



## SHOW SCHEDULE

### **Exhibitor Move-In:**

#### **RAW / Space Only & Multi-Booths (800 sq. ft. or larger)**

Friday	February 9, 2024	1:00 PM - 6:00 PM
Saturday	February 10, 2024	<b>DARK DAY / NO WORK – Venue closed</b>
Sunday	February 11, 2024	<b>DARK DAY / NO WORK – Venue closed</b>

**TARGETED ONLY** \* Email Crystal Young [cyoung@cwmet.com](mailto:cyoung@cwmet.com)

### **All Other Exhibitors**

Monday February 12, 2024 8:00 AM - 5:00 PM

### **Non-Assisted Hand Carry Move-In:**

Monday February 12, 2024 8:00 AM - 5:00 PM **ONLY**

All exhibits must be fully installed by Monday at 5:00 PM

For concerns or questions regarding the move in schedule please email them to:  
[questions@theshowhelper.com](mailto:questions@theshowhelper.com).

### **Official Show Days:**

Tuesday	February 13, 2024	9:30 AM - 5:30 PM
Wednesday	February 14, 2024	9:30 AM - 4:30 PM

Exhibitors are permitted to access the show floor at 8:30 AM. If you require earlier entry please submit your request to [questions@theshowhelper.com](mailto:questions@theshowhelper.com)

### **Exhibitor Move-Out:**

Wednesday February 14, 2024 4:30 PM – 9:00 PM

### **Hand Carry Move-Out:**

Wednesday February 14, 2024 5:00 PM – 9:00 PM **ONLY**

**All exhibitor materials must be removed from the exhibit facility by Wednesday February 14, 2024 at 9pm.**

If you need additional time, please request and approval to schedule by emailing [questions@theshowhelper.com](mailto:questions@theshowhelper.com)



## IMPORTANT SCHEDULE INFORMATION

- Booth Exhibitors & Space Only / Raw Space exhibits to be complete no later than 5pm on Monday February 12<sup>th</sup>.
- Pipe and Drape Booths will not be ready until Monday February 12<sup>th</sup>. please arrive to show site at your scheduled time.
- Children under the age of sixteen are not permitted in the hall during move in or move out times.
- All vehicles must be removed from site immediately after unloading. Freeman logistics are the official contractor for the show, please ensure you arrange the movement of your freight with them directly.
- Please ensure you review the Javits Center Delivery Rules & Regulations for 'POV Hand Carry Operations' located on page 15; **House Rules for "Hand Carried" Goods**.
- You must bear in mind the move in & move out time available with designing your booth. Please note it may take time for you to pass through the queuing system to gain access to the hall and you will therefore not be guaranteed the number of hours build time stated above.
- Moving freight to your booth is subject to material handling fees. Please refer to the Material Handling Section in the Freeman Decorating Link: <https://www.freemanco.com/store/show/landing?showID=527189>
- Exhibitors may restock booths and receive deliveries each morning between 8:30am –9:30am.
- Exhibitors must not conduct work on their booth during the exhibition opening hours. Any alterations, building, modification, loading or unloading of goods must take place only during move-in, off-loading and move-out periods.
- Please note that booth power will be turned off 30 minutes after the show closes each day INCLUDING THE LAST DAY. If you require power for move out times, please arrange service directly with the Javits Electrical Department.
- All contractors hired equipment such as furniture, electrical, audio visual or telecommunications will be removed Wednesday February 14th beginning at the close of the event.
- All exhibits must be completely removed from the show floor no later than 9pm on move out. Please remove ALL material from your booth. The decorator will dispose of any materials left in your booth after scheduled move out times at the exhibitor's expense. This includes all waste material such as carpet / boxes / Unused literature / timber / exhibits etc. Show Management cannot accept any responsibility for any items left onsite. For assistance, please contact Freeman who are the official shipping and logistics company. The exhibitor is responsible for any cost related to disposal of materials left in their booth.
- Individual Booth Security is the responsibility of the exhibitor. Please make sure your booth is properly staffed during move in and move out times.



## MOVE-IN / MOVE-OUT INFORMATION

### Move-In

- Warehouse freight is moved in first. Freight sent directly to the show will be received on a first come, first served basis.
- **All exhibitors and exhibitor-appointed contractor personnel must be badged.** Badges are available for pick up during registration hours. We must receive your insurance certificate and all outstanding balances paid before any badges will be distributed. Badges are not transferable. Each exhibitor must pick up his/her own badge.
- Exhibitors arriving after the posted set up times **WILL NOT** be allowed into the hall and must return the next morning. Those in the hall at the end of official posted time may remain to finish work in progress, but for security reasons, once you leave the hall, you cannot return.
- **Hand-Carried Items**- Exhibitors are allowed to carry in a limited number of materials. The hand carry regulations are stipulated in the shipping section of this manual.
- **All exhibits must be fully installed by 5:00 PM on Monday.** Those exhibitors who have not arrived or made set up plans by this time will either have their booths erected by show management at prevailing rates, or the exhibit will be removed from the floor.
- **Bring copies of your orders** (labor, electrical, carpeting furniture, etc.) with you to the show to avoid discrepancies. Bring any billing issues to the attention of the vendor and Show Management immediately.
- **Tables and chairs must not be removed from booths in which Freeman has placed them.** If you ordered furniture, and none was delivered, notify the desk personnel at the Freeman Service Desk at once. Do not move the furniture from a neighboring booth into yours. If furniture was delivered to your booth but none was ordered, please notify the desk personnel at the Freeman Service Desk at once. Do not remove the furniture yourself. If you did not place a furniture order and “borrow” furniture from a neighboring booth, you will be charged for the furniture once it is in your booth.

### Move-Out

**No exhibitor is permitted to dismantle a display before Wednesday at 4:30 p.m.** Dismantling of an exhibit prior to the close of the show will result in compromising the exhibitor's position in any future events.

**All exhibitors are responsible for completing a bill of lading and return it to the Freeman Service desk.** The returning of crates and packing materials precedes the loading of outbound freight. All freight must be removed from the exhibit hall by 9pm on Thursday. Freight arrangements must be made to comply with this deadline. Show Management will make shipping arrangements for any remaining freight, to be returned to the best available address on the official show carrier at prevailing rates. **All trucks must be checked in by 7pm on Wednesday.**



## GENERAL INFORMATION

### **EXHIBITOR SERVICES AREA:**

The Exhibitor's Service Desk will be located on the show floor. This area will have service representatives for labor, furniture, freight, electrical, phones etc. After you have checked in at the Exhibitor Registration Desk, check your booth and if anything is missing, please visit the service desks and confirm your pre-ordered services and equipment. The service desks will be open during the move in, the show and move out.

The person in charge of your exhibit should carefully inspect and personally sign all work order forms. If you disagree with a bill presented for your signature, question it immediately. If you cannot come to a satisfactory agreement with the contractor, contact Show Management. *Do not put it off!* Once the Show has ended, it becomes difficult to resolve differences.

### **SECURITY:**

Show Management will provide a 24-hour guard service from the move-in of freight until the removal of all crates and materials. Although we do our best to deter theft, Show Management is not responsible for lost or stolen items. **Security for individual booths and their contents is the responsibility of each Exhibitor.**

All Exhibitors and booth personnel must have Exhibitor Badges to have access to the Exhibit Hall. Badges are not transferable. Exhibitors will have access to the exhibit hall one hour prior to the opening of the show and ½ hour after the show closes each show day. **DO NOT SCHEDULE APPOINTMENTS WITH ATTENDEES ON THE SHOW FLOOR PRIOR TO THE SHOW OPENING OR AFTER SHOW CLOSING.**

### **Security Tips:**

- If you have a product which you allow people to try out, be sure that each potential customer is supervised. To avoid theft, consider asking for a credit card or license as a form of deposit from people who you allow to demo your product.
- Remove small items on a nightly basis.
- Hire a private duty security guard or rent a security cage.
- Have replacements available either on-site, at a local distributor or on stand-by at your office for overnight shipment.
- Do not list contents on outside of boxes (*e.g.: Box 1 - Personal Computer*)
- Carry a detailed list of what you ship, in which box it was packed and repack in the same manner. Keep a copy in your office and check your shipment when it returns.



## **SHIPPING YOUR EXHIBIT:**

There are three ways to get your exhibit to the Exhibit Hall: ship it in advance; ship it to show site; or hand carry to show site.

- **Advance Shipments to Contractor's Warehouse** - Freight shipped to the Freeman warehouse will be placed in the Exhibit Hall first. Shipments must arrive at the warehouse by the deadline date. **Please See the SHIPPING INFORMATION under the Freeman Kit.**
- **Shipped Directly to Show Site** - Freight shipped directly to the Exhibit Hall should arrive during the published exhibitor move-in schedule. Shipments will be received on a first-come, first-served basis.
- **Hand-Carried to Show Site** - Exhibitors are allowed to carry in some materials. The hand carry restrictions are stipulated in the shipping information section of this manual.

### **TIPS:**

- If you have minimal display materials (e.g., brochures, samples, etc.), you may avoid the drayage charge (based on a 100 lb. minimum) by shipping the materials to your hotel and then carrying to show site.
- If you have more than 100 lbs. of freight, minimize your drayage charges by shipping everything together.
- When contracting an “overnight” shipper, check on how long it takes them to trace a lost shipment. Some companies take two days, which is too long in the trade show business.
- UPS or FedEx are not preferable shippers when sending to show site. They will not wait in freight lines and the entire delivery is signed for rather than each individual package. This hampers your ability to track lost shipments.



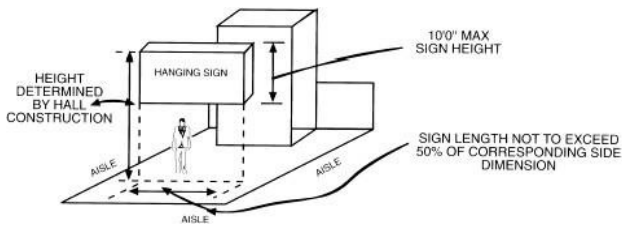
# RULES & REGULATIONS

**BANNERS:**

To maximize your exposure, inline booths of 200 square feet or more are now permitted to hang banners over your booth within the show guidelines. You must adhere to the below guidelines and Show Management must approve all banners prior to installation.

**Peninsula Booths:**

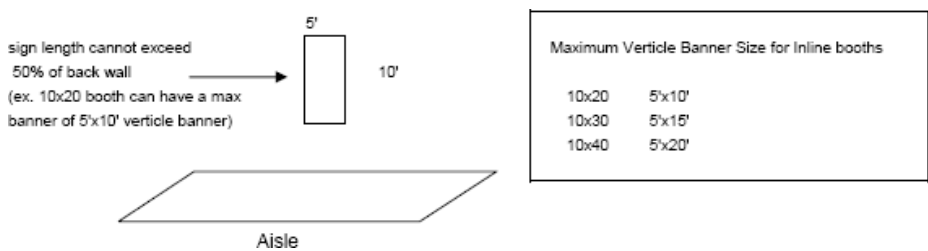
Banner Size must not exceed 10ft in height and 50% of corresponding side dimension. Example Below:



**In-Line Booths:**

Banner Size must not exceed 5ft in width and 50% of back wall dimension. All banners must be vertical

**NO EXCEPTIONS.** Example Below:



Exhibitors must submit a written request that includes a diagram of their desired placement. All requests and questions should be directed to: [questions@theshowhelper.com](mailto:questions@theshowhelper.com) or via Fax 917-591-8316. To save you time and money we recommend you talk with our operations department prior to production of any banner to ensure your banner is meeting the show requirements.

**Banner Production:**

Exhibiting companies that need help designing or printing banners / signage can contact Getvamp LLC, our official marketing & Promotions Company. Getvamp can be reached at 216-566-5953 or at [orders@getvamp.com](mailto:orders@getvamp.com)



## **BOOTH & DISPLAY REGULATION:**

**Display Guidelines** – Show Management is committed to producing industry events with the highest degree of professionalism, integrity and quality for our exhibitors and attendees. **The following Booth Guidelines will be enforced.**

- All tables within your booth area must be draped and/or skirted. Exhibitors **cannot** utilize the booth's side drape as skirting for tables.
- **All booths must be carpeted**
- All signs must be professionally produced and/or created.
- **Booth attendants, manufacturers, salespeople, or representatives, including models or other supportive personnel must conduct business ONLY within their booth space. Printed matter may not be distributed in any area of the show floor except within the confines of their booth. Repeat offenders will be removed from the show floor.**
- The use of corrugated boxes, unlabeled bins, etc. to display and/or sell merchandise is prohibited.
- Unsightly storage of inventory within your booth area is not permitted.
- Show Management urges all exhibits and displays to convey a professional and high-quality image. Professionally produced exhibits are encouraged.

**In addition to the guidelines listed above, the Jacob K. Javits Convention Center and the Show Group prohibits the following:**

- The use of untreated cardboard boxes or wooden crates as display fixtures is prohibited.
- The hanging of promotional materials on and/or around any structural part of the building by an exhibitor **is not permitted** and will result in a cleaning fee charged by the Jacob K. Javits Convention Center to the exhibitor for the removal of this material.
- No helium or hot air balloons and/or tanks are permitted in the hall.
- Fountains, and other water containers used for decorative purposes, must be waterproofed, and inspected by the Jacob K. Javits Convention Center.
- The use of glitter is not permitted in the facility. A cleaning fee will be assessed for any use of glitter.
- Exhibitors may conduct business only within their booth space. Printed matter may not be distributed in any area of the show floor except within the confines of their booth.
- Exhibitors may install or dismantle their exhibit and lay carpet in their exhibit if the booth size is 250 square feet or less and work can be done without tools. Any exhibitor exceeding 250 sq. ft. will have to hire labor for installation and dismantle.



## **DISPLAY HEIGHT CHART**

# OF CONTIGUOUS BOOTHS	<b>HEIGHT</b>			
	<b>8'</b>	<b>10'</b>	<b>12'</b>	<b>16'</b>
1	X			
2	X			
3	X			
4 LINEAR		X		
4 PENINSULAS		X		
4 ISLANDS		X		
5		X		
6 LINEAR			X	
6 PENINSULAS			X	
6 ISLANDS			X	
7 LINEAR			X	
7 PENINSULAS			X	
8 + LINEAR			X	
8 + PENINSULA				X
8 + ISLAND				X

### **Special Note:**

Exhibitor Displays that exceed 4ft in height must be placed appropriately to maintain sightline restrictions.

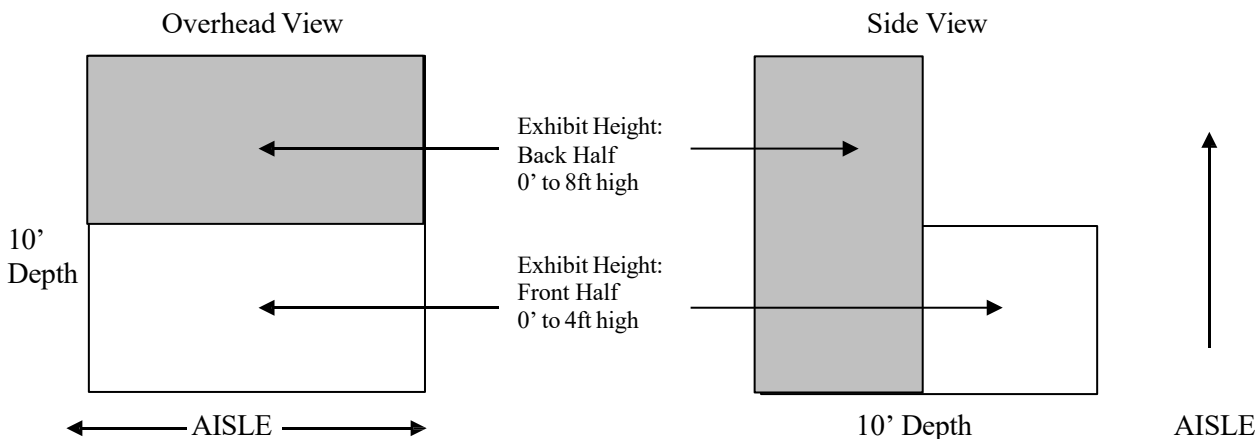
Please refer to the sightline restrictions rule below.

***Sightline Restrictions*** - Display fixtures, over 4' in height, will need to be positioned at least 5' from an aisle so a clear line of sight extends for at least 20' from any adjacent exhibitor. Exhibitors must do this on all sides of the booth. A person standing 3' into the aisle, from a distance of 20', must be able to see 5' feet into an adjacent 10' x 10' booth (from the aisle towards the middle of the booth).

- All display components will need to be positioned in order that a clear line of sight as defined above is maintained.
- Any display component placed in violation of sightline policy will be removed at the exhibitor's expense.
- The sightline must be maintained from both sides of the booth.
- All display components must be professionally produced.
- Any display component exceeding 8' in height must have a finished backing or must be draped off at the exhibitor's expense.

Show Management has established the following sightline policy to give each exhibitor effective use of his space without interfering with the rights of neighboring booths.

### ***Sample Booth Layouts –***





### **Special Notice: Two-Tiered Exhibits**

All two-tiered exhibits require a building notice, which must be filed with a licensed architect or engineer in the State of New York.

Any display that uses ground supported truss or tow motors to support an aerial display must be certified by a licensed architect or structural engineer. The New York Fire Department reserves the right to request documentation on-site to verify the structural safety of the exhibit. The New York Fire Department also reserves the right to request the exhibitor to dismantle the exhibit or support the exhibit with additional support points.

Please direct any floor plans/blueprints or questions to Operations at 212-564-8823 via fax at 917-591-8316

### **EXHIBITOR APPOINTED CONTRACTORS (EAC):**

Exhibitors using the services of display firms / independent contractors must fill out the EAC approval form located in the

“LABOR” section of the manual. Notification must include a current certificate of insurance that meets all hall specifications. The contractor must abide by all Jacob K. Javits Convention Center, Show Management and Union Regulations.

### **FIRE DEPARTMENT REGULATIONS:**

#### ***Inherent Fire Retardant or Flame-Retardant Treatment***

1. All decorations, drapes, signs, banners, plastics displays, hay straw, moss, split bamboo, and other materials **MUST BE FLAME RETARDANT** to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table coverings must be flame retardant treated unless they lay flat, with an overhang no greater the 6”
3. Oilcloth, tarpaper, sisal paper, nylon and certain other plastic materials cannot be flame retardant and their use is prohibited.
4. A flame test by the City of New York Fire Department may be performed when deemed appropriate. A certificate stating that all materials are flame retardant may be requested on site.

#### ***Vehicles / Internal Combustion Engines on Display***

1. Any autos, trucks, motorcycles, or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
2. All motor vehicles tanks containing fuel are required to have locking gas caps or must seal the gas cap with tape. No more than one gallon of fuel is permitted per vehicle.
3. Tanks cannot be refueled or emptied inside the Jacob K. Javits Convention Center.
4. A properly tagged set of keys to each vehicle must be left with Javits security prior to display.
5. All autos, trucks, vehicles of any kind must show the location on the Fire Department approved floor plan 14 days prior to the show date.

#### ***Combustibles***

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
2. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the backwall drapery (booth) or behind any display.
3. Storage of loose materials, loose packaging materials, flammable or combustible mixtures, waste, liquids, etc., is prohibited.



### ***Obstructions***

1. Aisles designated on approved show floor plans shall be kept clean, clear, and free of obstructions. Booth constructions shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs, and demonstration areas shall not be placed beyond booth areas into aisles.
2. All aisles must be maintained at a minimum of 10 feet in width or unless otherwise approved on the floor plan.
3. All fire prevention and fire equipment in all public assembly areas shall have easy and unobstructed accessibility.

### **FOOD DISPLAYS AND FOOD SERVICE:**

All food and beverage must be purchased through the exclusive in-house catering provider.

Exhibitors needing catering services or customized menus will need to call Cultivated at (212) 216-2400.

Refer to the “BUILDING CONTRACTORS” section of this manual for additional information.

### **GOOD TASTE & THE RIGHT OF OTHERS:**

Show Management may require an exhibitor to make changes to their exhibit if, in Show Management’s opinion, the exhibit does not conform to prevailing standards of good taste. Any inappropriate displayed items will be removed at the cost of the exhibitor. Changes will also be required if the exhibit interferes with the rights of others.

### **GRATUITES:**

Freeman and the Jacob K. Javits Convention Center request that exhibitors do not tip their employees. Any attempts made by an employee to solicit a gratuity for any service should be reported immediately to the Show Management Show Office. **Tipping is not appropriate.**

### **LIABILITY:**

Exhibitors are liable for any damage to floors, walls, or columns of the exhibit building. No cement or paste is to be for fastening floor covering. Tape used to secure carpets, linoleum or tile should have a cloth rather than a paper binding to facilitate its complete removal from the floor. Management will hold the exhibitor responsible for removal of all tape or adhesives placed on the floor.

### **LITERATURE DISTRIBUTION:**

Canvassing in any part of the Exhibit Hall, adjacent lobbies or corridors is prohibited. Printed or product promotions materials may be distributed only at the Exhibitor’s booth. Exhibitors must restrict their activities to the space for which they have contracted. Any unauthorized solicitation, whether by an Exhibitor or Attendee, should be brought to the attention of Show Management.

### **OFFENSIVE MATERIALS:**

Show Management reserves the right to require Exhibitors to remove from their exhibit any materials, which it determines, at its discretion, to be inappropriate. This includes materials that may be offensive, disparaging, or discriminatory.

### **PHOTOGRAPHY & VIDEO TAPING:**

Unauthorized photography or video taping of exhibits is prohibited. Exhibitors may photograph their own exhibits only.



## **SOUND AND NOISE REGULATIONS**

**Exhibitors with 6 or less contiguous booths are permitted** to use one TOA sound system for voice amplification only. The sound volume, above the ambient level when measured from the adjacent aisle(s) and/or neighboring exhibitor(s), may not exceed a 50-db level on the sound meter.

**Exhibitors with theatres or a minimum of 7 or more contiguous booths** will be granted permission to utilize sound systems of their design provided a platform presentation or educational program is presented. The sound volume, when measured from the adjacent aisle(s) and/or neighboring exhibit(s), may not exceed a 50-db reading on the sound level meter.

### **Please Note:**

Exhibitors must notify Show Management in writing 30 days in advance of their intention to use a sound system. Send requests to Crystal Young (f) 917-577-4010 or by email: [questions@theshowhelper.com](mailto:questions@theshowhelper.com)

## **SOUND AND NOISE VIOLATIONS:**

The following Sound System and Noise Rules are in effect for the NEW YORK BUILD: These rules will be strictly enforced.

1) **NO Live Bands or Musical Instruments will be permitted in any exhibitors' booth.** Only recorded music that can be controlled through a soundboard will be permitted. The use of whistles, horns, crickets, and other similar noise devices is prohibited.

2) **Maximum Sound Level will be enforced at 50 decibels.** Show Management staff will conduct sound tests on all exhibitors' booths on the morning of the show opening. Please instruct your booth staff and contractors to this important Sound Check and plan to have someone available. Show Management will clearly mark the maximum level on the controls of the soundboards where 50 decibels are maintainable. Sound levels will be assessed at 10 feet from the perimeter of the exhibit booth.

These restrictions are in place due to non-compliance with OSHA health and safety regulations that could potentially plague your firm from damage that any of your employees or show attendees might experience through excessive exposure to sound. There are consequences to continuing infractions of these requirements, and we intend to take non-compliance very seriously.

3) **ALL speakers must be turned INTO the exhibit booth. No speaker should be facing out into the aisle.**  
Thank you for your cooperation!

Should complaints arise and sound levels are found to be higher than the pre-set 50db maximums, the following **enforcement policy will be implemented:**

- a) **First infraction:** Show management will warn exhibitor by copy of a Noise Violation Form.
- b) **Second infraction:** Show management will present a NOISE VIOLATION NOTICE to the booth contact which must be signed by both parties to acknowledge that notice was issued, and there will be a \$150.00 fine.
- c) **Third infraction:** The Violation form will be revised and an *additional* \$500.00 fine will be imposed. Should the Third Infraction occur, Show Management additionally reserves the right to prohibit future sound reinforcement systems on its show floor by this exhibitor unless said company, at its own expense, attaches an Exhibit Management approved sound governing device to the system which will automatically maintain the Show's dB maximums. This will be STRICTLY ENFORCED.



**d) Fourth infraction:** Show management reserves the right to pull all electrical lines that feed the sound system for the duration of the show, regardless of the date of the occurrence. Show management reserves the right to remove exhibitor booth personnel from the show floor should the noise infractions continue.

Show Management does NOT want to continually have to respond to complaints of noise violators, so your total cooperation this year is imperative to all of us. Unfortunately, repeat offenders have resulted in our having to take these drastic actions.

#### **STORAGE OF MATERIALS:**

You can store a limited number of materials at your booth. All additional product / materials must be placed in Freeman accessible storage trailers located on the docks. You will be able to retrieve your materials from this area at designated access times throughout the show, for a fee. For pricing, please see the Accessible Storage Form in the Shipping Section of the manual. A schedule will be posted at the entrance to the storage area for your convenience. When removing material, you must check in and out with the Freeman representative managing this area.

#### **TRAFFIC:**

Show Management encourages promotional plans and demonstration areas but asks that you do not interfere with normal traffic flow in the aisles or traffic into any neighboring exhibit. **Demonstration areas must be organized within the exhibitor's space.**

#### **EXHIBITOR SERVICES:**

A representative from each firm above will be located at the Exhibitor Services Center during set-up, show days and dismantle. All inquiries regarding services should be made there. Exhibitors ordering labor are asked to check in at the desk when they are ready to install their exhibits.

#### **QUESTIONS AND ADJUSTMENTS:**

Any discrepancy in items and received any complaint or question concerning service, etc., must be reported to the appropriate vendor immediately upon noting the problem. Remember that items ordered, including labor, MUST be signed for at the time of receipt.



## SHIPPING INFORMATION

### **FREIGHT HANDLING JURISDICTION:**

Freeman has been appointed the official Material Handling Contractor for the NEW YORK BUILD

Freeman has the responsibility of receiving and managing all exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the show. Freeman will not be responsible for material they do not handle!

Crates, boxes, and packing materials must be removed from booths and stored during the show. No empty crates or boxes can be used as display counters or props unless they are chemically treated to resist flame. Please place small containers inside larger ones to facilitate storage. As soon as your containers are empty, place "EMPTY" stickers on them so that they can be stored immediately. Your cooperation in keeping the aisles clear to facilitate the moving of containers is appreciated.

### **ADVANCE WAREHOUSE SHIPMENTS:**

Advance shipments to Freeman warehouse **must arrive before the published deadlines to avoid additional fees.**

#### **Shipments sent to the warehouse include the following service:**

- Receiving common freight at warehouse
- Up to 30 days storage prior to move-in date
- Delivery to exhibitor's booth
- Empty crates removal from your booth
- Storage of your empty crates
- Return of empty crates after show
- Loading out to dock if required

#### **Please Note:**

- Loose materials will not be accepted at the warehouse.
- Materials must be shrink-wrapped, bound, or crated.
- Crated advance shipments requiring special handling or un-crated, un-skidded shipments will be charged a surcharge.
- Shipments consigned to warehouse after the advance shipping date, or after the show opens, will be assessed at the above rates, plus an additional delivery charge.

All shipments, advanced to the warehouse, must be clearly labeled with:

Exhibiting Company Name  
Booth # \_\_\_\_\_  
New York Build  
c/o Freeman.  
140 Central Ave  
Kearny, NJ 07032

Certified weight tickets are required to accompany all shipments. If shipments are received without a certified weight ticket, the exhibitor will incur a surcharge fee to weigh & calculate the correct weight. Shipments must be sent with freight charges PREPAID. Collect shipments will not be accepted.



**DIRECT SHIPMENTS:**

Any materials shipped directly to the Jacob K. Javits Convention Center must arrive during the published shipping dates. **(PLEASE SEE SHIPPING INFORMATION IN THE FREEMAN KIT)**

**Shipment sent directly to show site include the following services:**

- Unloading common freight at the exhibit hall from an outside carrier or exhibitor's truck
- Delivery to exhibitor's booth
- Storage of your empty crates
- Empty crate removal and return after show
- Loading out to dock if required

**Please Note:**

- Materials must be shrink-wrapped, bound, or crated
- Crated shipments requiring special handling, or un-crated or un-skidded shipments will be charged a surcharge

All vehicles arriving on-site for unloading must first check in with Freeman Traffic Manager to be cleared for staging. A licensed driver must always attend vehicles.

All shipments, direct to show site, must be clearly labeled with:

Exhibiting Company Name  
Booth # \_\_\_\_\_  
New York Build Expo  
C/O Freeman  
Jacob K. Javits Convention Center  
369 12<sup>th</sup> Avenue  
New York, NY 10001

Shipments must be sent with freight charges PREPAID. Collect shipments will not be accepted.

Certified weight tickets are required to accompany all shipments. If shipments are received without a certified weight ticket, the exhibitor will incur a surcharge fee to weigh & calculate the correct weight.



### **HOUSE RULES FOR "HAND CARRIED" GOODS**

Special "Hand Carried" entrance/exits have been arranged for exhibitors.

The **hand carry entrance of Javits Hall 3B can only be brought in through the inner roadway of the building located at 11th Avenue & 38<sup>th</sup> street and only during event specified times**

**Exhibitor Materials may be delivered directly to the facility by exhibitors, guests, etc. providing they adhere to the following guidelines:**

- Exhibitors may use nothing larger than a two-wheeled baggage cart (plastic or rubber wheels only) to move their items.
- The use of powered or hydraulic hand trucks, 4-wheel dollies or flatbeds by exhibitors or visitors is prohibited.
- Materials must be considered hand carried and may not exceed a normal armload. Vehicle access will be limited. Any vehicle exceeding 45 minutes will be subject to removal.
- Your vehicle **MUST** be **ALWAYS** attended.
- No vehicles will be permitted access to the "Hand Carried" entrance area unless at least two people are in the vehicle, one licensed person to attend the vehicle, and one to unload. Acceptable vehicles in the "Hand Carried" area are defined as "Personally Owned Vehicles" passenger cars or station wagons or vans less than 20 feet in length that are owned or leased by the exhibiting company.
- **DELIVERY VANS** (moving companies) no matter what size with non-exhibiting personnel (hired labor) will not be permitted to use the hand carry unloading zone and will be directed to go to marshalling yard / loading dock and have freight unloaded by union labor through docks. Drayage / material handling fees will apply
- U-Hauls or Ryder trucks and vehicles with attached trailers are prohibited.
- Any exhibitor off-loading what is not considered to be "Hand Carried" items or utilizing prohibited vehicles will be turned away and required to access the show floor through the loading dock and will be charged the appropriate drayage rates.

**Exhibitors MUST be properly badged before being allowed access to the show floor. Temporary work passes will be available to "helpers" for scheduled move-in and move-out times ONLY. See Show Management for passes. Badges are nontransferable**

For further information regarding Hand-Carry, call the Show Helper Operation Hotline at 212-564-8823 or email [questions@theshowhelper.com](mailto:questions@theshowhelper.com)



## **SHIPPING TIPS:**

### **1. Decide if your freight is going in advance to the warehouse or to arrive on-site during set-up**

#### *Advantages to advance (warehouse) shipping:*

- a. Your freight is off-loaded first and should be in your booth when you arrive.
- b. You can have assurance of knowing your freight has arrived at its destination by calling the warehouse in advance.

#### *Advantages to on-site shipping:*

- a. You can see your shipment off-loaded, as on-site freight shipments usually arrive after exhibitors are allowed hall entry.
- b. For fragile equipment, unboxed and uncrated, handling is minimal.

Please be sure to send shipments with a certified Bill of Lading specifying accurate weight and the total number of pieces.

### **2. Decide if your freight is going ground or air.**

- a. You may need air service if your shipping “window” is short.
- b. If your shipment is ground, use a professional shipper! You have a choice of overnight package delivery services, major van-line service or common carrier trucking firms. In making your decision, realize that most overnight services will not wait if there is a line to drop-off freight at the docks. They will leave and return later or the next day. So, if you need your freight “first thing” this may not be your best choice.
- c. Please be sure to send shipments with a certified Bill of Lading specifying accurate weight and the total number of pieces.

### **3. Be certain that your personnel who will be supervising set-up of your booth have copies of the shipping paperwork, especially:**

- a. Name of the shipping firm with evening and weekend contact information
- b. Number on the shipping bill and appropriate tracking numbers / information
- c. How much freight is expected, in pieces and lbs.
- d. List of contents in crates/boxes, and instructions for assembly or display
- e. Name and phone number of individuals who scheduled the shipment of materials.

### **4. Be sure to make outbound shipping arrangements with the carrier of your choice.** If no carrier is chosen or if your carrier does not check in by the assigned time, it will be necessary for Show Management and the General Contractor to ship your freight on the carrier of our choice at prevailing higher rates.