

Hand Carry Policy at Javits Center

The hand carry policy is designed to maximize exhibitor move-in/out efficiency, minimize traffic congestion and negative impact on the west side of Manhattan. Exhibitors should take notice that 11th Avenue and the adjacent streets around the Javits Center are no longer permitted to be used for staging or unloading hand-carry materials as in years past. Likewise, hand-carry materials are no longer permitted to enter Crystal Palace, via 11th Avenue due to Lincoln Tunnel congestion concerns.

Exhibitors whose vehicles are illegally parked will be subject to a fine and/or vehicle towing by the New York City Police Department (NYPD). To streamline the hand carry process for our exhibitors, the Javits Center's Security and Safety Solutions Department provides all exterior security staffing, and oversight for hand carry operations.

Approved During Hand Carry Operations:

- Loading and unloading of vehicles is limited to vehicles no larger than a standard van and POV's (personally owned vehicles)
- One person must remain with the vehicle
- Individuals moving materials must be employees of the exhibiting company and must carry identification to verify their position
- Exhibitors moving materials must use doors and routes designated
- Hand-carried items can be brought in through the front of the building (east side) only through the inner-roadway
- Pop-up displays – equal or less than 10 feet in length and capable of being carried by hand by one person – may be brought into the building

Prohibited During Hand Carry Operations:

- Any equipment, other than a two-wheeled baggage cart (plastic or rubber wheels only), to move materials
- Power tools, ladders, vacuum cleaners, or any type of carpenter/construction equipment are not permitted in the building
- Any freight from a box truck, commercial vehicle or any vehicle larger than a standard van
- Any freight moved on equipment larger than a two-wheeled baggage cart
- Any freight that cannot be hand carried by one person
- Any freight moved by a moving or freight company or contractor

Javits Inner-Roadway:

- Hand carry operation hours are designated move-in and move-out hours of show
- Loading and unloading of vehicles is limited to vehicles no larger than a standard van
- All vehicles must be issued a Javits Center Placard in order to stage
- All vehicles are allocated 30 minutes, and the time limit will be strictly enforced
- All vehicles must be parked perpendicular to the curb and staged with the back of the vehicle against the curb
- Hazard lights must be activated while staged
- Double parking is strictly prohibited and will likely result in a fine or tow
- Parking or standing on 11th Avenue or any of the secondary streets around the Javits Center is strictly prohibited and subject to fine or tow
- Pre-pack all exhibit items before staging a vehicle curbside;
- Failure to follow the above regulations may lead to a fine and/or vehicle towing

Enforcement for Hand Carry Operations:

- The Javits Center's Security and Safety Solutions Department, in conjunction with city and state agencies, will provide security on the inner-roadway and loading docks during all designated hand carry hours of operation
- The New York City Police Department will provide all enforcement for the New York City streets surrounding the Javits Center
- The Javits Center reserves the right to search any box, bag, container, crate, etc. to ensure full compliance with the building's regulations
- The Javits Center reserves the right to deny entry to anyone not in compliance with all stated policies and procedures