

GJX – Exhibitor Kit Guide

A simplified overview to help you place your first equipment order.

1. Before You Begin

Welcome to GJX! This guide highlights the most important reminders for first-time exhibitors. It is not a replacement for the full Exhibitor Kit, but a clear starting point to help you understand what you must submit and how to avoid common mistakes. It is recommended that you **thoroughly read your Complete Kit**— as there is detailed Exhibitor Information provided that will not be mentioned here.

Every exhibitor must:

- Review their booth size, location and aisle sides on the [GJX Floor Plan](#).
 - Complete **Form 1 (Summary Sheet)** and all required forms for their order.
 - Use the **Booth Grid Layout** with cutouts — *hand-drawn layouts are **not** accepted*.
 - Submit their **Badge Request** form before the deadline.
 - Submit all documents as **PDF attachments** to: info@gjxusa.com
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2. Equipment Ordering Basics

Electricity

- Electricity is **not included** with your booth.
- Calculate total wattage for:
 - Showcases
 - Track lighting
 - Any additional equipment
- Order the correct wattage level; inaccurate estimates will delay the order.

Lighting

- Overhead lights **require** a **Pole & Bar Package/Header**.
- Lights placed toward the center of the booth require **Support Crossbars**
- If selecting multiple colors of light (one track white, the other yellow), they must be identified on your layout.
- All track lights must be shown on your booth layout or they will **not** be hung (labor fees apply for on-site adjustments).

Showcases & Tables

- You must select the color and/or view of the showcase.
- Use the **cutouts** to place all ordered showcases, tables, towers, and counters.
- Each booth includes **one free 6' table (may be exchanged for a 4ft/8ft free of charge)** — you must place it on your layout and label it **FREE** if you are keeping or exchanging it for a different size.

Refunds & Pricing Tiers

- Prices increase after **Nov 15** and **Dec 31**. **NO EXCEPTIONS.** *Discounts are not honored for unpaid invoices.*
 - **No refunds** are issued **after Dec 31** for any equipment.
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3. Booth Layout Requirements

Every exhibitor ordering equipment must submit a layout using the correct grid.

Your layout must include:

- Free table(s)
- Ordered tables & counters
- All showcases
- Track lighting with exact placement (if any)
- Pegboards (if any)
- Safe placement (if any)
- Any support crossbars

Important layout rules:

- Use only the supplied cutouts — no sketches or photos.
 - Leave **1 foot** of entry/exit space per fire code.
 - Safes and Wall Cases must be placed on the **back wall**.
 - Quad booths (4 booths together) must place safes in the **center** of the booth.
 - Make sure all equipment fits within your booth floorplan (each grid square = 1 foot). Showcase measurements can be found in "[Showcase Specs](#)".
 - Must match what you have ordered.
 - **If you are ordering different showcases of the same size, you must label each one on your layout, so we know which specific model goes in each position (e.g., two 5' showcases—one Ultra and one Designer—must be clearly identified).**
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4. Additional Services to Keep in Mind

These items are optional but commonly ordered:

Booth Vacuuming (Form 7)

- Must be ordered with your equipment
- No vacuuming orders accepted once the show opens.

Parking Pass (Form 8) ***Highly recommended**

- Must be ordered by January 5th.
- Limited quantity; first-come, first-served.

Wi-Fi (Form 9)

- Free basic Wi-Fi is provided.
- High-speed upgrades are available.

Advertising Opportunities (Form 10)

- If you plan to advertise in the Show Guide or display a banner/poster, artwork deadlines apply.

Safe Rental

- Submit the safe rental form online along with your copy of the floorplan showing safe placement.

Invitation Letter Request for Visa (*international exhibitors only*)

- Invitation letters are for participating staff only.
- Must be submitted before January 10th using the online form.
- Badge Request Form must be completed first.

5. Shipping Prior to Show Opening & Set-Up Reminders

- Shipments **must not** list GJX or SMC as the addressee. Put your company name and booth number.
 - Shipments cannot arrive before **Jan 28th at noon** — early deliveries will be refused.
 - Someone from your booth must be present to accept deliveries.
 - Set-Up days: **Jan 28** and **Jan 29**
 - Move-out may not begin until **4:00 pm** on Feb 4 (**early teardown is a violation of the contract terms and conditions**).
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6. Common Mistakes to Avoid

- Forgetting to attach Form 1 (Summary Sheet).
 - Sending your order forms as images instead of a PDF.
 - Forgetting to place track lights on the layout.
 - Attempting to use hand-drawn layouts.
 - Not labeling the free table or showcases when having different views/lines.
 - Under-ordering electricity.
 - Placing safes or wall cases on perimeter walls.
 - Not checking the floorplan for open sides before designing the layout.
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7. Final Submission Checklist

Before sending your order, confirm you have:

- ✓ Form 1 – Summary Sheet
- ✓ All relevant equipment/forms (**PDF format**)
- ✓ Electricity ordered
- ✓ Completed Booth Layout with cutouts – NOT HANDDRAWN
- ✓ Badge Request submitted online
- ✓ Invitation Letter Request (if applicable)
- ✓ Safe Rental Form & copy of floorplan submitted to Rob Hyatt (if applicable)
- ✓ All documents emailed to info@gjxusa.com before **November 15th**.