wire Transfer Order Policy**

**All** companies without a valid credit card must follow the procedures listed below. There are no exceptions to the rules, except companies that are to be billed to the Show Management or the Show Decorator.

**\*\*Please be aware we do NOT supply Fax machines.\*\***

### **Rule 1**

**A deposit of \$500.00 is required** for each Quantity of Hard Line service ordered.

Ex: 1 – Single Line = 500.00      1 – Multi Line = 500.00  
2 – Single Line = 1000.00      2 – Multi Lines = 1000.00 etc.

### **Rule 2**

**All** exhibitors with a credit balance requesting a refund at the end of the show will be **mailed a check.**

### **Rule 3**

**NO REFUNDS** are given at the show Service Desk.

**\*\*\*NO DEPOSIT – NO SERVICE \*\*\***